



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

Requested Board Meeting Date: May 3, 2016

or Procurement Director Award ☐

**Contractor/Vendor Name (DBA):** Arizona Department of Economic Security (AZDES)

**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. The amendment is to extend the term to June 30, 2017 and add funds of \$2,016,841.00.

**Procurement Method:**

**Program Goals/Predicted Outcomes:**

Alleviate poverty and provide emergency services

**Public Benefit:**

Avoidance of 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:**

Yes, delay in receiving amendment from AZDES and notice of additional funds.

**Original Information**

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

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

☐ Expense Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

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

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: GTAM Department Code: CS Contract Number (i.e., 15-123): 16-66

Amendment No.: 4 AMS Version No.: 1

Effective Date: 7/1/16 New Termination Date: 6/30/17

☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$2,016,841.00

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 Asst Pgm & Nghbr Helping Nghbr

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

Contact: Rise Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date:


*Charles [Signature]* 4/18/16

Deputy County Administrator Signature/Date:

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

*C. [Signature]* 4/21/16

## Intergovernmental Agreement CONTRACT AMENDMENT

<b>1. CONTRACTOR (Name and address)</b>  <b>Pima County Community Services Department</b> <b>2797 E. Ajo Way</b> <b>Tucson, Arizona 85713</b>	<b>2. CONTRACT ID NUMBER</b>  <b>ADES15-089143</b>  <b>3. AMENDMENT NUMBER</b> <b>Four(4)</b>
<b>4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT</b>  <p>The purpose of this Amendment is to add the initial Case Management Service Budget and Community Services Service Budget for the period of July 1, 2016 through June 30, 2017.</p> <p>Pursuant to the Terms and Conditions Section 32.0 Levels of Service, this Amendment adds the initial Case Management Service Budget and Community Services Service Budget for the period of July 1, 2016 through June 30, 2017 as follows:</p> <p>Per the Alerts issued March 21, 2016 and April 4, 2016, the Case Management contract reimbursement ceiling for the period of July 1, 2016 through June 30, 2017 is \$1,324,552.</p> <p>Per the Alerts issued March 21, 2016 and April 4, 2016, the Community Services contract reimbursement ceiling for the period of July 1, 2016 through June 30, 2017 is \$692,289.</p> <p>Therefore, the initial Case Management Service Budget and Community Services Service Budget for the period of July 1, 2016 through June 30, 2017 are added and attached.</p>	
<b>5. EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.</b>	
<b>6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY</b>	<b>7. NAME OF CONTRACTOR</b> <b>Pima County Community Services Department</b>
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME <b>Cynthia Pullen</b>	TYPED NAME
TITLE <b>Procurement Manager</b>	TITLE
DATE	DATE
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.	
<b>ARIZONA ATTORNEY GENERAL'S OFFICE</b>	
BY:	BY: 
ASSISTANT ATTORNEY GENERAL	PUBLIC AGENCY LEGAL COUNSEL
DATE:	DATE: <b>4-15-16</b>



**CONTRACT SERVICE:** Case Management (CMG-CAP)**Agency:** Pima County Community Action Agency**Contract Period:** 07/01/2016 - 06/30/2017**1. PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	110,000	\$3,300	\$3,300
1	1	Accountant - Senior	45,988	\$460	\$460
1	1	Contract Specialist	41,974	\$420	\$420
1	1	Admin Support Spec - Sr	33,345	\$333	\$333
1	1	Community Services Mgr	73,039	\$7,304	\$7,304
1	1	Program Coordinator	44,907	\$20,208	\$20,208
1	1	Program Coordinator	46,416	\$16,246	\$16,246
1	1	Principal Finance Acct	59,941	\$11,988	\$11,988
1	1	Acctg Sup Spec-Sr	33,666	\$0	\$0
1	1	Acctg Sup Spec	30,111	\$27,100	\$27,100
1	1	Intake Specialist	35,374	\$24,762	\$24,762
1	1	Intake Specialist	29,970	\$10,490	\$10,490
1	1	Intake Specialist	27,206	\$20,405	\$20,405
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>\$143,427</b>	<b>\$143,427</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	34.56% of Total Personnel Service Cost	\$49,568	\$49,568
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>		<b>\$49,568</b>	<b>\$49,568</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	\$42,751	\$0
Case Management to be contracted	Contracted direct service	\$111,000	\$111,000
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>\$154,001</b>	<b>\$111,250</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	\$1059.42/mo x 12 mos.	\$12,713	\$12,713
<b>TOTAL SPACE</b>		<b>\$12,713</b>	<b>\$12,713</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		\$0	\$0
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>\$1,758</b>	<b>\$1,758</b>

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$183/mo x 12 mos (2 phones & 1 cell phone)	\$2,196	\$2,196
Accounting & Auditing Services	Annual State Audit cost	\$1,625	\$1,625
Staff Education	\$0/ea x 0 Prof Seminars	\$0	\$0
Other Professional Services/shred	14/mo x 12 months	\$168	\$168
<b>TOTAL OPERATING EXPENSES</b>		<b>\$3,989</b>	<b>\$3,989</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>

