



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 15, 2022

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Department of Economic Security (ADES)

***Project Title/Description:**

Community Action Services Program

***Purpose:**

Pima County received \$7,338,067.13 of federal funds from the Department of Economic Security. FY2023 allocation for Short Term Crisis Services/Temporary Assistance To Needy Families (STCS/TANF) - \$540,565, Low Income Home Energy Assistance Program (LIHEAP) - \$1,815,852, Community Services Block Grant (CSBG) - \$812,638 and Neighbors Helping Neighbors (NHN) - \$6,210. The estimated amount for FY2022 carryover funds is \$4,162,802.13. The County allocates the funds for eligible low-income households experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection. This ADES Intergovernmental Agreement (IGA) Amendment is to add funds for the period of July 1, 2022 through June 30, 2023.

Attachment: DI20-002265 Amendment 6 (GTAM-CR-23-006)

Indirect cost: STCS/TANF and CSBG 10% de minimis . LIHEAP and NHN does not allow indirect costs.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The program goal is to alleviate poverty and provide emergency services.

***Public Benefit:**

The benefit of this program to Pima County residents is to prevent evictions, foreclosures and utility shutoffs for low-income residents.

***Metrics Available to Measure Performance:**

Monthly case management reports, quarterly ROMA reports and annual CSBG Annual Report and the Community Action Plan.

***Retroactive:**

Yes. The amendment was received from the State on July 15, 2022. The negative impact of not approving this amendment is low-income Pima County residents would not receive eviction prevention, utility and other emergency assistance.

GMI OK
AF 7/29/22

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 or ☐ 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: GTAM Department Code: CR Grant Number (i.e., 15-123): 23-006
 Commencement Date: 7/1/22 Termination Date: 6/30/23 Amendment Number: 6
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 7,338,067.13

***All Funding Source(s) required:** Community Services Block Grant; Short Term Crisis Services/Temp Assistance to Needy Families;
 Low Income Home Energy Assist Program & Neighbors Helping Neighbors

***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 Department of Economic Security


Contact: Manira Cervantes/Rise Hart


Department: Community & Workforce Development Telephone: 724-5710/724-5723

Department Director Signature/Date: [Signature] 7/25/22

Deputy County Administrator Signature/Date: [Signature] 29 Jul 2022

County Administrator Signature/Date: [Signature] 7/29/2022
 (Required for Board Agenda/Addendum Items)

	<h2>INTERGOVERNMENTAL AGREEMENT AMENDMENT</h2>	ARIZONA DEPARTMENT OF ECONOMIC SECURITY 1789 W. Jefferson, 4 th Floor Phoenix, Arizona 85007 (602) 542-2222
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CONTRACTOR:	Services Description:	Case Management & Community Services
Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713	Agreement Number:	DI20-002265
	Amendment Number:	Six (6)
<p>PURSUANT TO THE INTERGOVERNMENTAL AGREEMENT (IGA), SPECIAL TERMS AND CONDITIONS, SECTION 28.0 LEVELS OF SERVICE, THE PARTIES HEREBY AGREE TO AMEND THE AGREEMENT AS FOLLOWS:</p> <p>To add the Itemized Service Budget for the period of July 1, 2022, through June 30, 2023.</p> <p>In accordance with the Alert issued on June 6, 2022, the initial allocations are as follows:</p> <p>The total value of the budget is \$7,338,067.13. This amount includes estimated carryover funding from State Fiscal Year 2022 in the amount of \$4,162,802.13. The itemized service budget is added and attached.</p>		
<p>EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT SHALL REMAIN UNCHANGED AND IN FULL FORCE AND EFFECTS. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS AMENDMENT ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.</p>		
Agency Name Arizona Department of Economic Security	Name of Contractor Pima County	
Authorized Signature	Authorized Signatory	
Type Name	Type Name	
Title Chief Procurement Officer	Title	
Date	Date	
<p>IN ACCORDANCE WITH ARS §11-952 THIS CONTRACT AMENDMENT HAS BEEN REVIEWED BY THE UNDERSIGNED WHO HAVE DETERMINED THAT THIS CONTRACT AMENDMENT IS IN APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO EACH RESPECTIVE PUBLIC BODY.</p>		
ARIZONA ATTORNEY GENERAL'S OFFICE ASSISTANT ATTORNEY GENERAL	PUBLIC AGENCY LEGAL COUNSEL 	
DATE	DATE <i>7/28/2022</i>	

