



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: _____

or Procurement Director Award ☐

Contractor/Vendor Name (DBA):

Project Title/Description:

STOP Violence Against Women FY2015

Purpose:

Creating a Dynamic Prosecutorial Response to High Risk Domestic Violence Cases through Strong Interagency Collaboration..

Procurement Method:

Program Goals/Predicted Outcomes:

Ensure consistent offender accountability for second-time and serious first time offenders.

Public Benefit:

Utilized Program funding to support prosecution objectives and reduce costs for this program to Pima County Tax payers.

Metrics Available to Measure Performance:

Pima County Attorney's Office criminal case data base showing number of cases presented, reviewed, accepted, assigned to DV Court, and sentencing recommendations.

Retroactive:

Yes- Award delayed due to Arizona State Budget actions and paperwork was received by the Pima County Attorney on 4/6/2015

Original Information

Document Type: GTAW Department Code: PCA Contract Number (i.e., 15-123): 15-067
Effective Date: 1/1/2015 Termination Date: 12/31/215 Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$ _____ ☒ Revenue Amount: \$ 202,131
Funding Source(s): U. S. Department of Justice passed through the Arizona Governor's Office for Children, Youth and Families

Cost to Pima County General Fund: \$137,656 required match

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: _____

Contact: Zachary Mack

Department: Pima County Attorney's Office

Telephone: 740-5609

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____
(Required for Board Agenda/Addendum Items)

[Handwritten Signature] 5/1/15



Douglas A. Ducey
Governor

State of Arizona
Governor's Office for Children, Youth and Families

Tammy B. Paz Combs
Director

January 26, 2015

Mr. Charles H. Huckelberry
Pima County Administrator
Pima County Attorney's Office
32 North Stone Avenue Suite 1400
Tucson, AZ 85701

RE: The STOP Violence Against Women Formula Grant, R.F.G.A. No. ST-WSG-15-010115-00
Contract No. ST-WSG-15-010115-15

Dear Mr. Huckelberry:

Your application to provide a STOP Violence Against Women Grant Program for the Governor's Office for Children, Youth and Families ("GOCYF") has been accepted. Your grant application was evaluated in accordance with A.R.S. §41-2701 and the evaluation criteria in the RFGA. A countersigned copy of your Offer and Acceptance Form is attached. The contract period shall be from January 1, 2015 through December 31, 2015. The amount of your contract award is \$202,121. The amount of match committed by your organization is \$137,656.

This office requires a current copy of your Certificate of Insurance, in the types and amounts stated in the contract. It is the Grantee's responsibility to ensure that all required coverage is in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other sub-grantee obligations. Copies of the applicable Certificate of Insurance shall be provided to the attention of Sarah Bean, Procurement Manager, State of Arizona, Governor's Accounting Office, 1700 W. Washington, Suite 500, Phoenix, AZ 85007. Failure to do so may result in cancellation of the contract for breach.

Congratulations on your contract award! The Governor's Office for Children, Youth and Families looks forward to a mutually beneficial relationship during this contract period. Should you have any questions, please contact me at sbean@az.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sarah Bean".

Sarah Bean
Procurement Manager

cc: John Raeder, Program Administrator



ORIGINAL

Janice K. Brewer
GovernorState of Arizona
Governor's Office for Children, Youth and FamiliesTammy B. Paz-Combs
Director

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO THE GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the Governor's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Federal Employer Identification No.:

Name: David Smutzer958426967Pima County Attorney's Office Legal AdministratorPhone: 520-740-5614 Fax: 520-791-3946Pima County / Pima County Attorney's OfficeE-Mail: david.smutzer@pcao.pima.govName of ApplicantSignature of Person Authorized to Sign Offer32 North Stone Ave, Suite 1400Charles H. HuckleberryAddressPrinted NameTucsonAZ85701Pima County AdministratorCityStateZipTitle

CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. Contract No ST-WSG-15-010115-15The effective date of the Contract is January 1, 2015

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this 1st day of January 20 15

Sarah Bean
Sarah Bean, Procurement Manager

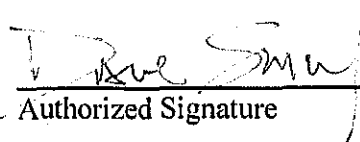
Exhibit C

Pima County Attorney's Office Line Item Budget Budget period: January 1, 2015 – December 31, 2015

