

COB - BOSAIR FORM

09/23/2025 11:41 AM (MST)

Submitted by: Manira Cervantes@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 97925

Award Type: Grant

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 10/14/2025

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Arizona Community Action Association dba Wildfire

Project Title / Description: Diaper Distribution Demonstration and Research Pilot (DDDRP)

Purpose: The purpose of the Diaper Distribution Demonstration and Research Pilot (DDDRP) is to assess how effectively Community Action Agencies (CAAs) and nonprofit partners can distribute diapers and supplies to low-income families, while also connecting them to essential wraparound services. Launched in April 2023, the program began with no administrative funding, but CAA successfully distributed 563,240 diapers and supplies. In Year 3 (May 2025 – September 2025), Pima County secured \$34,375 in federal administrative funds and an additional 250,000 diapers and supplies, strengthening the program's infrastructure and service coordination. Now in Year 4 (October 2025 – September 2026), the County has secured \$25,000 in administrative funds and up to 209,000 diapers and supplies through continued partnership with the Arizona Community Action Association (Wildfire). To date, the program has distributed over 813,000 diapers and supplies, directly addressing a critical hygiene need while serving as a gateway to broader family stability. By combining basic needs support with comprehensive navigation services, the DDDR is not only meeting immediate needs but also building long-term pathways to self-sufficiency for families across Pima County.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: This grant was reviewed by Pima County Attorney's Office but their signature is not required.

Program Goals/Predicted Outcomes:

The long-term benefits of the DDDRP program include a decrease in specific health problems within the community, such as diaper rash and urinary tract infections, as well as fewer unnecessary emergency room visits due to better health among caregivers and children. Additionally, the program aims to enhance the stability and sustainability of diaper distribution initiatives, strengthen community ties, lower unemployment rates, boost school readiness for children in educational childcare environments, alleviate economic stress, and increase family income.

Public Benefit and Impact:

This program offers significant advantages to residents of Pima County by delivering comprehensive support that meets the diapering needs of low-income children. Each eligible child can receive up to 150 diapers each month, as long as supplies are available. By alleviating the financial burden of diaper costs, families can redirect their funds towards other essential household expenses, ultimately boosting their overall income.

Budget Pillar

- Improve the quality of life

Support of Prosperity Initiative:

2. Improve Quality of Life and Opportunity in High Poverty Areas

Provide information that explains how this activity supports the selected Prosperity Initiative

Yes, the Diaper Distribution Demonstration and Research Pilot (DDDRP) aligns strongly with several key goals of the Pima County Prosperity Initiative, particularly in its focus on meeting basic needs, advancing equity, and supporting family stability. The DDDRP directly addresses a critical and often overlooked basic need, diaper access, which is essential for child health, hygiene, and parental ability to work or attend school. By distributing nearly 1 million diapers and supplies to date, the program helps reduce financial strain on low-income families and supports their ability to meet other essential needs. The program is intentionally designed to serve low-income families, many of whom are disproportionately impacted by poverty and systemic barriers. By partnering with trusted community organizations and CAAs, the DDDRP ensures equitable access to resources and services, particularly in underserved areas of Pima County. Diaper insecurity can prevent parents from working or placing children in childcare. By alleviating this burden and connecting families to wraparound services such as housing support, workforce development, and case management, the DDDRP contributes to long-term family stability and economic opportunity.

Metrics Available to Measure Performance:

Wildfire's online reporting form will be completed to record diaper distributions to each recipient/family. These records will include recipient information, numbers of diapers distributed, and the types of additional services and/or referrals provided to each recipient. On a quarterly basis, Wildfire will require each participant organization to provide an account of the number of diapers delivered and distributed during the previous three months, as well as an accurate account of the number of diapers and supplies remaining in inventory. Additionally, Beneficiary Enrollment Surveys (BES) will be distributed to all first-time applicants.

Retroactive:

NO

Grant / Amendment Information (for grants acceptance and awards)

Record Number:

Amplifund Grant Record Number: 97925

Type: Award

Department Code: CWD

AmpliFund Grant Record Number: 97925

Amendment Number: N/A

Commencement Date: 10/14/2025

Termination Date: 09/29/2026

Advantage Initial GTAW# (If Applicable): N/A

Total Revenue Amount:

\$25,000.00

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: U.S. Dept of Health and Human Services Diaper Distribution Demonstration and Research Pilot, Social Services Research and Demonstration Award listing number 93.647

Does PCAO need to review the grant award (or grant amendment)?

