



Contract Number: CTN-CS-CMS143044-08  
Effective Date: 7-1-13  
Term Date: 6-30-15  
Cost: \$2,236,056. -  
Revenue: 42,236,056. -  
Total: NTE:  
Renewal By: Action  
Term: 4-1-15  
Reviewed by: VR 6-30-15

## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: June 18, 2013 – ADDENDUM

### **ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:**

An Intergovernmental Agreement between the Arizona Department of Economic Security (DES) and Pima County is to provide homeless assistance/eviction prevention services to low-income Pima County residents. Amendment No. 8, DES has allocated Pima County \$2,236,056.00 in additional funding to continue to operate emergency assistance services to services through June 30, 2015.

CONTRACT NUMBER (If applicable): CTN-CMS143044 (01-69-A-143044-0710)

### **STAFF RECOMMENDATION(S):**

*To be approved by Board of Supervisors.*

CORPORATE HEADQUARTERS: \_\_\_\_\_

To: CHH - 6-11-13  
CoB - 6-13-13  
Agenda 6-18-13  
Addendum (3)

Procure Dept 06/11/13 09:35

**CLERK OF BOARD USE ONLY: BOX M.G.**

**ITEM NO.**

**PIMA COUNTY COST:** \$ \_\_\_\_\_

**and/or REVENUE TO PIMA COUNTY:** \$ 2,236,056.00

**FUNDING SOURCE(S):** Arizona Department of Economic Security  
(i.e. General Fund, State Grant Fund, Federal Fund, Stadium D. Fund, etc.)

**Advertised Public Hearing:**

		YES	X	NO
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**Board of Supervisors District:**

1		2		3		4		5		All	XX
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**IMPACT:**

**IF APPROVED:**

Pima County will be able to accept the additional funding and continue to provide emergency services.

**IF DENIED:**

Pima County's will not be able to accept the additional funding which may impact homeless assistance/eviction prevention services provided to low-income Pima County residents.

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**DEPARTMENT NAME:** Community Services Employment and Training

**CONTACT PERSON:** Rosemary Cora Cruz **TELEPHONE NO.:** 243-6748  
or Charles Casey 243-6742



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

CONTRACT

NO. CTN-CS-CMS 143044AMENDMENT NO. 08This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

## Intergovernmental Agreement

## CONTRACT AMENDMENT

1. CONTRACTOR (Name and address)  <b>Pima County Community Services Department</b> <b>2797 E. Ajo Way</b> <b>Tucson, Arizona 85713</b>	2. CONTRACT ID NUMBER <b>DE111072001</b>  3. AMENDMENT NUMBER <b>Eight (8)</b>
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## 4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

Pursuant to the Terms and Conditions, Amendments or Modifications section, the purpose of this amendment is to:

**Funding** for the contract period beginning July 1, 2013 through June 30, 2014:

The reimbursement ceiling for the service for Case Management is \$1,480,284.

The reimbursement ceiling for the service for Community Services is \$755,741.

The cumulative reimbursement ceiling for the contract period July 1, 2010 to June 30, 2015 is increased to \$10,916,281.

Therefore, the Itemized Service Budgets for the service of Case Management (Attachment A) and Community Services (Attachment B) are revised and attached.

**Replace**

From Amendment # 4, **Reporting**, replace the existing version with the following:

Programmatic data shall be submitted through an agreed upon data bridge from an existing data system into CAP60 as identified on Programmatic Reports. This is to occur not later than June 30, 2013. Data submitted through the data bridge will be inclusive of data collected beginning July 1, 2013. In the interim months awaiting the implementation of the data bridge the Contractor shall supply subject data through the current process. All other reports such as invoices, payment verification forms and narrative information shall be provided on the forms currently required by this contract.

From Amendment # 5 Terms and Conditions, **Fingerprinting**, section **32.1.1**, replace the existing version with the following:

Personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles or vulnerable adults shall submit a full set of fingerprints to the Department for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544 or shall apply for fingerprint clearance card within seven working days of employment.

DE111072001 amendment # 8

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.	7. NAME OF CONTRACTOR
ARIZONA DEPARTMENT OF ECONOMIC SECURITY	PIMA COUNTY COMMUNITY SERVICES DEPARTMENT
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME Rita Schmidt	TYPED NAME
TITLE Deputy Chief Procurement Administrator	TITLE
DATE	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.