10. **SUBTOTAL ADMIN COST** **\$366,116** **\$323,365**

11. **VOUCHERS**

ITEM	TOTAL COST	DES COST
TANF - 49	\$297,601	\$297,601
LIHEAP - 77	\$701,917	\$701,917
NHN - 70	\$1,669	\$1,669
EEIP	\$120,000	\$0
<b>TOTAL VOUCHERS</b>	<b>\$1,121,187</b>	<b>\$1,001,187</b>

12. **TOTAL SERVICE COST/DES TOTAL COST:** **\$1,487,303** **\$1,324,552**

REVENUE SOURCES:			
Admin	LIHEAP ADMIN	\$40,793	\$40,793
Vouchers	LIHEAP 77	\$701,917	\$701,917
Admin	LIHEAP A16 ADMIN	\$51,760	\$51,760
Vouchers	NHN	\$1,669	\$1,669
Admin	C-Link	\$0	\$0
Admin	TANF 49	\$230,812	\$230,812
Vouchers	TANF 49	\$297,601	\$297,601
	EEIP GF	\$120,000	\$0
	CASE MGT GF	\$42,751	\$0
	<b>TOTAL REVENUE:</b>	<b>\$1,487,303</b>	<b>\$1,324,552</b>



**CONTRACT SERVICE:** Community Services (CSV-CAP)**Agency:** Pima County Community Action Agency**Contract Period:** 07/01/2016 - 06/30/2017**1. PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	110,000	\$5,500	\$5,500
1	1	Accountant - Senior	45,989	\$2,299	\$2,299
1	1	Contract Specialist	41,974	\$2,099	\$2,099
1	1	Admin Support Spec - Sr	33,345	\$0	\$0
1	1	Community Services Mgr	73,039	\$25,564	\$25,564
1	1	Program Coordinator	44,907	\$15,717	\$15,717
1	1	Program Coordinator	46,416	\$23,208	\$23,208
2	1	Program Coordinator - Uncla	69,455	\$8,335	\$8,335
1	1	Principal Finance Acct	59,941	\$8,991	\$8,991
1	1	Acctg Sup Spec-Sr	33,666	\$0	\$0
1	1	Acctg Sup Spec	30,110	\$3,011	\$3,011
1	1	Intake Specialist	35,374	\$10,612	\$10,612
1	1	Intake Specialist	29,970	\$7,493	\$7,493
1	1	Intake Specialist	27,206	\$6,802	\$6,802
2	1	Office Support II	25,710	\$22,625	\$22,625
1	1	Courier	25,439	\$605	\$605
1	1	Information Systems Tech	41,621	\$0	\$0
1	1	Admin Support Svcs Mgr	69,515	\$2,085	\$2,085
<b>TOTAL PERSONNEL</b>				<b>\$144,946</b>	<b>\$144,946</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	32.43% of Total Personnel Service Cost	\$47,006	\$47,006
<b>TOTAL EMPLOYEE RELATED EXPENSES</b>		<b>\$47,006</b>	<b>\$47,006</b>

**3. PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Subcontractor contracted		\$222	\$222
Current Amount to be contracted		\$244,775	\$244,775
<b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>\$244,997</b>	<b>\$244,997</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 ACA/NCAF conferences @ \$742.80 ea	\$7,428	\$7,428
Out-of-State Training	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	\$910.25/mo x 12 mos.	\$10,923	\$10,923
<b>TOTAL SPACE</b>		<b>\$10,923</b>	<b>\$10,923</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	\$100/mo x 12mos	\$1,200	\$1,200
Tools & Equipment under \$1,000		\$0	\$0
Postage	\$800/mo x 12 mos	\$9,600	\$9,600
Printing/Duplicating	\$20/mo x 12 mos	\$240	\$240
R & M Machinery & Equip	re-configure 2 work cubicles	\$0	\$0
Software - ISF Charges (computer)		\$0	\$0
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$11,040</b>	<b>\$11,040</b>

8. OPERATING SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Books & Subscriptions	\$100/yr (Mgmt Training bulletin subscription; Staff Educ books)	\$100	\$100
Accounting & Auditing Services	Annual State Audit cost	\$1,055	\$1,055
Telephone/Internet	\$534.67/mo x 12 mos (4 phones & 3 cell phones)	\$6,416	\$6,416
Legal Notices	(RFP notice in 1 Tucson newspaper)	\$100	\$100
Dues/Memberships	NACAA @ \$1075; ACAA @ \$400	\$1,475	\$1,475
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>\$9,370</b>	<b>\$9,370</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>

10. SUBTOTAL ADMIN COST

		<b>\$481,380</b>	<b>\$481,380</b>
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11. VOUCHERS

ITEM	BASIS	TOTAL COST	DES COST
Direct Assistance		\$210,909	\$210,909
<b>TOTAL VOUCHERS</b>		<b>\$210,909</b>	<b>\$210,909</b>

<b>12. TOTAL SERVICE COST/DES TOTAL COST:</b>	<b>\$692,289</b>	<b>\$692,289</b>
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REVENUE SOURCES		
DES-CSA	\$481,380	\$481,380
DES-CSA-Carryover	\$0	\$0
VOUCHERS	\$210,909	\$210,909
<b>TOTAL REVENUE:</b>	<b>\$692,289</b>	<b>\$692,289</b>