Budget Category	Line Item	Requested Grant Funds	Pima County General Funds	Total Cost
Personnel				
Project Year Salaries All @ 12 months.	Project Director, DV Unit Supervising Attorney Ellen Brown			
	DV Felony Prosecutor Jared Kreamer Hope			
	Victim Services Division Director Kent Burbank			
	Lead Victim Advocate Katie Lawler			
	DV Court Prosecutor Allison Schultz 100% of \$59,721 annual FTE salary		\$59,721	\$59,721
	Project DV Court Victim Advocate Carol Elliott 100% of \$37,260 annual FTE salary		\$37,260	\$37,260
	Project Felony DV Victim Advocate Tami Sanchez 100% of \$38,260 annual FTE salary	\$38,260		\$38,260
	Project DV Court Victim Advocate, Deanna Lopez 100% of \$38,260 annual FTE salary	\$38,260		\$38,260
	DV Unit Legal Processing Clerk, Donna Brownlee 100% of \$29,005 annual FTE salary	\$29,005		\$29,005
	DV Unit Paralegal, Olivia Smith 100% of \$40,042 annual FTE salary	\$40,042		\$40,042
	TOTAL SALARIES	\$145,567	\$96,981	\$242,548
Project Year Benefits All @ 12 months.	Project Director, DV Unit Supervising Attorney Ellen Brown			
	DV Felony Prosecutor Jared Kreamer Hope			
	Victim Services Division Director Kent Burbank			
	Lead Victim Advocate Katie Lawler			
	DV Court Prosecutor Allison Schultz @ 27%		\$16,153	\$16,153
	Project DV Court Victim Advocate Carol Elliott @ 46%		\$17,208	\$17,208
	Project Felony DV Victim Advocate Tami Sanchez @ 30%	\$11,396		\$11,396
	Project DV Court Advocate Deanna Lopez @ 19%	\$7,291		\$7,291
	DV Unit Legal Processing Support, Donna Brownlee @ 35%	\$10,228		\$10,228

	DV Unit Paralegal, Olivia Smith @44%	\$10,506	\$7,314	\$17,820
	TOTAL BENEFITS	\$39,421	\$40,675	\$80,096
	TOTAL SALARY AND ERE	\$184,988	\$137,656	\$322,644

Contracted Services/Professional Services				
Contract Services: 12 months	Emerge! Center Against Domestic Violence: Partner in Lethality, Strangulation and Sexual Assault program components @150 hours @ \$40 to defray their personnel costs for the additional work	\$6,000		\$6,000
	SACASA – 22 forensic strangulation exams @ \$500 each all-inclusive	\$11,000		\$11,000
	TOTAL CONTRACTED SERVICES	\$17,000		\$17,000
Travel				
	One day mandatory STOP Grant orientation in Phoenix for the Project Director and Finance staff member. Mileage and per diem (lunch)	\$133		\$133
	TOTAL TRAVEL	\$133		\$133
Pass Through				
Supplies and Other Operating				
Total	Match = 41%	\$202,121	\$137,656	\$339,777



 Authorized Signature Date

David Smutzer
 Pima County Attorney's Office Legal Administrator
 for
 Charles H. Huckleberry
 Pima County Administrator

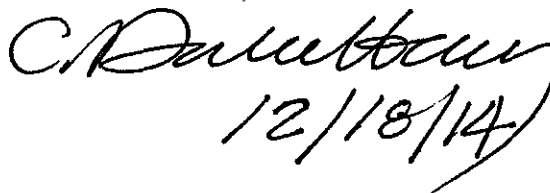

 12/18/14

Exhibit D

Pima County Attorney's Office Budget Narrative

Personnel: All of staff paid through this grant or serving as a match salaries are for the 12 project months and all are rounded off. The salaries and EREs are current as of 10/1/14. The percentage of time listed for each staff member is the amount she or he will spend directly on the project. There is no supplanting. No salaries are expected to increase further during the project year. Resumes of current staff are attached. Note that this budget does not include the salary and ERE for Project Director Ellen Brown, felony prosecutor Jared Kreamer Hope, Victim Services Division Director Kent Burbank or Lead Victim Advocate Katie Lawler. Those costs will be assumed by PCAO but not listed as we already exceeded the required 25% match without including them in this budget. The information, however, is listed in Exhibit E, Funding disclosure, and prorated for the time each will spend directly on the project.

DV Unit Prosecutor Allison Schultz will serve as a PCAO General Fund Match. Her FTE annual salary is \$59,721. She will spend 100% of her time on the Project, prosecuting misdemeanor DV offenses in DV Court and assisting with the lethality, strangulation and sexual assault components of the project.

DV Court Advocate Carol Elliott will serve as a PCAO General Fund Match. Her FTE annual salary is \$37,260. She will spend 100% of her time on the Project providing court advocacy and support services for DV Court victims.

Misdemeanor DV Court Victim Advocate Deanna Lopez's salary is requested. Her FTE annual salary is \$38,260. She will spend 100% of her time on the project providing court advocacy and support services for DV Court victims.

Felony DV Superior Court Advocate Tami Sanchez's salary is requested. Her FTE annual salary is \$38,260. She will spend 100% of her time on the project providing court advocacy and support services for high risk sexual assault and DV victims in Superior Court.

DV Unit Legal Processing Support Donna Brownlee's salary is requested. Her FTE annual salary is \$29,005. She will spend 100% of her time on the project conducting background checks of an estimated 3,500 offenders and conducting other support activities to help prosecutors manage their heavy caseloads.

DV Team Legal Paralegal Olivia Smith's salary is requested. Her FTE annual salary is \$39,000. She will spend 100% of her time on the project assisting the DV Court and Felony DV Prosecutors expedite their cases.

