



Contract Number: CT-CS-14 # 494-01  
Effective Date: 11-4-14  
Term Date: 6-30-15  
Cost: \$16,863. -  
Revenue: \_\_\_\_\_  
Total: \_\_\_\_\_ NTE: \_\_\_\_\_  
Renewal By: 4-1-15  
Term: 6-30-15  
Reviewed by: XH

## BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

18

Requested Board Meeting Date: November 4, 2014

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

#### Background

International Sonoran Desert Alliance "Contractor" to provide information to low-income households in and around the unincorporated Ajo area of Pima County on sources available for obtaining emergency financial assistance. Contractor will also process applications for eligible low-income households experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection.

Amendment Amount: \$16,863.00

Contract Officer: Risé Hart, 724-5723

Payment System: AMS

CONTRACT NUMBER (If applicable): CT-CS-14-494 Amendment 01

#### STAFF RECOMMENDATION(S):

To be approved by Board of Supervisors.

CORPORATE HEADQUARTERS: \_\_\_\_\_

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Procure Dept 10/23/14 PM0231

Procure Dept 10/14/14 PM1001

Ver. 2 To: COB - 11-5-14  
Vendor - 1 Agenda - 11-18-14  
Pgs. - 10 (1)

**CLERK OF BOARD USE ONLY: BOX M.G.**

**ITEM NO.**

**PIMA COUNTY COST:** \$16,863.00

**and/or REVENUE TO PIMA COUNTY:** \$ N/A

**FUNDING SOURCE(S):** Pima County General Funds

**Advertised Public Hearing:**

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

1		2		3		4		5		All	XX
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**IMPACT:**

**IF APPROVED:**

Contractor will be able to provide information on emergency assistance and process applications for eligible low-income Ajo residents experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection.

**IF DENIED:**

Low-income Ajo residents experiencing a temporary financial crisis will not be able to receive information on emergency financial assistance further jeopardizing poverty and self-sufficiency.

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**DEPARTMENT NAME:** Community Services

**CONTACT PERSON:** Rise Hart

**TELEPHONE NO.:** 724-5723

**PIMA COUNTY COMMUNITY SERVICES,  
EMPLOYMENT AND TRAINING (CSET) DEPARTMENT  
COMMUNITY ACTION AGENCY (CAA) PROGRAM  
PROFESSIONAL SERVICES CONTRACT**

**PROGRAM: Community Services Block Grant (CSBG) – Housing**

CONTRACTOR: International Sonoran Desert Alliance

CONTRACT NO: CT-CS-14-494

AMENDMENT NO: 01

**FUNDING:** Community Services Block Grant (CSBG) Grant and General Funds

Original Contract Term:	07/01/14 – 06/30/15	Original Contract Amount:	\$20,610.00
Term This Amendment:	n/a	Amount This Amendment:	\$16,863.00
		Revised Contract Amount:	\$37,473.00

## CONTRACT AMENDMENT

This amendment to the above-referenced Contract is entered into by and between Pima County, a body politic and corporate of the State of Arizona ("County") and International Sonoran Desert Alliance, an Arizona non-profit corporation ("Contractor").

## RECITALS

WHEREAS, with the Community Services Block Grant ("CSBG") funding provided through this Contract, Contractor provides emergency assistance to low-income households in and around the unincorporated Ajo area of Pima County ("Ajo"); and

WHEREAS, the need for this emergency assistance in Ajo continues; and

WHEREAS, there has also been an increase in the number of requests for emergency home repairs from Ajo residents; and

WHEREAS, County has reviewed Contractor's provision of emergency services and finds Contractor's performance satisfactory; and

WHEREAS, County finds that Contractor has the capacity to additionally provide intake to determine eligibility for emergency home repairs during the term of the Contract.

**NOW, THEREFORE,** the Parties as follows:

I. **ARTICLE III - COMPENSATION AND PAYMENT**, Paragraphs A, B, and C are deleted in their entirety and replaced with the following.

A. **CSBG Program Activities**. In consideration for the provision of CSBG services specified in Exhibit A, County agrees to pay Contractor in an amount not-to-exceed \$20,610.00.

B. **Emergency Financial Assistance Activities**. In consideration for the provision of emergency assistance intake and eligibility activities specified in Exhibit A of this Contract, County agrees to pay Contractor in an amount not-to-exceed \$16,863.00. Funding will be from Pima County general funds.