ARIZONA ATTORNEY GENERAL'S OFFICE

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

By: Karen Q. Garcia  
Public Agency Legal Counsel

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

Date: 5-31-13

## ITEMIZED SERVICE BUDGET

**CONTRACT SERVICE:** Case Management (CMG-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	77,345	\$3,867	\$3,867
1	1	Community Services Mgr	66,560	\$6,656	\$6,656
2	1	Program Coordinator	88,092	\$35,236	\$35,236
1	1	Acctg Sup Spec-Sr	30,439	\$9,132	\$9,132
1	1	Acctg Sup Spec	28,218	\$19,753	\$19,753
3	1	Intake Specialist	90,630	\$51,044	\$51,044
1	1	Courier	20,800	\$832	\$832
1	1	Information Systems Tech	41,621	\$1,249	\$1,249
1	1	Intake Specialist	26,425	\$6,606	\$6,606
<b>TOTAL PERSONNEL</b>				<b>\$134,375</b>	<b>\$134,375</b>

**2. EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Workmen's Comp; Retirement; Health Ins; Dental Ins; Life Ins	33.53% of Total Personnel Service Cost	\$45,056	\$45,056
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>		<b>\$45,056</b>	<b>\$45,056</b>

**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	\$50,000	\$0
Case Management to be contracted	Contracted direct service	\$118,207	\$118,207
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>\$168,457</b>	<b>\$118,457</b>

**4. TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$30 /mo x 12 mos.	\$360	\$360
<b>TOTAL TRAVEL</b>		<b>\$360</b>	<b>\$360</b>

**5. SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$865/mo x 12 mos.	\$10,380	\$10,380
<b>TOTAL SPACE</b>		<b>\$10,380</b>	<b>\$10,380</b>

**6. EQUIPMENT**

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$0	\$0
<b>TOTAL EQUIPMENT</b>		<b>\$0</b>	<b>\$0</b>

**7. MATERIALS & SUPPLIES**

ITEM	BASIS	TOTAL COST	DES COST
Office Supplies	\$125/mo x 12 mos	\$1,500	\$1,500
Software	\$330 x 3 computers	\$990	\$990
Small Tools		\$0	\$0
Postage	\$0/mo x 12 mos	\$0	\$0
Printing/Duplicating	\$86/ea x 3	\$258	\$258
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$2,748</b>	<b>\$2,748</b>

8. OPERATING SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$330/mo x 12 mos (Base rate for 6 phones + LD)	\$3,960	\$3,960
Staff Education	\$0/ea x 0 Prof Seminars	\$0	\$0
Copier/Fax maintenance	\$5/mo x 12 months	\$60	\$60
<b>TOTAL OPERATING EXPENSES</b>		<b>\$4,020</b>	<b>\$4,020</b>

9. INDIRECT COSTS

ITEM	BASIS	TOTAL COST	DES COST
Indirect Costs		\$0	\$0
<b>TOTAL INDIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>

<b>10. SUBTOTAL ADMIN COST</b>	<b>\$365,396</b>	<b>\$315,396</b>
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11. VOUCHERS

ITEM	TOTAL COST	DES COST
TANF - 49	\$364,350	\$364,350
LIHEAP - 77	\$798,589	\$798,589
NHN - 70	\$1,949	\$1,949
EEIP	\$109,248	\$0
<b>TOTAL VOUCHERS</b>	<b>\$1,274,136</b>	<b>\$1,164,888</b>

<b>12. TOTAL SERVICE COST/DES TOTAL COST:</b>	<b>\$1,639,532</b>	<b>\$1,480,284</b>
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REVENUE SOURCES:

Admin	LIHEAP ADMIN	\$50,574	\$50,574
Vouchers	LIHEAP 77	\$798,589	\$798,589
Admin	LIHEAP A16 ADMIN	\$56,099	\$56,099
Vouchers	NHN	\$1,949	\$1,949
Admin	Qwest	\$15,894	\$15,894
Services	TANF 49	\$192,829	\$192,829
Vouchers	TANF 49	\$364,350	\$364,350
	EEIP GF	\$109,248	\$0
	CASE MGT GF	\$50,000	\$0
	<b>TOTAL REVENUE:</b>	<b>\$1,639,532</b>	<b>\$1,480,284</b>