Fringe Benefits: Benefit rates are based on the benefits currently received by the staff included in this application. The rates include the standard formulas for mandatory FICA, SUI and retirement. They also include the additional benefits selected by each employee from a menu of choices that include a variety of health, dental, life and legal insurance options. We will have an increase in benefits during the project year due to the raises all staff members receive starting 10/1/14, but those amounts are unknown at the time of this application. There is no supplanting of funds. Amounts are rounded-off.

Project Match Personnel:

Allison Schultz Benefits @ .27 of \$59,721 (100% on project)

FICA \$4,391
Retirement \$6,741
LTD \$70
Health Ins. \$4,697
Dental \$0
Life Ins. \$60
WkCamp \$112
Unemployment \$82
Total Benefits \$16,153

Carol Elliott Benefits @ .46 of \$37,260 (100% on project)

FICA \$2,513
Retirement \$4,277
LTD \$45
Health Ins. \$14,138
Dental \$52
Life Ins. \$60
WkComp \$71
Unemployment \$52
Total Benefits \$17,208

Project Request Personnel

Tami Sanchez Benefits @ .30 of \$38,260 (100% on project)

FICA \$2,687
Retirement \$4,277
LTD \$45
Health Ins. \$4,152
Dental \$52
Life Ins. \$60
WkComp \$71
Unemployment \$52
Total Benefits \$11,396

Deanna Lopez Benefits @ .19 of \$38,260 (100% on project)

FICA \$2,770
Retirement \$4,278
LTD \$45
Health Ins. \$17
Dental \$0
Life Ins. \$60
WkComp \$71
Unemployment \$52
Total Benefits \$7,292

Donna Brownlee Benefits @ .35 of \$29,005 (100% on project)

FICA \$1,994
Retirement \$3,212
LTD \$34
Health Ins. \$4,782
Dental \$51
Life Ins. \$60

Wk Camp \$55
Unemployment \$40
Total Benefits \$10,228

Olivia Smith Benefits @ .44 of \$40,042 (100% on project)
FICA \$2,833
Retirement \$4,472
LTD \$47
Health Ins. \$10,279
Dental \$0
Life Ins. \$60
Wk Comp \$74
Unemployment \$55
Total Benefits \$17,820

Contracted Consultant/Professional Services:

Emerge! Center Against Domestic Abuse will assist us in developing/implementing the Lethality Assessment Project and provide technical assistance to ensure that victim safety is understood from the perspective of a nonprofit DV victim service provider and incorporated in all we do. The all-inclusive contract cost is \$6,000. MOU attached.

The Southern Arizona Center Against Sexual Assault will assist us in developing and implementing the Strangulation Project, conduct 22 forensic strangulation exams at an all-inclusive cost of \$500 each, and provide technical assistance to ensure that victim safety is understood from the perspective of a nonprofit sexual assault victim service provider and incorporated in all we do. Total contract = \$11,000. MOU attached.

Travel:

Travel funds are requested for two representatives - one program and one financial to attend a one-day Grantee orientation meeting in Phoenix. The date will be determined by The Governor's Office. The rounded-off costs include mileage for one vehicle, 250 miles round-trip @ .45 per mile = \$113 and lunch at \$10 each (per Pima County standards.). Total \$133.

Pass Through/Subgrants: N/A

Supplies and Operating Expenses: N/A

Administrative/Indirect Costs: N/A

Authorized Signature David Smutzer Date: 12/18/14

David Smutzer, Pima County Attorney's Office, Legal Administrator
for

Charles H. Huckleberry, Pima County Administrator

CH Huckleberry 12/18/14

EXHIBIT E
Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant	End Date (If Applicable)
Federal				
State				
County (see Budget and Budget Narrative)	Pima County General Funds	\$137,656	✓	
County (see chart below for staff not included in budget or budget narrative because we already exceeded the match requirement)	Pima County General Funds	\$140,790		
TOTAL:		\$278,446		

***This table includes only those funds that will support the program detailed in this application.**

Staff	Salary	ERE	Total
Project Director, DV Unit Supervising Attorney Ellen Brown FTE Salary \$84,175 / ERE \$32,753	20% FTE = \$16,835	@ 39% = \$6,662	\$23,497
DV Felony Prosecutor Jared Kreamer Hope FTE Salary \$62,084 / ERE \$16,600	100% FTE = \$62,084	@ 27% = \$16,600	\$78,684
Victim Services Division Director Kent Burbank FTE Salary \$88,117 / ERE \$22,015	10% FTE = \$8,817	@ 25% = \$2,204	\$11,021
Lead Victim Advocate Katie Lawler FTE salary \$42,772 / ERE \$12,495	50% FTE = \$21,386	@29% = \$6,202	\$27,588
Total	\$109,122	\$31,668	\$140,790

David Smutzer

12/18/14

David Smutzer, Pima County Attorney's Office Legal Administrator for
Charles H. Huckelberry Pima County Administrator

C. Huckelberry 12/10/14

PIMA COUNTY


Chair, Board of Supervisors

Date

Clerk of the Board

Date

APPROVED AS TO FORM

 **TOBIN ROSEN**

Deputy County Attorney

4/28/15

Date