ITEMIZED SERVICE BUDGET

Agency: Pima County
Contract Period: 07/01/2022 - 06/30/2023
LIHEAP Client Voucher Fundina Period: 07/1/22 - 9/30/2022
Contract No.: D120-002265
Amendment No.: 6

Beginning in the second quarter of SFY23, allocations of LIHEAP Client Voucher funding will be removed from the provider contracts.

PERSONNEL				Total Cost	DES Cost	Case Management						Case Management - Intake				Community Service					DWG	
# of Positions	FTE Level	Position Title	Total Salary for the Contract Period	TOTAL COST	DES COST	LIHEAP COST	LIHEAP ARPA ESTIMATED CARRYOVER COST	LIHEAP A16 COST	LIHEAP ARPA A16 ESTIMATED CARRYOVER COST	SSBG COST	TANF Cost	NHN Cost	LIHEAP COST	LIHEAP ARPA ESTIMATED CARRYOVER COST	TANF Cost	NHN Cost	CSBG COST	CSBG CARES ESTIMATED CARRYOVER COST	Discretionary COST	FERC COST	SSBG Transport COST	DWG COST
1	1.00	CS Manager	\$80,546.00	\$78,513.00		\$10,958.00	\$13,750.00	\$0.00			\$5,961.00						\$41,344.00	\$6,500.00				
1	1.00	Program Manager	\$67,725.00	\$65,712.88		\$2,712.88	\$14,000.00	\$0.00									\$35,000.00	\$14,000.00				
1	1.00	Grant Compliance	\$56,019.60	\$12,547.00	\$0.00		\$12,547.00	\$0.00														
1	1.00	Acctg Sup Spec	\$37,411.00	\$36,869.00		\$23,915.00	\$4,872.00	\$0.00									\$7,982.00					
1	1.00	Program Coordinator	\$53,443.00	\$52,099.06	\$16,124.06	\$5,250.00	\$0.00										\$30,725.00					
1	1.00	Program Coordinator	\$53,443.00	\$47,597.43	\$0.00	\$15,100.00	\$0.00				\$3,143.43						\$29,354.00					
1	1.00	Program Coordinator	\$50,898.00	\$0.00	\$0.00		\$0.00	\$0.00														
1	1	Program Specialist	\$45,310.00	\$43,172.80	\$12,172.80	\$7,000.00	\$0.00											\$24,000.00				
1	1	Program Specialist	\$44,187.00	\$35,049.29	\$11,049.29	\$0.00												\$24,000.00				
1	1	Program Specialist	\$44,187.00	\$20,000.00	\$20,000.00	\$0.00																
1	1	Program Specialist	\$44,187.00	\$20,000.00	\$20,000.00	\$0.00																
1	1	Program Specialist	\$40,914.00	\$20,000.00	\$20,000.00																	
1	1.00	Program Specialist	\$40,914.00	\$40,798.00	\$40,798.00													\$40,798.00				
1	1.00	Intake Specialist	\$44,187.00	\$36,247.82			\$21,475.82											\$14,772.00				
1	1.00	Intake Specialist	\$44,187.00	\$36,247.82			\$21,475.82											\$14,772.00				
1	1.00	Intake Specialist	\$44,187.00	\$37,796.91			\$37,796.91															
TOTAL PERSONNEL				\$1,798,125	\$582,651.01	\$582,651.01	\$65,882.74	\$143,668.29	\$80,748.55	\$0.00	\$0.00	\$9,104.43	\$0.00				\$214,747.00	\$68,500.00	\$0.00	\$0.00	\$0.00	\$0.00
							\$65,882.74	\$143,668.29	\$80,748.55		\$9,104.43						\$214,747.00	\$68,500.00				
EMPLOYER RELATED EXPENSES																						
ITEM		BASIS		COST	COST	COST	COST	COST	COST	COST	Cost	Cost	COST	COST	Cost	Cost	COST	COST	Discretionary COST	COST	COST	COST
Fringe Benefits and Payroll Taxes		38%		\$221,408.53	\$221,408.53	\$25,035.44	\$54,593.95	\$30,684.45			\$3,459.69						\$81,605.00	\$26,030.00				
				\$0.00	\$0.00																	
				\$0.00	\$0.00																	
				\$0.00	\$0.00																	
TOTAL EMPLOYER RELATED EXPENSES				\$221,408.53	\$221,408.53	\$25,035.44	\$54,593.95	\$30,684.45	\$0.00	\$0.00	\$3,459.69	\$0.00					\$81,605.00	\$26,030.00	\$0.00	\$0.00	\$0.00	\$0.00
PROFESSIONAL AND OUTSIDE SERVICE																						
