



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 02/06/24

or Procurement Director Award: ☐

\* = Mandatory, information must be provided

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

CBS Consulting Group

**\*Project Title/Description:**

Professional Grant Writing Services

**\*Purpose:**

This contract provides for professional Grant Writing Services for competitive and formula grants. The purpose of this amendment is to increase contract by \$30,000.00

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C

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

The predicted outcomes for this contract is to continue applying for new and continuing, federal, state, and local grant funds to enhance Pima County Attorney's Office's ability to reduce crime by holding offenders accountable; supporting victims; and implementing prevention crime programs.

**\*Public Benefit:**

The use of grant funded money provides supplemental funding for various criminal justice programs and core services including crime prevention, criminal prosecution, and victim services, saving local tax payer dollars. Historically, the County Attorney's Office receives on average \$4 million worth of grant funding annually.

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

Payment net: 30 days billed quarterly.

Competitive Proposals for additional work will be billed at a rate of \$50 per hour

**\*Retroactive:**

No.

TO: COB 1-17-24 (1)  
VERS: 9  
PGS: 7

JAN11'24PM0231 PD

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: CT Department Code: PCA Contract Number (i.e., 15-123): 22-375  
Amendment No.: 3 AMS Version No.: 9  
Commencement Date: 02/06/24 New Termination Date: 06/30/2024  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ \$30,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required: Pima County Attorney's Office – Anti-Racketeering Fund**

Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:** \_\_\_\_\_

**\*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)?**


Contact: Amy Gaudel

Department: PCA

Telephone: (520) 724-8036

Department Director Signature: 

Date: 1/9/2024

Deputy County Administrator Signature: 

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

County Administrator Signature: \_\_\_\_\_

Date: 1/9/2024

**Pima County Attorney's Office**

**Project: Professional Grant Writing Services**

**Contractor: CBS Consulting Group  
P.O Box 1624  
Green Valley, Arizona 85622**

**Contract No.: CT-PCA-22\*375**

**Contract Amendment No.: [03]**

<b>Orig. Contract Term:</b> 07/01/2022 – 06/30/2022	<b>Orig. Amount:</b>	<b>\$70,000.00</b>
<b>Termination Date Prior Amendment:</b> 06/30/2024	<b>Prior Amendments Amount:</b>	<b>\$56,404.00</b>
<b>Termination Date This Amendment:</b> 06/30/2024	<b>This Amendment Amount:</b>	<b>\$30,000.00</b>
	<b>Revised Total Amount:</b>	<b>\$156,404.00</b>

**CONTRACT AMENDMENT**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1. Background. On 07/01/2022, County and Contractor entered into the above referenced agreement to provide Professional Grant Writing Services

1.2. Purpose. County requires continuing grant-writing services from Contractor.

**2. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$30,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$156,404.00.

**3. Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit A** (2 pages).

**Contract No.: CT-PCA-22\*375{22998 / 01162191 / v2}**

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors


\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date


**APPROVED AS TO FORM**

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

Rachelle Barr  
\_\_\_\_\_  
Print DCA Name

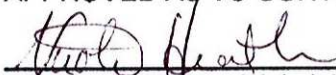
01/05/2024  
\_\_\_\_\_  
Date

**CONTRACTOR**

  
\_\_\_\_\_  
Authorized Officer Signature

CHERYL BROWNSTEIN SANTIAGO,  
\_\_\_\_\_  
Printed Name and Title CBS CONSULTING GROUP  
1/8/24  
\_\_\_\_\_  
Date PRINCIPAL

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Nicole Heath, Legal Administrator

1/9/2023  
\_\_\_\_\_  
Date

Contract No.: CT-PCA-22\*375(22998 / 01162191 / v2)

**Exhibit A (2 pages)**  
**Scope of Services and Rates**

**I. Priority 1 Existing Grants (Maintenance of Effort)**

Given that grant rounds for federal, state, and local grants generally occur from January through July, Contractor will:

1. Meet in person, by phone, videoconferencing and webinars with various grantor representatives of the AZ Criminal Justice Commission (ACJC), AZ Department of Public Safety, AZ Governor's Office, the Arizona Auto Theft Authority, and other similar entities as needed.
2. Meet with individual PCAO project managers and PCAO finance and administration personnel, as needed.