YES

Does PCAO need to sign the grant award (or grant amendment)?

NO

Match funding from General Fund?

NO

Match funding from other sources?

NO

Are Federal Funds Involved?

YES

If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

U.S. Dept of Health and Human Services Diaper Distribution Demonstration and Research Pilot, Social Services Research and Demonstration pass through Arizona Community Action Association dba Wildfire.

CFDA# 93.647

FAIN# 90EDA0002

Department: Manira Cervantes / Rise Hart

Name: Manira Cervantes

Telephone:

520-724-5710

GMI approved KBW 9/24/2025

Department Director Signature:



Date:

9.23.25

Deputy County Administrator Signature:



Date:

9/24/2025

County Administrator Signature:



Date:

9-29-2025

MEMORANDUM OF UNDERSTANDING #26-0

between

Pima County (“Contractor”)

a political subdivision of the State of Arizona, located at 801 W. Congress St., Tucson, Arizona 85745

and

Arizona Community Action Association (dba "Wildfire")

an Arizona non-profit corporation, located at 340 E Palm Lane Suite 315, Phoenix, AZ 85004

This Memorandum of Understanding (hereafter "MOU") shall be effective on September 30, 2025, or when all parties have signed, whichever is later, and will terminate on September 29, 2026; or otherwise mutually agreed.

This MOU may be extended for additional terms, depending upon available funding.

- To be considered for additional terms, all requirements must be met. The Contractor will at a minimum:
 - Achieve services and performance indicators disclosed herein and in Exhibit A.
 - Submit contact, site updates.
 - Ensure clients meet eligibility requirements.

The funding amount for each subsequent extension term may vary. Funding is determined based on the grant amount awarded to Wildfire, which is determined in part by the timely submission of required financial and program reports.

The purpose of the Diaper Distribution Demonstration and Research Pilot (DDDRP) is to evaluate the ability of Community Action Agencies (CAAs), social services agencies, and other non-profit community organizations to provide diapers and diapering supplies on a consistent basis through diaper distribution programs while also offering supportive services for families with low incomes.

DDDRP guidelines are subject to change and Contractor agrees to comply with all said changes imposed by DDDR and communicated by Wildfire.

The parties of this MOU agree as follows:

I. CONTRACTOR RESPONSIBILITY: SCOPE OF SERVICES

The Contractor will provide the following services in support of Wildfire’s extended award for the Diaper Distribution Demonstration and Research Pilot, Federal Award / FAIN: #90EDA0002, Assistance Listing Number 93.647. Federal Award Project Title; Two-year DDDR.

- 1.1 Receive and distribute a minimum of 167,200 and up to 209,000 diapers and additional diapering supplies as needed to households residing within the Contractor's geographic service area, over the course of the MOU term, in addition to any diapers that may remain in Contractor's inventory from previous terms of the DDDRP program.
 - 1.1.1 The numbers of diapers referenced in section 1.1 above will be dependent upon the overall cost of the diapers and supplies ordered by Contractor over the course of the MOU term, as well as available funding.
 - 1.1.2 The numbers of diapers referenced in section 1.1 above may be increased or decreased upon mutual, written agreement between Wildfire and Contractor. An agreement to alter these numbers of diapers will not require a formal amendment to this MOU, but can be achieved via electronic, written communication between the parties.
- 1.2 Establish appropriate safeguards to protect the confidentiality of shared Client Data and to prevent unauthorized use or access. Specifically, each Contractor shall implement and maintain an information security management policy with standards that are no less rigorous than accepted industry practices, comply with all applicable laws to protect the Customer Data from unauthorized access, destruction, use, modification, or disclosure.
- 1.3 Comply with all terms and conditions set forth in Exhibit A.
- 1.4 Provide a range of support services to the beneficiaries of the diaper programs.
- 1.5 Participate fully in the federal evaluation of DDDRP and follow all evaluation protocols.
- 1.6 Promptly notify Wildfire of any changes to approved project staff positions funded under this MOU.

