



**BOARD OF SUPERVISORS AGENDA ITEM REPORT  
CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: May 12, 2015

or Procurement Director Award

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

**Project Title/Description:**

AZ DES CAA Emergency Services

**Purpose:**

Provides emergency financial assistance for rent, mortgage, utilities and other allowable services; prescriptions, food boxes, minor home repair and youth services.

**Procurement Method:**

**Program Goals/Predicted Outcomes:**

Alleviate poverty and provide emergency services

**Public Benefit:**

to avoid eviction, foreclosure and utility shutoffs to Pima County residents

**Metrics Available to Measure Performance:**

Monthly case management reports, quarterly ROMA reports and annual CSBG Information Survey and Annual Community Action Plan.

**Retroactive:**

No

**Original Information**

Document Type: GTAW Department Code: CS Contract Number (i.e., 15-123): 15-068

Effective Date: 7/1/2015 Termination Date: 6/30/2020 Prior Contract Number (Synergen/CMS): \_\_\_\_\_

Expense Amount: \$ \_\_\_\_\_  Revenue Amount: \$ 2,058,117

Funding Source(s): Federal Awards to State passed thru Dept of Econ Sec: Comm Svc Block Grt; Temp Assist Needy Family; Soc Svc Block Grt; Low Inc Home Energy Assist Pgm & Nghbr Helping Nghbr

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Expense  Revenue  Increase  Decrease Amount This Amendment: \$ \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

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Contact: Rise Hart

Department: Community Services, Employment and Training

Telephone: 724-5723

Department Director Signature/Date:

*Charles C. ...*

4/15/15

Deputy County Administrator Signature/Date:

*[Signature]*

County Administrator Signature/Date:

*C. ...*

4/15/15

*(Required for Board Agenda/Addendum Items)*

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DEPARTMENT OF ECONOMIC SECURITY  
Your Partner For A Stronger Arizona

INTERGOVERNMENTAL AGREEMENT (IGA)

Contract between the Arizona Department of Economic Security ("ADES") and Pima County ("Contractor").

WHEREAS the ADES is duly authorized to execute and administer contracts under A.R.S §41-1954 and,

WHEREAS the Contractor is duly authorized to execute and administer contracts under A.R.S. §11-201 and A.R.S. §11-251 and,

WHEREAS the ADES and the Contractor are authorized by A.R.S. §11-952 et seq. to enter into agreements for joint or cooperative action to contract for the services specified in this contract.

THEREFORE, the ADES and Contractor agree to abide by all the terms and conditions set forth in this Contract.

Contract Term: This contract shall be effective July 1, 2015, and shall terminate on June 30, 2020, unless extended in accordance with the Terms and Conditions.

BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.

FOR AND ON BEHALF OF THE ARIZONA DEPARTMENT OF ECONOMIC SECURITY:

FOR AND ON BEHALF OF PIMA COUNTY:

Procurement Officer Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date
ADES15-089143 ADES Contract Number	Contract Number

IN ACCORDANCE WITH A.R.S. §11-952 THIS CONTRACT HAS BEEN REVIEWED BY THE UNDERSIGNED WHO HAVE DETERMINED THAT THIS CONTRACT IS IN APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO EACH RESPECTIVE PUBLIC BODY.

ARIZONA ATTORNEY GENERAL'S OFFICE

By: \_\_\_\_\_  
Assistant Attorney General

By: Karen P. Arias  
Public Agency Legal Counsel

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

Date: April 22, 2015

**CONTRACT SERVICE:** Case Management (CMG-CAP)**Agency:** Pima County Community Action Agency**Contract Period:** 07/01/2015 - 06/30/20161. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Sr. Adm Service Mgr	84,695	\$4,235	\$4,235
1	1	Community Services Mgr	73,039	\$7,304	\$7,304
2	1	Program Coordinator	92,832	\$38,989	\$38,989
1	1	Principal Finance Acct	59,941	\$9,591	\$9,591
1	1	Acctg Sup Spec-Sr	33,666	\$6,733	\$6,733
1	1	Acctg Sup Spec	30,111	\$27,100	\$27,100
2	1	Intake Specialist	66,978	\$36,569	\$36,569
1	1	Courier	25,439	\$411	\$411
1	1	Information Systems Tech	41,621	\$0	\$0
1	1	Intake Specialist	28,897	\$0	\$0
<b>TOTAL PERSONNEL</b>				<b>\$130,932</b>	<b>\$130,932</b>

