



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 5/6/2025

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Arizona Community Action Association dba Wildfire

***Project Title/Description:**

Diaper Distribution Demonstration and Research Pilot (DDDRP)

***Purpose:**

The purpose of the DDDRDP is to assess how effectively Community Action Agencies (CAAs), social services agencies, and other non-profit community organizations can consistently distribute diapers and diapering supplies through their distribution programs, while also providing comprehensive support services for low-income families. The initial Memorandum of Understanding (MOU) was signed in April 2023, allowing for the distribution of 563,240 diapers and supplies to eligible children until September 30, 2024, despite the absence of administrative funding. Under the new agreement, Pima County has secured \$34,375 in federal administrative funds along with 250,000 diapers and supplies from the Arizona Community Action Association, dba Wildfire, to further assist low-income residents in Pima County with essential diapering needs.

***Procurement Method:**

The MOU was reviewed, edited and approved by the Pima County Attorney Office, but their signature is not required.

***Program Goals/Predicted Outcomes:**

The long-term benefits of the DDDRDP 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:**

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.

***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.

GMI approves
K. White for K. Kelly
4/16/2025

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: Grant Department Code: CWD Grant Number (i.e., 15-123): 87135
Commencement Date: 05/06/2025 Termination Date: 09/29/2025 Amendment Number: N/A

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 34,375.00

***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

***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 Community Action Association dba Wildfire

Contact: Manira Cervantes/Rise Hart

Department: Community & Workforce Development

Telephone: 520-724-5710

Department Director Signature: [Signature]

Date: 4/15/2025

Deputy County Administrator Signature: [Signature]

Date: 4/17/2025

County Administrator Signature: [Signature]

Date: 4/17/2025

MEMORANDUM OF UNDERSTANDING #25-0

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, 2024, or when all parties have signed, whichever is later, and will terminate on September 29, 2025; 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 up to 250,000 diapers and additional diapering supplies as needed to households residing within the Contractor's geographic service area, over the course of the MOU term.
 - 1.1.1 The number of diapers referenced in section I.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 number of diapers referenced in section I.1 above may be increased or decreased upon mutual, written agreement between Wildfire and Contractor. An agreement to alter this number 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 the Contractor an administration fee of \$34,375.00 for the term of this MOU.
- 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 Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement 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, Chairman
Sign / Date	

Pima County

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

Wildfire

Name	Kelly McGowan
Title	Executive Director
Sign / Date	



Exhibit A

Diaper Distribution and Research Pilot Organizational Participant Handbook

FFY 25

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/family. 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 recipient. 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, they must be asked to complete the Beneficiary Enrollment Survey (BES), which was created by the Administration of Children and Families (ACF) Office of Community Services (OCS). This survey is optional for all recipients and their responses are anonymous. The survey can only be completed online at the following websites: [Link to English BES](#). [Link to Spanish BES](#).

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.