ITEM		BASIS		COST	COST	COST	COST	COST	COST	COST	Cost	Cost	COST	COST	Cost	Cost	COST	COST	Discretionary COST	COST	COST	COST
Admin for Sub Recipients				\$510,768.22	\$510,768.22	\$20,678.00			\$156,852.25		\$51,737.97						\$281,500.00					
Sub Recipient Contracts for Intake CSBG only				\$0.00	\$0.00																	
				\$0.00	\$0.00																	
TOTAL PROFESSIONAL AND OUTSIDE SERVICES				\$510,768.22	\$510,768.22	\$20,678.00	\$0.00	\$0.00	\$156,852.25	\$0.00	\$51,737.97	\$0.00						\$281,500.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL																						
ITEM		BASIS		COST	COST	COST	COST	COST	COST	COST	Cost	Cost	COST	COST	Cost	Cost	COST	COST	Discretionary COST	COST	COST	COST
Motor Pool		as needed		\$0.00	\$0.00						\$0.00											
Conferences		2 staff regis, hotel, airfare & per diem		\$11,470.00	\$11,470.00		\$4,970.00				\$0.00						\$6,500.00					
Training		as need, new staff training		\$1,500.00	\$1,500.00						\$1,000.00						\$500.00					
				\$0.00	\$0.00						\$0.00											
TOTAL TRAVEL				\$12,970.00	\$12,970.00	\$0.00	\$4,970.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00						\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00
SPACE																						
ITEM		BASIS		COST	COST	COST	COST	COST	COST	COST	Cost	Cost	COST	COST	Cost	Cost	COST	COST	Discretionary COST	COST	COST	COST
Space Cost				\$0.00	\$0.00																	
				\$0.00	\$0.00																	
TOTAL SPACE				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT																						
ITEM		BASIS		COST	COST	COST	COST	COST	COST	COST	Cost	Cost	COST	COST	Cost	Cost	COST	COST	Discretionary COST	COST	COST	COST
Equipment				\$287,922.81	\$287,922.81	\$0.00	\$28,673.00															
Copier		\$125 x 12mo		\$1,500.00	\$1,500.00		\$1,500.00											\$259,249.81				
				\$0.00	\$0.00																	
TOTAL EQUIPMENT				\$289,422.81	\$289,422.81	\$0.00	\$30,173.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$259,249.81	\$0.00	\$0.00	\$0.00
MATERIALS AND SUPPLIES																						
ITEM		BASIS		COST	COST	COST	COST	COST	COST	COST	Cost	Cost	COST	COST	Cost	Cost	COST	COST	Discretionary COST	COST	COST	COST
Office Supplies				\$29,720.89	\$29,720.89	\$2,400.00	\$11,182.00				\$1,000.00							\$498.00	\$14,640.89			
Software-ISF Charges		TeamUp scheduling software		\$0.00	\$0.00	\$0.00																
Small Equipment under \$1,000				\$16,358.21	\$16,358.21	\$0.00					\$5,858.21							\$250.00	\$10,250.00			
Postage				\$23,400.00	\$23,400.00	\$900.00												\$12,000.00	\$10,500.00			
Printing/Duplicating		nominal, as needed		\$7,101.00	\$7,101.00	\$300.00	\$480.00											\$500.00	\$5,821.00			
Printing Energy Education Literature				\$500.00	\$500.00	\$0.00	\$500.00															
Materials for resource fairs		Shirts, tablecloths, signs, materials		\$24,062.00	\$24,062.00	\$0.00	\$3,162.00				\$500.00								\$20,400.00			
				\$0.00	\$0.00																	
TOTAL MATERIALS AND SUPPLIES				\$101,142.10	\$101,142.10	\$3,600.00	\$15,324.00	\$0.00	\$0.00	\$0.00	\$7,358.21	\$0.00						\$13,248.00	\$61,611.89	\$0.00	\$0.00	\$0.00
OPERATING SERVICES																						
				TOTAL	TOTAL DES	LIHEAP	LIHEAP ARPA	LIHEAP A16	LIHEAP ARPA A16	SSBG	TANF	NHN	LIHEAP	LIHEAP ARPA	TANF	NHN	CSBG	CSBG CARES	CSBG	FERC	SSBG	DWG