C. Request for payments must be submitted to the County by the 15<sup>th</sup> working day of each month for the previous month of service. **Contractor may not invoice for administrative costs in any month where direct client services have not been provided.** Invoices must be:

1. Approved and signed by an authorized representative of the Contractor
2. For services and costs as identified in **Exhibit A** and must reference this contract number.
3. Supportable by documentation which Contractor shall provide to County upon request. Such information may include, but is not limited to:
  - a. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A** of this Contract.
  - b. Copies of invoices and/or checks (front and back) to support all purchases of goods or services.
  - c. Detailed travel reports to support all travel expenses.
  - d. Time Sheets to support all labor charges.
  - e. Fringe benefit calculations at the rate as shown in the approved budget in Exhibit A.
  - f. A calculation of administrative/indirect costs, evidencing that such costs do not exceed the maximum of the total reimbursement specifically allowed under this Contract.
4. Verifiable by County representative.
5. Only for authorized expenses which are not paid or reimbursed by another Federal or grant revenue source.

II. **EXHIBIT A – SCOPE OF WORK**, is deleted in its entirety and replaced with the **attached Exhibit A**.

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Any other provisions of the Contract not expressly modified in this Amendment shall remain in effect and be binding on the parties.

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IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

Chair, Pima County Board of Supervisors

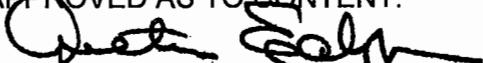
Date: \_\_\_\_\_

ATTEST:

Clerk of the Board

Date

APPROVED AS TO CONTENT:



Director, Employment & Training

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

CONTRACTOR:



Authorized Signature

Date: 10/9/14

## EXHIBIT A

Effective on the date of execution of Amendment No. 1

### CONTRACTOR: International Sonoran Desert Alliance

### WORKSTATEMENT NO. 1 – CSBG Program Activities

**I. PROGRAM OVERVIEW.** Contractor must use Community Services Block Grant (“CSBG”) funds provided pursuant to this Contract to provide social services to eligible individuals and households to assist in alleviating poverty, revitalizing communities and empowering low-income families to becoming self-sufficient.

**II. PROGRAM ACTIVITIES.** Contractor shall:

- A. Determine eligibility of applicants in accordance with the CSBG Income Guidelines in effect at the time services are provided. The current Income Guidelines are attached as **Exhibit A-1**. CSBG Income Guidelines may be changed during the term of this Contract and shall be in effect without need of an amendment. County will notify Contractor of the changes by written notice from the County.
- B. For those individuals and households meeting the income eligibility requirements, conduct an assessment of needs, maintain case notes, conduct post-service surveys, and measure outcomes.
- C. Maintain confidentiality of all applicant and client files, records and documents. All documentation and records must be kept in a locked cabinet or, if not subject to retention, shredded.
- D. Provide direct client services consistently throughout the contract term.
- E. Perform all tasks and reporting attributed to “the agency” in the National Results Oriented Management Accountability (ROMA) and National Performance Indicators (NPI) listed below:

#### 1. LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT (FAMILY)

Employment – The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- Unemployed and obtained a job.

Employment Supports – the number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

- Obtained safe and affordable housing.
- Obtained non-emergency utility assistance.

#### 2. THE CONDITIONS IN WHICH LOW-INCOME PEOPLE LIVE ARE IMPROVED (COMMUNITY)

Emergency Assistance – the number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:

- Emergency Rent or Mortgage Assistance
- Utility Assistance

**3. LOW-INCOME PEOPLE OWN A STAKE IN THEIR COMMUNITY (COMMUNITY)**

Community Enhancement through Maximum Feasible Participation – the number of volunteer hours donated to Community Action agency program.

- Total number of volunteer hours donated by low-income individuals to Community Action

**4. PARTNERSHIPS AMONG SUPPORTERS AND PROVIDES OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED (AGENCY)**

Expanding Opportunities through Community-Wide Partnerships – the number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes measured by the following:

- The agency will report the number of organizations and names the agency works with to promote family and community outcomes.

