

BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: May 7, 2024

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Arizona Department of Economic Security

***Project Title/Description:**

Community Action Services Program

***Purpose:**

Pima County received federal funds from the Arizona Department of Economic Security (ADES) to provide rent, mortgage, and utility assistance and case management to low-income individuals and families facing eviction or homelessness. State Fiscal Year 2024 allocation is as follows: Short Term Crisis Services/Temporary Assistance To Needy Families (STCS/TANF) - \$540,565, Low Income Home Energy Assistance Program (LIHEAP) - \$477,345.20, Community Services Block Grant (CSBG) - \$1,269,361.53 and Neighbors Helping Neighbors (NHN) - \$6,210. Awards are pursuant to a five-year Intergovernmental Agreement (IGA) as amended to add funds or modify scope of services. This ADES IGA Amendment is to revise the budget from \$2,196,266.00 to \$2,708,459.73 for the period of July 1, 2023 through June 30, 2024.

Attachment: DI20-002265 Amendment 9 (GTAM-CR-24-067)

Indirect cost: STCS/TANF, LIHEAP and CSBG 10% de minimis. NHN does not allow indirect costs.

***Procurement Method:**

The grant award amendment was reviewed and signed by the Pima County Attorney Office.

***Program Goals/Predicted Outcomes:**

The program goal is to alleviate poverty and provide emergency services.

***Public Benefit:**

The benefit of this program to Pima County residents is to provide case management, prevent evictions, foreclosures and utility shutoffs for low-income residents; address food insecurity, provide emergency medical prescriptions, minor home repair and other special needs in rural communities.

***Metrics Available to Measure Performance:**

Monthly case management reports, quarterly ROMA reports, CSBG Annual Report and the Community Action Plan.

***Retroactive:**

No.

GMI approved
4/17/24

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: GTAM Department Code: CR Grant Number (i.e., 15-123): 24-067

Commencement Date: 7/1/23 Termination Date: 6/30/24 Amendment Number: 9

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 2,708,459.73

*All Funding Source(s) required: Community Services Block Grant; Short Term Crisis Services/Temp Assistance to Needy Families; Low Income Home Energy Assist Program & Neighbors Helping Neighbors

*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 Economic Security

Contact: Manira Cervantes/Rise Hart

Department: Community & Workforce Development

Telephone: 724-5710/724-5723

Department Director Signature: [Signature] Date: 4/11/2024

Deputy County Administrator Signature: [Signature] Date: 4/11/2024


County Administrator Signature: [Signature] Date: 4/11/2024




INTERGOVERNMENTAL AGREEMENT AMENDMENT

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson, 4th Floor
Phoenix, Arizona 85007
(602) 542-2222

CONTRACTOR:	Services Description:	Community Action Services Program
Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713	Agreement Number:	DI20-002265
	Amendment Number:	Nine (9)
<p>PURSUANT TO THE INTERGOVERNMENTAL AGREEMENT (IGA), SPECIAL TERMS AND CONDITIONS, SECTION 28.0 LEVELS OF SERVICE, THE PARTIES HEREBY AGREE TO AMEND THE AGREEMENT AS FOLLOWS:</p> <p>In accordance with the Special Terms and Conditions, Section 28.0 Levels of Service, the purpose of this Amendment is to revise State Fiscal Year 24 funding to the Itemized Service Budget for the period of July 1, 2023, through June 30, 2024.</p> <p>In accordance with the Alert issued on 11/20/2023, the revised allocations are as follows:</p> <p>The total value of the budget is revised from \$2,196,266.00 to \$2,708,459.73 as detailed in the attached itemized service budget. This amount includes the estimated carryover funding from State Fiscal Year 2023 in the amount of \$512,193.73.</p> <p>The itemized service budget is revised and attached.</p>		
EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT SHALL REMAIN UNCHANGED AND IN FULL FORCE AND EFFECTS. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS AMENDMENT ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.		
Agency Name	Name of Contractor	
Arizona Department of Economic Security		
Authorized Signature	Authorized Signatory	
Type Name	Type Name	
Title	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 ASSISTANT ATTORNEY GENERAL	PUBLIC AGENCY LEGAL COUNSEL 	

	INTERGOVERNMENTAL AGREEMENT AMENDMENT	ARIZONA DEPARTMENT OF ECONOMIC SECURITY 1789 W. Jefferson, 4 th Floor Phoenix, Arizona 85007 (602) 542-2222
DATE	DATE 4/1/2024	

ITEMIZED SERVICE BUDGET

Agency Name: Pima County
Contract Period: 07/01/2023 - 06/30/2024 [SFY2024]
Contract No.: DI20-002265
Amendment No: 9