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Health Ins; Workmen's Comp; Life Ins; Empr Pd fees; Retirement; Dental Ins	35.78% of Total Personnel Service Cost	\$46,847	\$46,847
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>		<b>\$46,847</b>	<b>\$46,847</b>

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Translation Professional Services	\$25/hr x 10 Hrs approx	\$250	\$250
Case Management GF 3315205	To be Contracted	\$92,726	\$0
Case Management to be contracted	Contracted direct service	\$127,330	\$127,330
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>\$220,306</b>	<b>\$127,580</b>

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$55 /mo x 12 mos.	\$660	\$660
<b>TOTAL TRAVEL</b>		<b>\$660</b>	<b>\$660</b>

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$938.92/mo x 12 mos.	\$11,267	\$11,267
<b>TOTAL SPACE</b>		<b>\$11,267</b>	<b>\$11,267</b>

6. **EQUIPMENT**

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$0	\$0
<b>TOTAL EQUIPMENT</b>		<b>\$0</b>	<b>\$0</b>

7. **MATERIALS & SUPPLIES**

ITEM	BASIS	TOTAL COST	DES COST
Office Supplies	\$125/mo x 12 mos	\$1,500	\$1,500
Software - ISF Charges		\$1,377	\$1,377
Small Tools		\$0	\$0
Postage	\$0/mo x 12 mos	\$0	\$0
Printing/Duplicating	\$86/ea x 3	\$258	\$258
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$3,135</b>	<b>\$3,135</b>

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$169.58/mo x 12 mos (2 phones & 1 cell phone)	\$2,035	\$2,035
Staff Education	\$0/ea x 0 Prof Seminars	\$0	\$0
Copier/Fax maint/shredding	14/mo x 12 months	\$168	\$168
<b>TOTAL OPERATING EXPENSES</b>		<b>\$2,203</b>	<b>\$2,203</b>

9. **INDIRECT COSTS**

ITEM	BASIS	TOTAL COST	DES COST
Indirect Costs		\$0	\$0
<b>TOTAL INDIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>

<b>10. SUBTOTAL ADMIN COST</b>		<b>\$415,350</b>	<b>\$322,624</b>
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11. **VOUCHERS**

ITEM	TOTAL COST	DES COST
TANF - 49	\$326,416	\$326,416
LIHEAP - 77	\$680,860	\$680,860
NHN - 70	\$1,726	\$1,726
EEIP	\$110,000	\$0
<b>TOTAL VOUCHERS</b>	<b>\$1,119,002</b>	<b>\$1,009,002</b>

<b>12. TOTAL SERVICE COST/DES TOTAL COST:</b>	<b>\$1,534,352</b>	<b>\$1,331,626</b>
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**REVENUE SOURCES:**

Admin	LIHEAP ADMIN	\$39,417	\$39,417
Vouchers	LIHEAP 77	\$680,860	\$680,860
Admin	LIHEAP A16 ADMIN	\$47,933	\$47,933
Vouchers	NHN	\$1,726	\$1,726
Admin	Qwest	\$15,827	\$15,827
Admin	TANF 49	\$219,447	\$219,447
Vouchers	TANF 49	\$326,416	\$326,416
	EEIP GF	\$110,000	\$0
	CASE MGT GF	\$92,726	\$0
	<b>TOTAL REVENUE:</b>	<b>\$1,534,352</b>	<b>\$1,331,626</b>

## ITEMIZED SERVICE BUDGET

**CONTRACT SERVICE:** Community Services (CSV-CAP)**Agency:** Pima County Community Action Agency**Contract Period:** 07/01/2015 - 06/30/20161. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Sr. Adm Service Mgr	84,695	\$4,235	\$4,235
1	1	Community Services Mgr	73,039	\$29,216	\$29,216
2	1	Program Coordinator	92,832	\$51,058	\$51,058
1	1	Principal Finance Acct	59,941	\$7,193	\$7,193
1	1	Acctg Sup Spec-Sr	33,666	\$1,683	\$1,683
1	1	Acctg Sup Spec	30,110	\$3,011	\$3,011
1	1	Intake Specialist	30,720	\$11,366	\$11,366
2	1	Office Support II	54,679	\$50,887	\$50,887
1	1	Courier	25,439	\$605	\$605
1	1	Information Systems Tech	41,621	\$0	\$0
1	1	Admin Support Svcs Mgr	65,846	\$0	\$0
<b>TOTAL PERSONNEL</b>				<b>\$159,254</b>	<b>\$159,254</b>