**5. AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS (AGENCY)**

Agency Development - the number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes. The agency will report the outcomes of the following:

- Number of staff attending training.
- Number of board members attending trainings.
- Hours of staff in trainings.
- Hours of board members in trainings

**III. IDENTIFICATION OF FUNDING.**

A. All advertisements, real property, publications, printed and other materials, which are produced by the Contractor and refer to services funded under this Contract shall clearly and conspicuously state:

Funded by: Arizona Department of Economic Security  
U.S. Department of Health and Human Services/  
Community Partnerships and Innovative Practices  
Pima County Board of Supervisors

B. Reference to Pima County shall be at least as prominent as other credited funding sources.

**IV. PROGRAM LOCATION.** Various locations established by Contractor.

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## **V. BUDGET**

A. Contractor shall be paid in accordance to the following budget table:

<b>Budget Description</b>	<b>Amount</b>
Personnel/ERE	\$11,700.00
Professional Services & Outside Services	\$250.00
Travel	\$260.00
Space (Rent/Utilities)	\$780.00
Materials and Supplies	\$3,140.00
Operating Services	\$1,620.00
Indirect (Administrative Costs cannot exceed 15% of grant award)	\$2,860.00
Vouchers (ESN Entry Required)	-0-
<b>Total Budget</b>	<b>\$20,610.00</b>

B. Total payments to Contractor shall not exceed **\$20,610.00**.

## **VI. PERFORMANCE MONITORING AND EVALUATION**

A. County or ADES/CPIP may monitor all activities and information sources in the management, fiscal, and service system of Contractor and any subcontracted parties, relating to performance of duties and obligations under this Contract, to assure that Contractor is maintaining adequate and acceptable progress and systems, and to ensure that the funds provided to Contractor by County are being used effectively and efficiently to accomplish the purposes for which funds were made available. Contractor shall cooperate with any monitoring of services delivered, facilities maintained and fiscal practices.

B. Contractor shall assist County in providing to the Arizona Department of Economic Security reports and other communications relating to the performance and impact of this program.

C. This section is not intended to limit or reduce Contractor's responsibility to comply with all applicable law and contract obligations to provide contract services in accord with contract terms and conditions.

## **VII. OUTCOMES**

A. Contractor shall provide the following services:

1. Low-Income people become more self-sufficient Employment

<b>Category - Employment</b>	<b>No. served</b>
Unemployed and obtained a job	8 Individuals
Employed and maintained a job for at least 90 days	6 Individuals
Employed and obtained an increase in employment income and/or benefits	5 Individuals

<b>Category – Employment Supports</b>	<b>No. served</b>
Obtained safe and affordable housing	24 Households
Obtained non-emergency utility assistance	40 Households

2. Conditions in which low-income people live are improved

Category – Housing and Education	No. served
Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy	12 Households
Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	10 Individuals

3. Low income individuals who sought and receive emergency assistance

Category – Emergency Assistance	No. served
Energy fuel or utility payments	40 Individuals
Emergency rent or mortgage assistance	5 Households

**VIII. REPORTS.** Contractor shall submit the following reports to the County by the 15<sup>th</sup> calendar day of each month:

- A. ROMA reports, on forms provided by the County.
- B. Progress reports giving the status of each task set forth in Section II Item D above. Progress reports shall be in a format mutually agreed upon by County and Contractor.
- C. Applications (EN005-1 6-02) on all clients who have been served by Contractor.
- D. A report summarizing Contractor's performance shall accompany the final request for payment under this Contract.

**WORKSTATEMENT NO. 2 – Emergency Financial Assistance Activities**

**I. PROGRAM OVERVIEW.** Contractor will provide information on sources available to obtain emergency financial assistance and conduct intake and process applications for eligible low-income households experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection. Contractor will also provide referral and advocacy services to households that receive such assistance when qualified under the Arizona or Pima County Income Eligibility Guidelines in effect at the time the assistance is provided.

**II. PROGRAM ACTIVITIES.** Contractor shall provide information to assist low-income individuals with emergent financial needs as follows:

A. Office operations. Contractor shall:

- 1. Provide services in one or more ADA accessible office locations.
- 2. Make home-visits to provide services to medically-homebound individuals.
- 3. Maintain a computer system with a minimum of Windows 2000 workstations with either 56KB modems or high speed connections to the internet (the preferred connection). The workstation needs at least 5MB of free disk space.

4. Maintain confidentiality of all applicant and client files, records and documentation. All documentation and records must be kept in a locked cabinet or, if not subject to retention, shredded.

B. Staffing. Contractor shall:

1. Maintain sufficient staff to provide all services.
2. Ensure that all staff providing services pursuant this Contract are:
  - a. Bi-lingual in English and Spanish; and
  - b. Trained and knowledgeable in emergency financial assistance, eligibility requirements and services.
3. Ensure that staff is instructed in and maintains the confidentiality of applicant records.