ITEM		BASIS	COST	COST	COST	ESTIMATED CARRYOVER COST	COST	ESTIMATED CARRYOVER COST	COST	Cost	Cost	COST	ESTIMATED CARRYOVER COST	Cost	Cost	COST	ESTIMATED CARRYOVER COST	Discretionary COST	COST	Transport COST	COST
Telephone		charged monthly	\$4,500.00	\$4,500.00	\$900.00											\$3,000.00	\$600.00				
Comp Equip R & M			\$1,000.00	\$1,000.00						\$1,000.00											
Other Prof Svcs			\$500.00	\$500.00	\$500.00																
Dues/Memberships		as needed	\$0.00	\$0.00												\$0.00					
Legal Notices		RFP notice	\$0.00	\$0.00												\$0.00					
Investigative Svcs		fingerprint cards & background checks as needed	\$1,300.00	\$1,300.00												\$1,300.00					
			\$0.00	\$0.00																	
TOTAL OPERATING EXPENSES			\$7,300.00	\$7,300.00		\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00				\$4,300.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
9 INDIRECT COSTS																					
			TOTAL	TOTAL DES	LIHEAP	LIHEAP ARPA ESTIMATED CARRYOVER COST	LIHEAP A16	LIHEAP ARPA A16 ESTIMATED CARRYOVER COST	SSBG	TANF	NHN	LIHEAP	LIHEAP ARPA ESTIMATED CARRYOVER COST	TANF	NHN	CSBG	CSBG CARES ESTIMATED CARRYOVER COST	Discretionary COST	FERC COST	SSBG Transport COST	DWG COST
ITEM		BASIS	COST	COST	COST	COST	COST	COST	Cost	Cost	Cost	COST	COST	Cost	Cost	COST	ESTIMATED CARRYOVER COST	COST	COST	COST	COST
Indirect costs		Rate 10% MTDC	\$134,904.46	\$134,904.46	\$12,083.82	\$39,538.00				\$7,424.45						\$60,238.00	\$15,620.19				
			\$0.00	\$0.00																	
TOTAL INDIRECT COSTS			\$134,904.46	\$134,904.46	\$12,083.82	\$39,538.00	\$0.00	\$0.00	\$0.00	\$7,424.45	\$0.00					\$60,238.00	\$15,620.19	\$0.00	\$0.00	\$0.00	\$0.00
10 SUBTOTAL ADMIN COST			\$1,860,567.13	\$1,860,567.13	\$128,680.00	\$288,267.24	\$111,433.00	\$156,852.25	\$0.00	\$81,084.75	\$0.00					\$662,638.00	\$431,611.89	\$0.00	\$0.00	\$0.00	\$0.00
			TOTAL	TOTAL DES	LIHEAP	LIHEAP ARPA ESTIMATED CARRYOVER COST	LIHEAP A16	LIHEAP ARPA A16 ESTIMATED CARRYOVER COST	SSBG	TANF	NHN	LIHEAP	LIHEAP ARPA ESTIMATED CARRYOVER COST	TANF	NHN	CSBG	CSBG CARES ESTIMATED CARRYOVER COST	Discretionary COST	FERC COST	SSBG Transport COST	DWG COST
ITEM			COST	COST	COST	COST	COST	COST	Cost	Cost	Cost	COST	COST	Cost	Cost	COST	ESTIMATED CARRYOVER COST	COST	COST	COST	COST
TANF - 49			\$390,558.22	\$390,558.22					\$390,558.22												
TANF INTAKE VOUCHERS			\$68,922.03	\$68,922.03										\$68,922.03							
NHN - 70			\$6,210.00	\$6,210.00							\$6,210.00										
LIHEAP - 77			\$1,260,591.20	\$1,260,591.20	\$1,260,591.20																
LIHEAP APRA			\$2,621,070.75	\$2,621,070.75		\$2,621,070.75															
LIHEAP INTAKE COSTS			\$315,147.80	\$315,147.80								\$315,147.80									
CSBG Sub Recipient Vouchers			\$150,000.00	\$150,000.00												\$150,000.00					
CSBG Direct Assistance			\$665,000.00	\$665,000.00													\$665,000.00				
			\$0.00	\$0.00																	
			\$0.00	\$0.00																	
			\$0.00	\$0.00																	
TOTAL VOUCHERS			\$5,477,500.00	\$5,477,500.00	\$1,260,591.20	\$2,621,070.75			\$0.00	\$390,558.22	\$6,210.00	\$315,147.80	\$0.00	\$68,922.03	\$0.00	\$150,000.00	\$665,000.00	\$0.00	\$0.00	\$0.00	\$0.00
12.			\$7,338,067.13	\$7,338,067.13	\$1,389,271.20	\$2,909,337.99	\$111,433.00	\$156,852.25	\$0.00	\$471,642.97	\$6,210.00	\$315,147.80	\$0.00	\$68,922.03	\$0.00	\$812,638.00	\$1,096,611.89	\$0.00	\$0.00	\$0.00	\$0.00
			Note: Please ensure your Total Costs are more than or equal to your DES Costs. If the Total Costs light up red, your Total Costs need to be adjusted. See column AD																		