## ITEMIZED SERVICE BUDGET

**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	77,345	\$3,867	\$3,867
1	1	Community Services Mgr	66,560	\$26,624	\$26,624
2	1	Program Coordinator	88,092	\$52,855	\$52,855
1	1	Acctg Sup Spec-Sr	30,439	\$3,044	\$3,044
1	1	Acctg Sup Spec	28,218	\$8,465	\$8,465
2	1	Intake Specialist	57,302	\$22,921	\$22,921
2	1	Office Support II	44,747	\$44,747	\$44,747
1	1	Courier	20,800	\$416	\$416
1	1	Information Systems Tech	41,621	\$4,162	\$4,162
1	1	Admin Support Svcs Mgr	62,899	\$3,145	\$3,145
<b>TOTAL PERSONNEL</b>				<b>\$170,246</b>	<b>\$170,246</b>

**2. EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Workmen's Comp; Retirement; Health Ins; Dental Ins; Life Ins	28.93% of Total Personnel Service Cost	\$49,252	\$49,252
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>		<b>\$49,252</b>	<b>\$49,252</b>

**3. PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Subcontractor contracted		\$2,275	\$2,275
Current Amount to be contracted		\$393,575	\$393,575
FY 11-12 Carryover available (minus contracted shortage)		\$0	\$0
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>\$395,850</b>	<b>\$395,850</b>

**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	8 staff x 1 ACAA conferences @ \$578.00 ea	\$4,624	\$4,624
Out-of-State Travel	4 staff x 1 NCAF conferences @ \$1402 ea	\$5,608	\$5,608
<b>TOTAL TRAVEL</b>		<b>\$12,740</b>	<b>\$12,740</b>

**5. SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$445.83/mo x 12 mos.	\$5,350	\$5,350
<b>TOTAL SPACE</b>		<b>\$5,350</b>	<b>\$5,350</b>

**6. EQUIPMENT**

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$0	\$0
<b>TOTAL EQUIPMENT</b>		<b>\$0</b>	<b>\$0</b>

7. **MATERIALS & SUPPLIES**

ITEM	BASIS	TOTAL COST	DES COST
Office Supplies	\$300/mo x 12mos	\$3,600	\$3,600
Software	\$330 x 5 computers	\$1,650	\$1,650
Small Tools	printer, monitor	\$400	\$400
Postage	\$575/mo x 12 mos	\$6,900	\$6,900
Printing/Duplicating	\$70/mo x 12 mos	\$840	\$840
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$13,390</b>	<b>\$13,390</b>

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Books & Subscriptions	\$100/yr (Mgmt Training bulletin subscription; Staff Educ books)	\$100	\$100
Telephone	\$404/mo x 12 mos (Base rate for 8 phones + LD)	\$4,848	\$4,848
Legal Notices	(RFP notice in O Tucson newspaper)	\$0	\$0
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)	\$2,091	\$2,091
Copier/Fax maintenance	\$9/mo x 12 mos	\$108	\$108
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,913</b>	<b>\$8,913</b>

9. **INDIRECT COSTS**

ITEM	BASIS	TOTAL COST	DES COST
Indirect Costs		\$0	\$0
<b>TOTAL INDIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>

<b>10. SUBTOTAL ADMIN COST</b>	<b>\$655,741</b>	<b>\$655,741</b>
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11. **VOUCHERS**

ITEM	BASIS	TOTAL COST	DES COST
Direct Assistance		\$100,000	\$100,000
<b>TOTAL VOUCHERS</b>		<b>\$100,000</b>	<b>\$100,000</b>

<b>12. TOTAL SERVICE COST/DES TOTAL COST:</b>	<b>\$755,741</b>	<b>\$755,741</b>
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**REVENUE SOURCES**

DES-CSA	\$655,741	\$655,741
DES-CSA-Carryover	\$0	\$0
VOUCHERS	\$100,000	\$100,000
<b>TOTAL REVENUE:</b>	<b>\$755,741</b>	<b>\$755,741</b>