1. PERSONNEL

Name	Position/Title	FTE Level	Total Salary for the Contract Period
Cervantes, Manira	CWD Division Manager, CWD	100%	\$91,547.43
Delic, Erina	CWD Manager I	100%	\$70,000.00
Corral , Elaine	CWD Coordinator	100%	\$52,679.02
Cortez, Esther	CWD Coordinator	100%	\$55,320.00
Fierros, Patricia	CWD Coordinator	100%	\$55,045.75
Luquez, Angela	CWD Intake Specialist I	10%	\$44,240.56
Bracamonte, Lorena	CWD Specialist I	20%	\$45,354.61
Delisk-Babuca, Michelle	CWD Specialist I	10%	\$42,141.01
Lopez, Sonia	CWD Specialist I	35%	\$44,240.56
Moore, Clarissa	CWD Specialist I	10%	\$44,240.56
Morris, Stephen	CWD Specialist I	50%	\$22,120.28
Padilla, Gloria	CWD Specialist I	20%	\$45,905.03
Wagner, Julia	CWD Specialist I	5%	\$42,141.01
Castro, Edna	CWD Specialist II	100%	\$49,824.32
Peru, Luz	CWD Specialist II	50%	\$51,971.92
Vacant	CWD Specialist I	50%	\$40,996.80
Vacant	CWD Specialist I	50%	\$40,996.80
Vacant	CWD Specialist I	50%	\$40,996.80
Vacant	CWD Specialist I	100%	\$40,966.80
Vacant	CWD Specialist I	20%	\$40,996.80
TOTAL PERSONNEL			

Total Cost	DES Cost	Case Management					Case Management - Intake		Community Service		
TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
91,547.43	91,547.43		40,280.87		915.47				50,351.09		
70,000.00	70,000.00		21,000.00		7,000.00				42,000.00		
52,679.02	52,679.02		23,705.56		-				28,973.46		
55,320.00	55,320.00		19,362.00		11,064.00				24,894.00		
55,045.75	55,045.75		19,266.01		2,752.29				33,027.45		
4,424.06	4,424.06		-		-				4,424.06		
9,070.92	9,070.92		-		-				9,070.92		
4,214.10	4,214.10		-		-				4,214.10		
15,484.19	15,484.19		6,636.08		-				8,848.11		
4,424.06	4,424.06		-		-				4,424.06		
22,120.28	22,120.28		-		-				22,120.28		
9,181.00	9,181.00		-		-				9,181.00		
2,107.05	2,107.05		-		-				2,107.05		
49,824.32	49,824.32		-		-				49,824.32		
25,985.96	25,985.96								25,985.96		
20,498.40	20,498.40								20,498.40		
20,498.40	20,498.40								20,498.40		
20,498.40	20,498.40								20,498.40		
40,966.80	40,966.80								40,966.80		
8,199.36	8,199.36		4,099.68		4,099.68						
582,089.50	582,089.50		134,350.20	-	25,831.44	-			421,907.86	-	-

2. EMPLOYER RELATED EXPENSES

ITEM	BASIS
Fringe Benefits and Payroll Taxes	38%
TOTAL EMPLOYER RELATED EXPENSES	

TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
219,872.34	219,872.34		49,701.68		9,845.67				160,324.99		
219,872.34	219,872.34		49,701.68	-	9,845.67	-			160,324.99	-	-

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS
Sub Recipient Contracts	
TOTAL PROFESSIONAL AND OUTSIDE SERVICES	

TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
483,217.00	483,217.00		163,678.00		38,039.00				281,500.00		
-	-										
483,217.00	483,217.00		163,678.00	-	38,039.00	-			281,500.00	-	-

4. TRAVEL

ITEM	BASIS
Motor Pool	as needed
Conferences	staff regis, hotel, airfare & per diem
Training	as need, new staff training
TOTAL TRAVEL	

TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
-	-										
20,500.00	20,500.00		8,000.00						12,500.00		
14,500.00	14,500.00		2,000.00						12,500.00		
-	-										
35,000.00	35,000.00		10,000.00	-	-	-	-	-	25,000.00	-	-

5. SPACE

ITEM	BASIS
TOTAL SPACE	

TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
-	-										
-	-										
-	-		-	-	-	-			-	-	-

6. EQUIPMENT

ITEM	BASIS
TOTAL EQUIPMENT	

TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
-	-										
-	-										
-	-		-	-	-	-			-	-	-

