



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 5/17/2016

or Procurement Director Award ☐

Contractor/Vendor Name: Green Valley Assistance Services Inc
(DBA):

Project Title/Description:
MAP A Plan (aka Family Power)

Purpose:

This contract allows Green Valley Services provide financial support to individuals or families in Pima County to prevent homelessness. This amendment decreases funding by \$5,000 as recommended by the Outside Agency Advisory Committee.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

The goal is to utilize Outside Agency funding for the provision of individual or family stability and increased knowledge on finance management.

Public Benefit:

Green Valley Assistance Services will promote the economic welfare of Pima County low-income rural families and seniors by providing emergency financial assistance to prevent homelessness and provide job stability

Metrics Available to Measure Performance:

Sixteen households will receive financial support to meet their immediate needs to help stabilize the household and will receive financial education to help them create a spending and savings plan.

Retroactive:

No

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: CT **Department Code:** CD **Contract Number (i.e.,15-123):** 15000000000000000227

Amendment No.: 2

AMS Version No.: 3

Effective Date: 5/17/16

New Termination Date:

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☒Expense ☐Revenue ☐Increase ☒Decrease

Amount This Amendment: \$ -5,000

Funding Source(s): General Fund

Cost to Pima County General Fund: This is an Outside Agency reallocation of funds; there is no impact to the FY15/16 general funds

Contact: Ana Durazo, Program Coordinator

Department: Community Development & Neighborhood Conservation

Telephone: 724-6750

Department Director Signature/Date: Margaret H. Kue 04/25/2016

Deputy County Administrator Signature/Date: Jaur 4/25/2016

County Administrator Signature/Date: C. R. Culberty 4/26/16
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY COMMUNITY
DEVELOPMENT AND NEIGHBORHOOD
CONSERVATION DEPARTMENT**

**AGENCY: Green Valley Assistance Services,
Inc.
3950 S. Camino del Heros
Green Valley, Arizona 85614**

PROJECT: MAP A Plan (aka Family Power)

CONTRACT NO.: 15*227

AMENDMENT NO. TWO (2)

CONTRACT
NO. <u>CT-CD-15.227</u>
AMENDMENT NO. <u>02</u>
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

Original Contract Term: 07/01/2014-06/30/2015	Original Contract Amount:	\$17,583.00
Termination Date This Amendment: 06/30/2016	Amount Prior Amendment:	\$16,200.00
	Amount This Amendment	<\$5,000.00>
	Revised Contract Amount:	\$28,783.00

AMENDMENT TWO

Recitals

- A. Pima County ("COUNTY") and Green Valley Assistance Services ("AGENCY") have entered into the above-described contract.
- B. On March 3, 2016 the Pima County Outside Agency ("OA") Advisory Committee passed a motion to recommend the reallocation of \$5,000.00 of OA funding from Green Valley Assistance Services to Arivaca Coordinating Council-Human Resource Group, Inc.
- C. COUNTY has reviewed AGENCY's performance and finds it will not have the capacity to expend said funds in client services.
- D. The Pima County Board of Supervisors has determined that it is in the best interests of COUNTY to reallocate the OA funds from AGENCY to Arivaca Coordinating Council-Human Resources Group, Inc. to provide additional emergency services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **ARTICLE III – COMPENSATION AND PAYMENT**, Paragraph A is amended to change the total payment amount:
FROM: \$33,783.00
TO: \$28,783.00
2. **EXHIBIT A** is amended as follows for **Pima County Outside Agency Program Fiscal Year 2015-2016**:
 - 2.1. **Section III – Program Requirements**, Paragraphs D is replaced with Paragraph D, Deliverables and Public Benefits attached to this Amendment.

2.2. **Section IV – Budget** is replaced with the following:

Activity	FY 2014-2015 Award (\$)	FY 2015-2016 Additional Funds (\$)*
Administration	-0-	-0-
Personnel	-0-	-0-
Fringe Benefits	-0-	-0-
Space	-0-	-0-
Operating	-0-	-0-
Travel	-0-	-0-
Support Services (rent, utilities)	17,583.00	11,200.00
Staff Development	-0-	-0-
Materials & Supplies	-0-	-0-
Professional & Outside Services	-0-	-0-
TOTAL	\$17,583.00	\$11,200.00

*See attached Pima County Outside Agency Budget Detail for 2015-2016

All other provisions of this Contract, including the provisions set forth in the Exhibits and attachments, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the dates written below.

PIMA COUNTY

Chair, Board of Supervisors

Date: _____

ATTEST:

AGENCY

Authorized Signatory

Title

Date: _____

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Margaret Kue 09/12/2016
Director, Community Development & Neighborhood Conservation

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

D. 2015-2016 Deliverables and Public Benefits

Deliverable 1: Shelter		Public Benefit 1: Improved Wellbeing: Increased Social Competence	
Units: <u>\$11,200</u> (#) <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights (housing or shelter) <input checked="" type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments	Delivered to: <u>16</u> (#) <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units	Metric: <ul style="list-style-type: none"> • Client Case Notes • Client Assessment 	Expected Performance: <p>16 households will receive financial support for rent or utilities and gas and/or food vouchers which will meet their immediate needs and help stabilize their household.</p> <p><i>Average financial assistance per household: \$700.00</i></p>
Deliverable 2: Training and Skill Development		Public Benefit 2: Acquired New Knowledge or Skill	
Units: <u>\$11,200</u> (#) <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights (housing or shelter) <input checked="" type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments	Delivered to: <u>16</u> (#) <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units	Metric: <ul style="list-style-type: none"> • Financial Literacy Questionnaire 	Expected Performance: <p>A minimum of 18 clients will report increased knowledge on how to manage their finances and as a result will begin a "spending and savings plan" to begin being self-sufficient.</p>

Pima County Outside Agency Budget Detail

Green Valley Services- 2015-2016
FY2015-2016

Agency: Green Valley Assistance Service, Inc.

Program Name: MAP A Plan (aka Family Power)

Section I Salaries & Training Specific to OA Budget								
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs	
Section I Total								
Section II General Program Costs Determination								
Program shares space, equipment with other programs?								
Total Program Space is divided by TOTAL AVAILABLE SPACE								
Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's								
Other Method. Please Describe:								
Costs	Yearly Agency Total	Yearly Program Total	Description					
Rent								
Utilities								
Operating								
Section II Total								
Section III All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization								
Type	Amount							
Support Services	11,200	Direct Support for Clients-for financial assistance for rent, utilities, food and gas vouchers or payments directly to vendors.						
Materials & Supplies								
Travel								
Section III Total	\$11,200.00							
Section IV Program Administration Costs								
A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.								
Section IV Total								
Total OA Program Budget			\$11,200.00					