C. Applications for services. Contractor shall:

1. Interview each applicant and complete the EN-005 application form per Pima County requirements.
2. Document interview and eligibility information.
3. Review ESN computer data base to determine if applicant has received assistance and to prevent assistance duplication.
4. Determine eligibility for emergency financial assistance for rent/mortgage and utility services.
5. For eligible applicants, recommend level of assistance needed and authorized.
6. Enter applications directly into ESN computer database within three working days of eligibility determination.

D. Client assistance. For each applicant qualified to receive services, Contractor shall:

1. Send complete application and supportive documents to Pima County Community Action Agency (PCCAA) using PCCAA postage paid envelopes upon completion.
2. Identify applicants who need assistance and complete the current matrix of Self-Sufficiency Standards.
3. Accept referrals from the PCCAA for clients in need of emergency assistance as determined by Pima County.

E. Records and reports. Contractor shall:

1. Maintain accurate applicant records in a secure environment to ensure complete confidentiality.
2. Assist County in providing reports and other required information to ADES/CPIP relating to the performance and impact of this program.
3. Provide an annual audit of agency finances as required in Article XXII.

III. CLIENT INCOME.

In order to be provided with services under this Contract an individual's household income must not exceed the income caps established by HHS for ADES/DAAS. Current income requirements are attached as **Attachment A-2**. Income guidelines may be changed during the term of this Contract by written notice from County.

#### **IV. MONITORING & EVALUATION.**

- A. County may monitor all activities of and information sources in Contractor's management, fiscal, and service system, and the activities and records of any subcontractors used, relating to performance of duties and obligations under this Contract. Reviews will be conducted to ensure that Contractor is:
  1. Making adequate and acceptable progress;
  2. Maintaining adequate and acceptable systems, facilities, and fiscal practices; and
  3. For any other purpose determined by the County or funding agencies to be necessary.
- B. Contractor shall cooperate with the County in the monitoring process.

#### **V. BUDGET.**

Contractor shall be paid in accordance to the following table for services provided **November 1, 2014 through June 30, 2015**:

<b>Budget Description</b>	<b>Amount</b>
Salaries/Fringe Benefits	\$11,720.00
Rent/Utilities	\$808.00
Travel	\$863.00
Materials & Supplies	\$240.00
Operating Services	\$920.00
Outside/Professional Services	\$240.00
Client Vouchers	N/A
Administrative Expenses	\$2,072.00
<b>Total General Funds Budget</b>	<b>\$16,863.00</b>

**VI. OUTCOMES.** Contractor shall assist a minimum of **40 individuals/households** with the emergency assistance application process.

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SFY 2015 Income Thresholds Chart for the Low Income Home Energy Assistance Program (LIHEAP) **Effective October 1, 2014 - September 30, 2015**

LIHEAP Income Eligibility - Use 60% of State Median Income (SMI) for households sized 6 and under. Use 150% of FPG households sized 7 and over.													For each additional member add:
Number of Household Members >>	1	2	3	4	5	6	7	8	9	10	11	12	
The household income limit for the last 30 days for LIHEAP is 60% of SMI for households sized 6 and under. For households sized 7 and over, the income limit is 150% of FPG.	\$1,653	\$2,161	\$2,670	\$3,178	\$3,686	\$4,195	\$4,504	\$5,011	\$5,519	\$6,026	\$6,534	\$7,041	\$508
Income limits for LIHEAP households sized 6 and under using 60% SMI						Income limits for LIHEAP households sized 7 and over (using Federal Poverty Guidelines)							

To determine Energy Points for LIHEAP use 60% SMI for households sized 6 and under. Use 150% of FPG households sized 7 and over.													For each additional member add:	
Number of Household Members >>		1	2	3	4	5	6	7	8	9	10	11	12	
A) 5 points	At or below 25% of 60% of the (SMI) or up to 25% of FPL for households sized 7 or more >>	\$413	\$540	\$667	\$795	\$922	\$1,049	\$1,126	\$1,253	\$1,380	\$1,507	\$1,633	\$1,760	\$127
B) 4 points	Above 25% and up to 50% of 60% of the (SMI) or up to 50% of FPL for households sized 7 or more >>	\$826	\$1,081	\$1,335	\$1,589	\$1,843	\$2,097	\$2,252	\$2,506	\$2,759	\$3,013	\$3,267	\$3,521	\$254
C) 3 points	Above 50% and up to 75% of 60% of the (SMI) or up to 75% of FPL for households sized 7 or more >>	\$1,239	\$1,621	\$2,002	\$2,384	\$2,765	\$3,146	\$3,378	\$3,758	\$4,139	\$4,520	\$4,900	\$5,281	\$381
D) 2 points	Above 75% of 60% of the (SMI) or above 125% of FPG for households sized 7 or more >>	\$1,653	\$2,161	\$2,670	\$3,178	\$3,686	\$4,195	\$4,504	\$5,011	\$5,519	\$6,026	\$6,534	\$7,041	\$508

