



Contract Number: CT-CD-13000000000000000522-02  
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 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.

CONTRACT NUMBER (If applicable): 13000000000000000522

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

Staff recommends approval by the Board of Supervisors

Procure Dept 05/22/14 AM09:22

CORPORATE HEADQUARTERS: Tucson, Arizona  
Page 1 of 2

**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:**

		<b>YES</b>	<b>X</b>	<b>NO</b>
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**Board of Supervisors District:**

<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>All</b>	<b>XX</b>
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**IMPACT:**

**IF APPROVED:**

County shall authorize 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.

**IF DENIED:**

County shall not authorize 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.

**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: \$0.00  
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:

	Pima County Fiscal Year 2013- 2014 Award*	Other Sources	Total Program Budget
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 &amp; 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)	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 rent	\$0.00	\$0.00			
Operating	\$264,441.00	\$0.00			
<b>Section II Program</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	Financial 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 management hours.
<b>Section III Program</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</b>	<b>\$5,217.00</b>
<b>TOTAL OA PROGRAM</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.

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.

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

Margaret M. Kish  
Pima County Community Development  
and Neighborhood Conservation

Approved as to form:

Karen S. Friar

Karen S. Friar  
Deputy County Attorney