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Health Ins; Workmen's Comp; Life Ins; Empr Pd fees; Retirement; Dental Ins	34.71% of Total Personnel Service Cost	\$55,277	\$55,277
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>		<b>\$55,277</b>	<b>\$55,277</b>

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Subcontractor contracted		\$222	\$222
Current Amount to be contracted		\$284,281	\$284,281
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>\$284,503</b>	<b>\$284,503</b>

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$100 /mo x 12 mos.	\$1,200	\$1,200
Per Diem	\$39/day x 14 days x 1 staff	\$546	\$546
Hotel	\$160/day x 7 days x 1 staff	\$1,120	\$1,120
In State Conferences	10 staff x 1 ACAA/NCAF conferences @ \$742.80 ea	\$7,428	\$7,428
Out-of-State Travel	2 staff x 1 Out of State conferences @ \$1402 ea	\$2,804	\$2,804
<b>TOTAL TRAVEL</b>		<b>\$13,098</b>	<b>\$13,098</b>

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$903.17/mo x 12 mos.	\$10,838	\$10,838
<b>TOTAL SPACE</b>		<b>\$10,838</b>	<b>\$10,838</b>

6. **EQUIPMENT**

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$0	\$0
<b>TOTAL EQUIPMENT</b>		<b>\$0</b>	<b>\$0</b>

7. MATERIALS & SUPPLIES		TOTAL	DES
ITEM	BASIS	COST	COST
Office Supplies	\$60/mo x 12mos	\$720	\$720
Software - ISF Charges		\$1,867	\$1,867
Small Tools		\$0	\$0
Postage	\$900/mo x 12 mos	\$10,800	\$10,800
Printing/Duplicating	\$30/mo x 12 mos	\$360	\$360
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$13,747</b>	<b>\$13,747</b>

8. OPERATING SERVICES		TOTAL	DES
ITEM	BASIS	COST	COST
Books & Subscriptions	\$100/yr (Mgmt Training bulletin subscription; Staff Educ books)	\$100	\$100
Telephone/Internet	\$397.83/mo x 12 mos (4 phones & 3 cell phones)	\$4,774	\$4,774
Legal Notices	(RFP notice in 1 Tucson newspaper)	\$200	\$200
Dues/Memberships	NACAA @ \$1364; ACAA @ \$300	\$1,664	\$1,664
Investigative Svcs	\$58/ea x 2 (fingerprint cards)	\$116	\$116
Staff Education	\$597/CrHr x 3 CrHr & \$100 x 3 (ASU, U of A, Pima Coll; seminars)	\$0	\$0
Copier/Fax maintenance	\$9/mo x 12 mos	\$108	\$108
<b>TOTAL OPERATING EXPENSES</b>		<b>\$6,962</b>	<b>\$6,962</b>

9. INDIRECT COSTS		TOTAL	DES
ITEM	BASIS	COST	COST
Indirect Costs		\$0	\$0
<b>TOTAL INDIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>

<b>10. SUBTOTAL ADMIN COST</b>	<b>\$543,679</b>	<b>\$543,679</b>
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11. VOUCHERS		TOTAL	DES
ITEM	BASIS	COST	COST
Direct Assistance		\$182,812	\$182,812
<b>TOTAL VOUCHERS</b>		<b>\$182,812</b>	<b>\$182,812</b>

<b>12. TOTAL SERVICE COST/DES TOTAL COST:</b>	<b>\$726,491</b>	<b>\$726,491</b>
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REVENUE SOURCES		
DES-CSA	\$543,679	\$543,679
DES-CSA-Carryover	\$0	\$0
VOUCHERS	\$182,812	\$182,812
<b>TOTAL REVENUE:</b>	<b>\$726,491</b>	<b>\$726,491</b>