**Arizona Department of Economic Security Division of Aging and Adult Services (DAAS)**  
**Community Action Program Services**

Income Thresholds Chart for the Low Income Home Energy Assistance Program (LIHEAP), Short Term Crisis Services (STCS), Community Services Block Grant (CSBG) and Neighbors Helping Neighbors (NHN) - Effective October 1, 2014 - Sept 30, 2015

<b>Federal Poverty Guidelines (FPG) - Income thresholds for the last 30 days of income by percent of poverty</b>													<b>For &gt; 12 Add</b>
<b>Number of Household Members&gt;&gt;</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
<b>0%-75% of Poverty = <u>At or under</u> 75% of the FPG</b>	\$729	\$983	\$1,237	\$1,491	\$1,744	\$1,998	\$2,252	\$2,506	\$2,759	\$3,013	\$3,267	\$3,521	\$254
<b>76%-100% of Poverty = <u>Above</u> 75% and <u>at or below</u> 100% of FPG</b>	\$973	\$1,311	\$1,649	\$1,988	\$2,326	\$2,664	\$3,003	\$3,341	\$3,679	\$4,018	\$4,356	\$4,694	\$338
<b>101%-125% of Poverty = <u>Above</u> 100% and <u>at or below</u> 125% of FPG. <u>STCS, CSBG and NHN</u>. For STCS clients 60+ or persons w/ disabilities see next line.</b>	\$1,216	\$1,639	\$2,061	\$2,484	\$2,907	\$3,330	\$3,753	\$4,176	\$4,599	\$5,022	\$5,445	\$5,868	\$423
<b>126%-150% of Poverty = <u>Above</u> 125% and <u>at or below</u> 150% of FPG. STCS clients aged 60+ and/or persons with disabilities. For LIHEAP clients see next section.</b>	\$1,459	\$1,966	\$2,474	\$2,981	\$3,489	\$3,996	\$4,504	\$5,011	\$5,519	\$6,026	\$6,534	\$7,041	\$508

<b>LIHEAP ONLY - INCOME THRESHOLDS BY HOUSEHOLD SIZE</b>													<b>For &gt; 12 Add</b>
<b>Number of Household Members&gt;&gt;</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
The household income limit for the <u>last 30 days</u> for LIHEAP is <b>60% of SMI</b> for households sized <b>6 and under</b> . For households <b>sized 7 and over</b> , the income limit is <b>150% of FPG</b>	\$1,653	\$2,161	\$2,670	\$3,178	\$3,686	\$4,195	\$4,504	\$5,011	\$5,519	\$6,026	\$6,534	\$7,041	\$508
	Income limits for LIHEAP households sized 6 and under using 60% of State Median Income						Income limits for LIHEAP households sized 7 and over (using Federal Poverty Guidelines)						

<b>LIHEAP ONLY - ENERGY POINTS FOR INCOME LEVEL BY HOUSEHOLD SIZE</b>													<b>For &gt; 12 Add</b>	
<b>Number of Household Members&gt;&gt;</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>		
A) 5 points	At or below <b>25% of 60% of SMI or 150% of FPG</b> for households sized <b>7 or more</b> >>	\$413	\$540	\$667	\$795	\$922	\$1,049	\$1,126	\$1,253	\$1,380	\$1,507	\$1,633	\$1,760	\$127
B) 4 points	Above <b>25% and up to 50% of 60% of SMI</b> >> or above <b>150% for households sized 7 or more</b> >>	\$826	\$1,081	\$1,335	\$1,589	\$1,843	\$2,097	\$2,252	\$2,506	\$2,759	\$3,013	\$3,267	\$3,521	\$254
C) 3 points	Above <b>50% and up to 75% of 60% of the SMI</b> >> or above <b>150% for households sized 7 or more</b>	\$1,239	\$1,621	\$2,002	\$2,384	\$2,765	\$3,146	\$3,378	\$3,758	\$4,139	\$4,520	\$4,900	\$5,281	\$381
D) 2 points	Above <b>75% of 60% of SMI or above 150% of FPG</b> for households sized <b>7 or more</b> >>	\$1,653	\$2,161	\$2,670	\$3,178	\$3,686	\$4,195	\$4,504	\$5,011	\$5,519	\$6,026	\$6,534	\$7,041	\$508