



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

**Requested Board Meeting Date:** 5/17/2016

**or Procurement Director Award** ☐

**Contractor/Vendor Name:** Arivaca Coordinating Council  
(DBA):

**Project Title/Description:**  
Emergency Food and Clothing

**Purpose:**

This agreement allows the Arivaca Coordinating Council-Human Resources Group, Inc. to provide basic household items, food and clothing to rural residents in the Arivaca area. This amendment increases the contract by \$5,000 as recommended by the Outside Agency Advisory Committee, through the reallocation of existing funds..

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

The goal is to utilize the Outside Agency funding for the provision of improved health and access to essential services.

**Public Benefit:**

This program provides for the preservation of the health of the County's rural residents through the provision of food, clothing and basic household needs and job retention for one employee.

**Metrics Available to Measure Performance:**

Fifty-five participants will receive hot meals, the only nutritious meal of their day and thirty six low-income rural residents will access community resources as a result of the transportation provided to them.

**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): 15000000000000000170

Amendment No.: 2

AMS Version No.: 3

Effective Date: 5/17/16

New Termination Date:

To: CUB 4.28.16 (2) Pgs. 4

☒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

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Contact: Ana Durazo, Program Coordinator

Department: Community Development & Neighborhood Conservation

Telephone: 724-6750

Department Director Signature/Date:

Margaret M. Kue 04/25/2016

Deputy County Administrator Signature/Date:

Dur 4/25/2016

County Administrator Signature/Date:

(Required for Board Agenda/Addendum Items)

C. Durazo 4/26/16

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

**AGENCY: Arivaca Coordinating Council-  
Human Resources Group, Inc.  
P.O. Box 93  
Arivaca, Arizona 85601**

**PROJECT: Emergency Food and Clothing**

**CONTRACT NO.: 15\*170**

**AMENDMENT NO. TWO (2)**

**CONTRACT**

**NO. CT-CD-15-170**

**AMENDMENT NO. 02**

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

Original Contract Term: 07/01/2014-06/30/2015	Original Contract Amount:	\$49,000.00
Termination Date This Amendment: 06/30/2016	Amount Prior Amendment:	\$45,000.00
	Amount This Amendment	\$5,000.00
	Revised Contract Amount:	\$99,000.00

**AMENDMENT TWO**

**Recitals**

- A. Pima County ("COUNTY") and Arivaca Coordinating Council-Human Resources Group, Inc. ("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 Services to Arivaca Coordinating Council-Human Resources Group, Inc.
- C. COUNTY has reviewed AGENCY's performance and finds it has the capacity to provide additional services.
- D. The Pima County Board of Supervisors has determined that it is in the best interests of COUNTY to reallocate the OA funds for AGENCY to provide for additional emergency food 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: \$94,000.00  
TO: \$99,000.00
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	37,443.00	37,443.00
Fringe Benefits	2,861.00	2,861.00
Space	-0-	-0-
Operating	1,696.00	1,696.00
Travel	-0-	-0-
Support Services (rent, utilities)	-0-	-0-
Staff Development	-0-	-0-
Materials & Supplies	-0-	-0-
Professional & Outside Services	7,000.00	8,000.00
<b>TOTAL</b>	<b>\$49,000.00</b>	<b>\$50,000.00</b>

\*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:**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT:**

Margaret M. Kue 04/12/2016  
\_\_\_\_\_  
Director, Community Development & Neighborhood Conservation

**APPROVED AS TO FORM:**

Karen S. Friar  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

**AGENCY**

Eileen Vogel  
\_\_\_\_\_  
Authorized Signatory

VICE PRESIDENT  
Title  
Date: 4/28/16

D. 2015-2016 Deliverables and Public Benefits

<b>Deliverable 1: Shelter</b>		<b>Public Benefit 1: Improved Wellbeing: Increased Social Competence</b>	
<b>Units:</b> <u>12,056</u> (#) <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input checked="" type="checkbox"/> Items (Describe: <u>Hot Meals</u> ) <input type="checkbox"/> Nights (housing or shelter) <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments	<b>Delivered to:</b> <u>55</u> (#) <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units	<b>Metric:</b> <ul style="list-style-type: none"> <li>• Client Surveys</li> </ul>	<b>Expected Performance:</b> <p>A minimum of 45 participants will report the hot meals served were a nutritiously balanced meal of their day and as a result improved their health.</p>
<b>Units:</b> <u>874</u> (#) <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: <u>Trips</u> ) <input type="checkbox"/> Nights (housing or shelter) <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments	<b>Delivered to:</b> <u>46</u> (#) <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units	<b>Metric:</b> <ul style="list-style-type: none"> <li>• Client Surveys</li> </ul>	<b>Expected Performance:</b> <p>A minimum of 36 low –income rural residents will report they are able to access community resources as a result of the transportation services provided to them.</p>
<b>Public Benefit 2: Improve Health and Safety Access to Essential Services</b>			

## Pima County Outside Agency Budget Detail

Youth-Arivaca Coordinating Council- 2015-2016

FY2015-2016

Agency: Arivaca Coordinating Council-Human Resources Group, Inc.

Program Name: Emergency Food and Clothing

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	
Director	99%	\$18.15	8%	2063			40,304.00	
<b>Section I Total</b>								
	40,304.00							
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	2,357.23	1,696.00	Propane for preparing hot meals					
<b>Section II Total</b>								
	\$1,696.00							
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		Direct Support for Clients-High school participants receive one-time stipend.						
Materials & Supplies								
Other Professional Services	\$8,000.00	Grant writing, financials and taxes						
<b>Section III Total</b>		<b>\$8,000.00</b>						
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.								
<b>Section IV Total</b>								
<b>Total OA Program Budget</b>			<b>\$50,000.00</b>					