



Contract Number: CT-CD-1300000000000000522-02  
Effective Date : 7-1-13  
Term Date : 6-30-14  
Cost : ✓  
Revenue : ✓  
Total :                      NTE:                       
                    Action  
Renewal By :                       
Term : 6-30-14  
Reviewed by: SR

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

Requested Board Meeting Date: June 17, 2014

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

Authorization of contract CT-CD 1300000000000000522 between Our Family Services, Inc. and Pima County Community Development and Neighborhood Conservation Department (CDNC) to make budget line item changes to the Contract for Emergency Shelter and Support Service costs covered by the grant made available by General funds.

CONTRACT NUMBER (If applicable): 13000000000000000522

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

Staff recommends approval by the Board of Supervisors

Procure Dept 05/22/14 RM09:22

CORPORATE HEADQUARTERS: Tucson, Arizona

CLERK OF BOARD USE ONLY: BOS MTG. \_\_\_\_\_

ITEM NO. \_\_\_\_\_

PIMA COUNTY COST: 0.00 and/or REVENUE TO PIMA COUNTY:\$

FUNDING SOURCE(S): General Fund

(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:**

County shall authorize contract CT-CD 13000000000000000522 between Our Family Services, Inc. and Pima County Community Development and Neighborhood Conservation Department (CDNC) to make budget line item changes to the Contract for Emergency Shelter and Support Service costs covered by the grant made available by General funds.

**IF DENIED:**

County shall not authorize contract CT-CD 13000000000000000522 between Our Family Services, Inc. and Pima County Community Development and Neighborhood Conservation Department (CDNC) to make budget line item changes to the Contract for Emergency Shelter and Support Service costs covered by the grant made available by General funds.

DEPARTMENT NAME: Community Development and Neighborhood Conservation

CONTACT PERSON: Lori Aldecoa TELEPHONE NO.: 243-6673

**PIMA COUNTY DEPARTMENT OF COMMUNITY  
DEVELOPMENT AND NEIGHBORHOOD  
CONSERVATION**

**AGENCY:** Our Family Services, Inc.

**PROJECT:** Emergency Shelter

**CONTRACT NUMBER:** 13\*522

**CONTRACT AMENDMENT NUMBER:** TWO (2)

**CONTRACT**

**NO.** CT-CD-1300000000000000522

**AMENDMENT NO.** 02

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

**ORIG. CONTRACT TERM:** 07/01/2012 - 06/30/2013  
**TERMINATION DATE PRIOR AMENDMENT:** 06/30/14  
**TERMINATION THIS AMENDMENT:** 06/30/2014

**ORIG. CONTRACT AMOUNT:** \$40,000.00  
**PRIOR AMENDMENTS:** \$40,000.00  
**AMOUNT THIS AMENDMENT:** \$.00  
**REVISED CONTRACT AMOUNT:** \$80,000.00

WHEREAS, Pima County ("County") and Our Family Services, Inc. ("Agency") entered into a Contract for services as referenced above; and

WHEREAS, Agency has requested a change in the budget line items to accommodate a change in the means of providing services; and

WHEREAS, County finds that such change in budget line items will not negatively impact Agency's provision of services under the Contract;

WHEREAS, County has agreed to the requested change to budget line items.

NOW, THEREFORE IT IS AGREED TO AMEND THE CONTRACT AS FOLLOWS:

**A. Exhibit A-1, Paragraph 3 -- Budget is deleted in its entirety and replaced with the following:**

	<b>Pima County Fiscal Year 2013- 2014 Award*</b>	<b>Other Sources</b>	<b>Total Program Budget</b>
Personnel & Fringe		\$54,594.00	\$54,594.00
Space Cost (rent & utilities)		3,957.00	3,957.00
Operating Services		18,829.00	18,829.00
Support Services	\$15,300.00	247,867.00	263,167.00
Travel Associated Cost (incl. mileage)		6,584.00	6,584.00
Staff Development		400.00	400.00
Equipment		225.00	225.00
Materials & Supplies	\$1883.00	3,300.00	5,183.00
Professional & Outside Services	\$17,600.00	5,083.00	22683.00
General Administrative Costs 15% Max OA only	\$5,217.00	75,873.00	81,090.00
<b>Total</b>	<b>\$40,000.00</b>	<b>\$416,712.00</b>	<b>\$456,712.00</b>

\* See attached Pima County Outside Agency Budget Detail for FY 2013 – 2014

## Pima County Outside Agency Budget Detail

FY 2013-2014

AGENCY: Our Family

PROGRAM NAME: Emergency Shelter

**Section I Salaries & Training Specific to OA Budget**

Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Position Costs (OA) Amount	TOTAL FY Program Position Costs

**Section II General Program Costs Determination**

Program shares space, equipment with other programs?			Select one	Program percent of Agency
i) Total Program Space is divided by TOTAL AVAILABLE SPACE				
ii) Total PROGRAM FTEs divided by TOTAL Agency/Site FTEs				
iii) Other Method. Please describe:				
COSTS	Yearly Agency Total	Yearly Program Total	Description	
Rent	\$339,898.00	\$0.00		
Utilities - included in re	\$0.00	\$0.00		
Operating	\$264,441.00	\$0.00		
<b>Section II Program Total</b>	<b>\$604,339.00</b>	<b>\$0.00</b>		

**Section III Program Specific Costs**

All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization

TYPE	Amount	
Support Services	\$15,300.00	Financia; assistance- payments to a 3rd party: EXAMPLES: rent/ utility/ deposit
Materials & Supplies	\$1,883.00	Food, household cleaning supplies, hygiene supplies, school supplies and diapers
Equipment		
Outside Professional Services	\$17,600.00	Temporary direct service personnel to provide case manangement hours.
<b>Section III Program Total</b>	<b>\$34,783.00</b>	

**Section IV Program Administration Costs**

A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, maintenance for overall operations. Maximum of 15% of OA request

<b>Section IV Program Total</b>	<b>\$5,217.00</b>	
<b>TOTAL OA PROGRA</b>	<b>\$40,000.00</b>	

B. The Pima County Outside Agency Budget Detail for FY 2013 – 2014 is deleted in its entirety and replaced with the attached "Revised" FY 2013-2014 Budget Detail.

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All other provisions of this Contract, including the provisions set forth in Exhibit A, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

This Amendment shall be effective on January 1, 2014, provided that it has been executed by the Pima County Board of Supervisors and AGENCY.

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IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the dates written below.

**Pima County Board of Supervisors**

\_\_\_\_\_  
Sharon Bronson, Chair

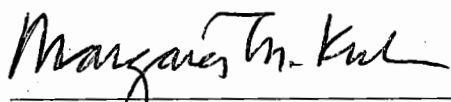
\_\_\_\_\_  
Date

**Attest:**

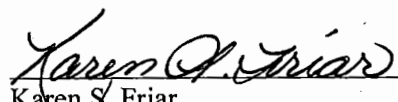
\_\_\_\_\_  
Clerk, Board of Supervisors

\_\_\_\_\_  
Date


**Approved as to Content:**

  
\_\_\_\_\_  
Margaret M. Kish  
Pima County Community Development  
and Neighborhood Conservation

**Approved as to form:**

  
\_\_\_\_\_  
Karen S. Friar  
Deputy County Attorney

**Contractor**

  
\_\_\_\_\_  
Authorized Signatory

Executive Director  
\_\_\_\_\_  
Title

5/1/14  
\_\_\_\_\_  
Date