



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 11/15/2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Friends of Pima Animal Care Center

***Project Title/Description:**

Pet Support Center Staff funding support.

***Purpose:**

Friends of Pima Animal Care Center will provide funds for staff positions at Pima Animal Care Center's Pet Support Center division.

***Procurement Method:**

Not applicable.

***Program Goals/Predicted Outcomes:**

Funding for staff support will help Pima Animal Care Center to better fulfill requests for appointments at its Pet Support Center division.

***Public Benefit:**

Having an adequate number of staff will allow the Pet Support Center to continue assisting the many pet owners who lack personal or financial resources to care for their pet and who are considering surrendering their pet to the shelter. The public will benefit if more pets can remain with their families and stay out of the shelter or off the streets, which will contribute to the well-being of pet owners and to public safety.

***Metrics Available to Measure Performance:**

Performance will be measured by tracking the number of pet owners who request and receive assistance from the Pet Support Center.

***Retroactive:**

Yes, to 10/01/2022. This award was originally approved for \$202,000 by the Board of Supervisors on 10/04/2022, but was subsequently revised by the grantor to reflect a new amount. The grantor has re-issued the agreement for the new amount shown on this BOSAIR.

GMI approves
10/31/22

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: GTAW Department Code: PAC Grant Number (i.e., 15-123): GTAW 23*040

Commencement Date: 10/1/2022 Termination Date: 6/30/2023 Amendment Number: N/A

☐ Match Amount: \$ N/A ☒ Revenue Amount: \$ 152,000.00

***All Funding Source(s) required:** Friends of Pima Animal Care Center

*Match funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☒ No If Yes \$ _____ % _____

*Funding Source: N/A

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

N/A

Contact: Monica Dangler

Department: Pima Animal Care Center

Telephone: 724-5938

Department Director Signature: _____ Date: 10/24/22

Deputy County Administrator Signature: _____ Date: 31 Oct 2022

County Administrator Signature: _____ Date: 10/31/2022

**FUNDING AGREEMENT
FRIENDS OF PIMA ANIMAL CARE CENTER**

1. Parties, Background, and Purpose.

- 1.1. Parties. This Agreement is between Pima County, a body politic and corporate of the State of Arizona (“County”), on behalf of Pima Animal Care Center (“PACC”), and Friends of Pima Animal Care Center, an Arizona non-profit corporation (“Friends”), collectively, the “Parties”.
- 1.2. Background and Purpose. Before founding the Pet Support Center (PSC), PACC would receive calls from Pima County residents seeking to surrender their pets. In many cases, these pet owners did not know about available resources that could help them keep their pets together with the family unit. PACC, with the financial support of Friends, started the PSC in 2016 to provide assistance to pet owners who are facing a lack of resources that could lead to surrender of their pets. Friends provides funding to the PSC to help underwrite costs for medical needs and the provision of supplies to pet owners. The demand for PSC services has increased over the years, driven in part by the impacts of COVID-19 on Pima families. To continue to support the goals of the PSC and Friends’ Keeping Families Together initiative, Friends wants to fund positions at the PSC. Providing staff funding will enable the PSC to better manage the number of requests for help that are expected in the current fiscal year.
- 1.3. Authority. County is authorized to enter into this Agreement pursuant to A.R.S. § 11-251(62).

2. Term.

- 2.1. Original Term. This Agreement is effective through June 30, 2023, retroactive to October 1 2022.
- 2.2. Extension Options. The Parties may renew this Agreement for up to four additional, one-year periods, by mutual consent. An Extension Option will be effective only upon execution by the Parties of a formal written amendment, effective as of the date of the last signing Party.

3. **Scope of Work.** Friends and County agree upon the Scope of Work, as described in **Exhibit A** (1 page), at the dates and times described in **Exhibit A** or, if **Exhibit A** contains no dates or time frames, then upon agreement by the Parties.

4. **Financing.**

4.1. Payment. Friends agrees to fund Pet Support Center staff positions through June 30, 2023, in the amount of \$16,888.89 monthly, for 9 months (with one of those payments in the amount of \$16,888.88) October 2022 through June 2023, totaling \$152,000.

4.2. Invoices. Within thirty days of the end of each quarter, County will provide quarterly reports verifying the staff and associated benefits costs of Pet Support Center staff. Friends will make two quarterly payments of \$50,667.00, and one quarterly payment in the amount of \$50,666.00, to equal \$152,000 within two weeks of receiving the report.

4.3.

Invoices with be addressed to:
Laura O'Brien
Friends of Pima Animal Care Center
P.O. Box 85370
Tucson, AZ 85754

5. **Reporting.** PACC will submit with each invoice a reporting of the activities of PSC personnel supported by this Agreement, including:

- The number of requests for PSC help received during each month of the quarter;
- The types of support requested during each month of the quarter (medical assistance, supplies, other services with some detail as to other services requested);
- The outcomes for requests received during each month of the quarter.

6. **Recognition.** PACC agrees to acknowledge the importance of Friends' support to enable the PSC to operate, periodically throughout the term of this Agreement.

7. **Notice.** Any notice required or permitted to be given under this Agreement must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County: Monica Dangler Pima Animal Care Center 4000 N. Silverbell Road Tucson, AZ 85745	Friends: Laura O'Brien Friends of Pima Animal Care Center PO Box 85370 Tucson, AZ 85754-5370
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8. **Laws and Regulations.**

- 8.1. Compliance with Laws. County will comply with all federal, state and local laws, rules, regulations, standards and Executive Orders in carrying out the activities under this Agreement.
- 8.2. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the Parties under this Agreement. Any action relating to this Agreement must be filed and maintained in the appropriate court of the State of Arizona in Pima County.
9. **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.
10. **Non-Discrimination.** Friends will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated by reference into this Agreement, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Agreement, Friends will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

[Remainder of page left blank.]

Exhibit A

Scope of Work

Friends will provide funding to County to support one Program Coordinator to oversee the work of the PSC and 3 Administrative Support Specialists with direct public interaction and engagement to ensure the continued operation of the PSC and the ability to keep families and pets together.

The Program Coordinator will:

- Develop and update all policies and procedures to ensure the PSC is functional and meets the needs of Pima residents requesting help;
- Manage the activities of Administrative Support Specialists as they engage with Pima residents seeking help;
- Develop and implement protocols to track and monitor the number of requests for help, types of requests for help, partnerships developed to help respond, outcomes for each case, and an assessment of how the provision of support to Pima residents may be improved or the operations of the PSC streamlined to be more effective;
- Respond to public requests as needed.

The Administrative Support Specialists will:

- Professionally respond to all calls and requests for help in a timely manner;
- Provide counseling to Pima residents as to resources that may be available to help keep pets with families;
- Engage in assessments of families seeking medical support for animals and make referrals to Friends' Keeping Families Together funds for animals meeting minimum thresholds;
- Refer Pima residents to community partners and organizations that may help provide services to keep families and pets together;
- Assist in the documentation required to assess performance and outcomes; and
- Other duties as assigned.

IN WITNESS THEREOF, the Parties have affixed their signatures to this Agreement on the date written below.

PIMA COUNTY:

FRIENDS OF PACC

Sharon Bronson, Chair
Pima County Board of Supervisors

Laura O'Brien, Chair
Friends of PACC Board

Date: _____


Date: _____

Attest:


Pima County Clerk of the Board

Approved as to content:

Approved as to form:



Monica Dangler
Director, Pima Animal Care Center



Jonathan Pinkney
Deputy County Attorney