7. MATERIALS AND SUPPLIES

ITEM	BASIS	TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
Office Supplies		21,045.94	21,045.94		7,122.85						13,923.09		
Software-ISF Charges		6,000.00	6,000.00		3,000.00						3,000.00		
Small Equipment under \$1,000		1,000.00	1,000.00		1,000.00						-		
Postage		12,000.00	12,000.00		2,000.00						10,000.00		
Printing/Duplicating		2,000.00	2,000.00								2,000.00		
Printing Energy Education Literature		-	-		-						-		
Materials for resource fairs	Shirts, tablecloths, signs, materials	32,000.00	32,000.00		1,000.00						31,000.00		
TOTAL MATERIALS AND SUPPLIES		74,045.94	74,045.94		14,122.85	-	-	-	-	-	59,923.09	-	-

8. OPERATING SERVICES

ITEM	BASIS	TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
Telephone	charged monthly	4,400.00	4,400.00		2,400.00						2,000.00		
Dues/Memberships	as needed	6,300.00	6,300.00		1,000.00						5,300.00		
Legal Notices	RFP notice	100.00	100.00								100.00		
Investigative Svcs	fingerprint cards & background checks	4,000.00	4,000.00		2,000.00						2,000.00		
Computer Equip R & M	as needed	5,000.00	5,000.00								5,000.00		
TOTAL OPERATING EXPENSES		19,800.00	19,800.00		5,400.00	-	-	-	-	-	14,400.00	-	-
SUBTOTAL DIRECT/ADMIN COSTS					377,252.73						963,055.94	-	-

9. INDIRECT COSTS

ITEM	BASIS	TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
Indirect costs	Rate 10% MTDC	141,399.50	141,399.50		37,725.27		7,368.64				96,305.59		
TOTAL INDIRECT COSTS		141,399.50	141,399.50		37,725.27	-	7,368.64	-			96,305.59	-	-
SUBTOTAL ADMIN COST		1,555,424.28	1,555,424.28		414,978.00	-	81,084.75	-	-	-	1,059,361.53	-	-

11. VOUCHERS

ITEM	TOTAL COST	TOTAL DES COST	LIHEAP A16 COST	NAVIGATOR COST	SSBG COST	TANF COST	NHN COST	TANF COST	NHN COST	CSBG COST	CSBG Discretionary COST	FERC Discretionary COST
SSBG Vouchers	-	-										
NHN Vouchers	6,210.00	6,210.00					6,210.00					
TANF Vouchers	459,480.25	459,480.25				390,558.22		68,922.03				
CSBG Vouchers-Subrecipient	150,000.00	150,000.00								150,000.00		
CSBG Vouchers-Pima County	60,000.00	60,000.00								60,000.00		
FTE	-	-										
Total Salary for the Contract Period	-	-										
Luquez, Angela	CWD Intake Specialist I	39,816.50	39,816.50	39,816.50								
Bracamonte, Lorena	CWD Specialist I	36,283.69	36,283.69	36,283.69								
Delsid-Babuca, Michelle	CWD Specialist I	37,926.91	37,926.91	37,926.91								
Des Lauriers, Linda	CWD Specialist I	2,212.03	2,212.03	2,212.03								
Lopez, Sonia	CWD Specialist I	28,756.36	28,756.36	28,756.36								
Moore, Clarissa	CWD Specialist I	39,816.50	39,816.50	39,816.50								
Moreno, Guadalupe	CWD Specialist I	2,212.03	2,212.03	2,212.03								
Padilla, Gloria	CWD Specialist I	36,724.02	36,724.02	36,724.02								
Rios, Julie	CWD Specialist I	2,212.03	2,212.03	2,212.03								
Wagner, Julia	CWD Specialist I	40,033.96	40,033.96	40,033.96								
Vacant	CWD Specialist I	32,797.44	32,797.44	32,797.44								
Vacant	CWD Specialist I	20,948.40	20,948.40	20,948.40								
Vacant	CWD Specialist I	20,498.40	20,498.40	20,498.40								
Fringe Benefits and Payroll Taxes	38%	137,056.93	137,056.93	137,056.93								
TOTAL VOUCHERS		1,153,035.45	1,153,035.45	477,345.20	-	390,558.22	6,210.00	68,922.03	-	210,000.00	-	-

12.	\$ 2,708,459.73	\$ 2,708,459.73	\$ 477,345.20	\$ 414,978.00	\$ -	\$ 471,642.97	\$ 6,210.00	\$ 68,922.03	\$ -	\$ 1,269,361.53	\$ -	\$ -
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Note: Please ensure your Total Costs are more than or equal to your DES Costs. If the Total Costs light up red, your Total Costs need to be adjusted. See column AD