**II. Priority 2 Prospecting**

1. Review and make recommendations regarding any new grant solicitations that are of interest to PCAO and forward to PCAO's upper management.
2. If determined to be a viable project with the submission deadline from January through July, contractor will submit a competitive proposal for consideration of additional work as an extension to contract.
3. If determined to be a viable project with the submission deadline after July, contractor will review and make recommendations regarding any new grant solicitations prepared by PCAO staff.
4. Meet with individual PCAO project managers and PCAO finance and administration personnel during various grant application processes.

**III. Grant Agencies Focus**

1. U.S. Department of Justice
  - a. Bureau of Justice Assistance
  - b. Office for Victims of Crime
  - c. Office on Violence Against Women (OVW)
  - d. Office of Justice Programs
  - e. Office of Juvenile Justice and Delinquency Prevention (OJJDP)
2. U.S. Department of Health and Human Services
  - a. Substance Abuse and Mental Health Services Administration (SAMHSA)

**IV. Program Area Priorities**

1. Adults
  - a. Restorative Justice, DTAP, CMPSS Courts and other diversion programs
  - b. Victim Services
  - c. Data-driven prosecution
  - d. Human Trafficking focus on shelters and community training
2. Juveniles
  - a. Restorative Justice programs
  - b. Prevention

**V. Annual and Renewal Grant Solicitations**

Historically, the Pima County Attorney's Office (PCAO) has applied each year for a variety of formula and discretionary grants to enhance its ability to reduce crime, support victims and prevent crimes. Typically, they include federal grants, federal-state pass-through grants, state grants, and occasionally from other entities. The contract includes as many as possible of the following, and others forwarded by PCAO upper management, within

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time limitations mentioned above:

AGENCY AND SOLICITATION TITLE	NOFO	ACTIVITIES AND DELIVERABLES
<b>AZ Dept. of Public Safety (U.S. Office of Victims of Crime) Crime Victim Assistance (3-year grant for Victim Services)</b>	Spring	-Secure RFP -Communicate with PCAO and project partner staff to develop a plan and budget for new applications and/or for renewals
<b>AZ Criminal Justice Commission Drugs, Gangs and Violent Crime Control (DGVCC)</b>	Spring	-Draft proposal for review by project director and senior staff, whenever possible at least two weeks before its deadline
<b>AZ Auto Theft Authority Auto Theft Vertical Prosecution and Professional Training Grants</b>	Spring	-Secure required signatures/letters/certifications and other docs to be uploaded with the application
<b>U.S. Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant (JAG) (Providing to Tucson Police Department a PCAO insert for yearly formula award administered by the TPD)</b>	Summer	-Revise application as needed and secure final approval from the Legal Administrator, or the Chief Deputy.
<b>Pima County Outside Agency (Under the Community Development and Neighborhood Conservation) Very occasional requests.</b>	Winter	-Submit application in a timely fashion -Provide an electronic copy to the project director, Finance Manager, senior staff and any partner organizations listed in the submission.
<b>HHS Substance Abuse and Mental Health Services Administration (5-year grant for Court diversion programs)</b>	Spring	
<b>Vitalyst Health Foundation Systems Change Grant Program</b>	Summer	

**VI. Work Location / Travel**

As an independent contractor, all work will be completed in Contractor's home office, using her own supplies and equipment. All regular, in-state travel is included in the contract rate.

**VII. Fees**

The all-inclusive fee for completing grant applications and other activities is \$55,000. Payment net: 30 days billed quarterly.  
Competitive Proposals for additional work are not to exceed \$45,000 to be billed as a lump sum fee. Payment net: 30 days billed monthly.

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# Pima County Attorney's Office

## MEMORANDUM

TO: Nicole Heath, Legal Administrator Approval to pay, contingent upon availability of funds. NH Nicole Heath Digitally signed by Nicole Heath  
Date: 2023.12.22 13:44:28 -07'00'

FROM: Ellen R. Brown, Deputy County Attorney *ERB*

DATE: 12/21/23

RE: Approval of purpose/use of distribution of Pima County Attorney anti-racketeering funds under state law for CBS Consulting Group contract amendment in the amount of \$30,000.00.