II. WILDFIRE RESPONSIBILITY

- 2.1 Wildfire agrees to pay Contractor a maximum administration fee of \$25,000.00 for the term of this MOU, provided that Contractor distributes at least the minimum number of diapers referenced in Section 1.1 above. If Contractor distributes fewer than the minimum number of diapers referenced in Section 1.1 above for the term of this MOU then Wildfire agrees to pay Contractor a prorated amount of the administration fee, based on the ratio of diapers distributed by Contractor to the minimum number of diapers referenced in Section 1.1 above. For example, if the minimum distribution figure is 100,000 diapers and Contractor distributes 80,000 diapers for the term of this MOU, then the ratio would be 0.8 and Wildfire would agree to pay Contractor 80% of the administration fee.
- 2.2 Wildfire agrees to provide all necessary training and program and policy documentation to administer the DDDRP program.
- 2.3 Wildfire will provide training and technical assistance (T/TA) to Contractor to help them expand and/or strengthen existing diaper distribution program operations, data gathering and/or reporting.

III. RESPONSIBILITY AND LIMITS OF LIABILITY

Each party of this MOU shall be responsible for its own Liability and agrees to indemnify and hold harmless the other party and its employees from and against any and all liabilities, claims, demands, damages and costs whatsoever, without limitations, including reasonable attorney's fees arising from any act or failure to act, of any kind whatsoever, occurring in the performance of this MOU.

IV. DEFINED RELATIONSHIP

This MOU provides for the basis to begin the business relationship between the Contractor and Wildfire. This MOU is intended to be a tool that may be negotiated, modified, or amended by mutual agreement. Either party shall make no other agreements that would in any way contradict, conflict, or otherwise place either signor in a position of harm or liability.

V. TERMINATION/MODIFICATION OF MEMORANDUM OF UNDERSTANDING

This MOU may be terminated by either party by giving written notice at least 30 days prior to the effective date of such termination.

This MOU may be modified and/or amended by Wildfire in writing to comply with DDDRP guideline changes and requirements as needed.

CANCELLATION FOR CONFLICT OF INTEREST. This MOU is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this MOU by reference.

VI. SIGNATURES

The parties to the MOU hereby agree to any and all provisions as stipulated.

Pima County

| | |
|-------------|---|
| Name | Rex Scott |
| Title | Pima County Board of Supervisors, Chair |
| Sign / Date | |

| | |
|-------------|--|
| Name | Melissa Manriquez |
| Title | Pima County Board of Supervisors, Clerk of the Board |
| Sign / Date | |

Wildfire

| | |
|-------------|--------------------------------|
| Name | Kelly McGowan |
| Title | Executive Director |
| Sign / Date | <i>Kelly McGowan</i> 9/18/2025 |



Exhibit A

Diaper Distribution and Research Pilot

Organizational Participant Handbook

FFY 26

Program Outline

The U.S. Department of Health and Human Services (HHS) is currently providing funds for the Diaper Distribution Demonstration and Research Pilot (DDRP) project, which is to be administered by state associations, in partnership with local community organizations. Wildfire is the state association awarded with these funds for Arizona and is coordinating the procurement and delivery of diapers and diapering supplies to each participating partner organization.

The purpose of this pilot program is to establish and enhance existing diaper distribution programs by providing an influx of diapers and supplies to local partners while ensuring that recipients of these items are provided with wholistic services and referrals to services that further support the needs of each recipient.

Distribution Guidelines

Eligible recipients/families should be provided with up to 150 diapers per month, per child. In most cases, the maximum number of 150 diapers should be provided for each child, along with a reasonable number of diapering supplies, as needed.

Diapers and diapering supplies must be provided to all eligible recipients/families without discrimination based on race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, gender identity, or marital status. Recipients must not be required or expected to participate in any religious service or class, nor be induced to join or convert to any faith group, institution or cause.

Participant organizations must ensure, to the best of their ability, that items distributed through this program are not sold, traded or bartered, nor used for fundraising, auctions, or raffles. These items may only be used to provide a material benefit to eligible recipients of this program and may not be used as gifts to staff members or volunteers.