Note: Please ensure your Total Costs are more than or equal to your DES Costs. If the Total Costs light up red, your Total Costs need to be adjusted. See column AD

REVENUE SOURCES:																		
DES - DAAS	\$5,044,747.41	\$5,044,747.41	\$1,389,271.20	\$2,909,337.99	\$111,433.00	\$156,852.25		\$471,642.97	\$6,210.00									
DES - DAAS - Intake Costs	\$384,069.83	\$384,069.83									\$315,147.80		\$68,922.03					
DES - DAAS (CARES)	\$0.00	\$0.00																
DES - DAAS - Intake (CARES)	\$0.00	\$0.00																
	\$812,638.00	\$812,638.00												\$812,638.00				
	\$1,096,611.89	\$1,096,611.89													\$1,096,611.89			
TOTAL REVENUE:	\$7,338,067.13	\$7,338,067.13	\$1,389,271.20	\$2,909,337.99	\$111,433.00	\$156,852.25	\$0.00	\$471,642.97	\$6,210.00	\$315,147.80	\$0.00	\$68,922.03	\$0.00	\$812,638.00	\$1,096,611.89	\$0.00	\$0.00	\$0.00

Note: Please ensure your Total Revenues equal your Total Service Costs. If the Total Revenue items light up red, your budget is not balanced, and the Costs/Revenues need to be adjusted.