I have reviewed the attached December 20, 2023 request for approval of the purpose/use of funds held by the Pima County Attorney in its state sub-account of the Pima County Attorney's Anti-Racketeering Revolving Fund. The request is APPROVED for the reason that the description of the purpose/use appears consistent with the following purpose(s)/use(s) by state law:

- ☐ Funding a gang prevention program. ARS § 13-2314.03(F).
- ☐ Funding a substance abuse education program. ARS § 13-2314.03(F).
- ☐ Funding a program that provides assistance to victims of a criminal offense that is listed in A.R.S. §13-2301. ARS § 13-2314.03(F).
- ☐ Funding for witness protection pursuant to A.R.S. § 11-536. ARS § 13-2314.03(F).
- ☐ Funding the investigation and prosecution of any offense included in the definition of racketeering in A.R.S. §§ 13-2301(D)(4) or 13-2312, including civil enforcement. ARS § 13-2314.03(F).
- ☒ Funding for a purpose permitted by federal law relating to the disposition of any property transferred to a law enforcement agency. ARS § 13-2314.03(F). Reference: *USDOJ Guide to Equitable Sharing for State and Local Law Enforcement Agencies* (July 2018) (*Guide*), specifically subsec(s) V(B)(1)(f).
- ☐ These monies will provide support of a community-based program (*see the Guide, V.B.1.k. (July 2018)*). The *Certification by Community Organization Applicant and Community Organization Application for Funding Assistance from Pima County Anti-Racketeering Funds* is attached.
- ☐ Funding to compromise and pay claims against forfeited property. ARS § 13-4315(A)(5).

- Funds to pay expenses necessary to seize, detain, appraise inventory, protect, maintain, preserve the availability of, advertise or sell property that is subject to forfeiture; or any other necessary expenses incident to the seizure, detention, preservation or forfeiture of the property. ARS § 13-4315(C)(1).
- Funding to pay awards for information or assistance which led to a civil or criminal proceeding under the Criminal Code. ARS § 13-4315(C)(2).

Notes/Special Instructions:

Contract extension for grant writing



**Laura Conover**  
Pima County Attorney



(520) 724-5600  
pcao.pima.gov  
32 N. Stone Avenue, Tucson, AZ 85701

## MEMORANDUM

TO: Ellen Brown, Deputy County Attorney

FROM: Nicole Heath Legal Administrator **Nicole Heath** Digitally signed by Nicole Heath  
Date: 2023.12.20 14:02:49 -07'00'

DATE: 12/20/23

RE: Request for approval of purpose/use of distribution of Pima County Attorney anti-racketeering funds

Please review this description of purpose/use of funds held by the Pima County Attorney in the Pima County Attorney's Anti-Racketeering Revolving fund.

Agency/Entity to be paid:

Subaccount: Treasury ☐ Justice ☐ State ☒

Recurring Distribution: ☐

### DESCRIPTION OF PURPOSE/USE OF DISTRIBUTION

This request is to fund Direct Select Contractor CBS Consulting Group (Cheryl Brownstein-Santiago) for the Pima County Attorney's Office (PCAO). CBS Consulting Group will provide grant writing services to PCAO focusing on both competitive and noncompetitive formula grants to enhance our ability to reduce crime by holding offenders accountable, supporting victims and crime prevention programs.

This amendment is a request to compensate the contractor for additional grant work she completed for the office during the current term of the contract, CT-PCA22-375, expiring June 30, 2024, by the amount of \$30,000.00. The applications she has worked on has the potential to bring in over \$650,000 for the office to enhance our crime reduction efforts, including supporting victims and crime prevention.

The contract amendment is currently in the review process before being presented/approved by the Board of Supervisors. The prior funding request was previously approved to use ARF Funding.

**Please let me know if you have any questions. Thank you.**

**Attachment: Previously approved ARF memo.**