Each recipient/family must be provided with the opportunity to take advantage of in-house services that would provide additional, financial, strategic, and/or material support to meet their needs. If any of these necessary services are not available in-house for a particular recipient/family, a referral to a nearby resource should be provided for each area of need, along with assistance to the recipient/family to connect them directly with the correct program and point of contact at the referred resource.

Eligibility Guidelines

Diapers must only be provided to parents or legal guardians of children for whom the diapers are meant to benefit.

Recipients must provide the following documentation to ensure eligibility:

- I.D. of parent or guardian
- Birth certificate of each beneficiary child OR another document that lists both the parent/guardian and child's names (medical paperwork, rental agreement, application for state services, etc.)
- Verification of income (no less than 80% of all recipients must meet the eligibility threshold, which is household income at or below 200% of the Federal Poverty Guidelines (see Exhibit B of the MOU agreement).
 - The following documentation can be utilized to verify the recipient's household income:
 - Pay stubs
 - W2, and/or tax returns from the previous tax year
 - Award letters for federal benefits such as AHCCCS, SNAP, TANF, WIC

Ordering and Inventory

Wildfire will provide a method by which each partner organization may order diapers and supplies for this program. To ensure logistical and pricing advantages, orders will only be fulfilled on a monthly or bi-monthly (every other month) basis. Partner organizations must also maintain an accurate count of their current inventory and ensure that all diapers and supplies ordered through this pilot program are distributed by the end date of the program, as established in the partnership agreement.

Delivery Certification

Each partner organization must designate at least one staff member to oversee receipt of diaper deliveries. When a particular delivery is received, a designated staff member must verify that the total number of diaper supplies and diapers delivered (by each diaper size) matches the total number of diapers and supplies ordered. This staff member must certify that the delivery is accurate and provide that certification document to Wildfire for each delivery. More information about this certification process will be discussed in subsequent communications/trainings from Wildfire. If the delivery is not accurate, Wildfire must be notified immediately, so that a resolution can be reached.

Reporting Requirements

Partner organizations must utilize Wildfire's online reporting form to record diaper distributions to each recipient/household. Access the form using [this link](#). These records will include recipient information, numbers of diapers distributed, and the types of additional services and/or referrals provided to each household. Other, reasonable reporting requirements may be added to the form by Wildfire as the program continues.

On a quarterly basis, Wildfire will require each participant organization to provide an account of the number of diapers delivered and distributed during the previous three months, as well as an accurate account of the number of diapers and supplies remaining in inventory. Staff members should also ask about the experiences of diaper recipients and record success stories whenever possible. Wildfire will ask for these success stories and will report them to HHS to promote the utility and essential nature of this program.

When a recipient/family receives diapers for the first time, and every six months thereafter, they must be asked to answer some additional questions regarding the potential impact that participation in this program has had on their household. These questions will be provided to each participant organization in the form of a printable document or built into the online reporting form, referenced above, or both. These additional questions are to replace the Beneficiary Enrollment Survey (BES), which was previously a requirement of this program, but is no longer in use.

Collaboration with Partners and with Wildfire

Partners organizations will be expected to collaborate with Wildfire's network of participating partners for this project by sharing information, success stories, best practices, and suggestions for improvement. Regular meetings between Wildfire and each partner, as well as network meetings may be required.

Each partner organization will be responsible for keeping Wildfire staff informed of any major changes to their program, including staffing, locations, contact information, distribution methods, distribution schedules, outreach events, etc.

Site Visits

Wildfire staff may perform a site visit to any partner organization's distribution site or sites, given reasonable, advance notice and at a time that is agreed upon by both parties. The purpose of these site visits will be to provide support, answer questions, address ongoing issues, ensure that program guidelines are being followed, and verify that reported inventory numbers are accurate.

Exhibit B

Effective 2025

Federal Poverty Guidelines (FPG) - Income thresholds **for the last 30 days** by percent of FPG

Household Size

| Percent of Poverty | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | For each additional member add: |
|--------------------|------------|---------|------------|------------|---------|------------|------------|---------|------------|-------------|---------------------------------|
| 200% | \$2,608.33 | \$3,525 | \$4,441.67 | \$5,358.33 | \$6,275 | \$7,191.67 | \$8,108.33 | \$9,025 | \$9,941.67 | \$10,858.33 | \$916.67 |