



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

Requested Board Meeting Date: April 18, 2017

or Procurement Director Award ☐

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

Project Title/Description:

AZDES CAA Emergency Services

Purpose:

This amendment is for funds allocated to Pima County for three major programs: Community Service Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), and Short Term Crisis Services-Temporary Cash Assistance for Needy Families (STCS-TANF). Funds originate in U.S. Health and Human Services Department and are given to the County via Department of Economic Security Department of Aging & Adult Services (DES-DAAS). These programs have strict income eligibility guidelines. Funds are used to provide: 1) emergency rent, mortgage, and utility for families in crisis through the Emergency Services Network; 2) programs for low-income families that deliver prescriptions, food boxes, minor home repair, youth services and other services. Services are delivered by County and subcontracted agencies. Agencies are selected via Request for Proposal process.

Procurement Method:

Program Goals/Predicted Outcomes:

During 2015-2016 these programs served 5,696 households representing 16,332 people. We anticipate similar numbers for 2017-18. Goal is to alleviate poverty and provide emergency service.

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:

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): 17-58
Amendment No.: 6 AMS Version No.: 1
Effective Date: 7/1/17 New Termination Date: 6/30/18
☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$3,866,354.00

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:  4/11/17

Deputy County Administrator Signature/Date:  4/11/17

County Administrator Signature/Date:  4/11/17
(Required for Board Agenda/Addendum Items)

Intergovernmental Agreement
CONTRACT AMENDMENT

1. CONTRACTOR (Name and address) Pima County Community Services Department 2797 E. Ajo Way Tucson, Arizona 85713	2. CONTRACT ID NUMBER ADES15-089143
	3. AMENDMENT NUMBER Six (6)

4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

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, 2017 through June 30, 2018.

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, 2017 through June 30, 2018 as follows:

Per the Alert issued March 17, 2017, the Case Management contract reimbursement ceiling for the period of July 1, 2017 through June 30, 2018 is \$2,950,899.00.

Per the Alert issued March 17, 2017, the Community Services contract reimbursement ceiling for the period of July 1, 2017 through June 30, 2018 is \$915,455.00.

Therefore, the initial Case Management Service Budget and Community Services Service Budget for the period beginning July 1, 2017 through June 30, 2018 are added and attached.

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.

6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY	7. NAME OF CONTRACTOR Pima County Community Services Department
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME Patty Clark	TYPED NAME
TITLE Chief Procurement Officer	TITLE
DATE	DATE

IN ACCORDANCE WITH ARS §11-852 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.

ARIZONA ATTORNEY GENERAL'S OFFICE

By: _____
 Assistant Attorney General

Date: _____

By: *Karen J. Trias*
 Public Agency Legal Counsel

Date: *April 7, 2017*

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management (CMG-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2017 - 06/30/2018

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	112,200	\$0	\$0
1	1	Contract Specialist	44,070	\$2,204	\$2,204
1	1	Community Services Mgr	75,595	\$3,780	\$3,780
1	1	Program Coordinator	47,153	\$16,504	\$16,504
1	1	Program Coordinator	46,000	\$12,880	\$12,880
1	1	Program Manager	60,000	\$21,000	\$21,000
1	1	Principal Finance Acct	59,941	\$11,988	\$11,988
1	1	Acctg Sup Spec	31,917	\$28,726	\$28,726
1	1	Acctg Sup Spec	31,917	\$28,726	\$28,726
1	1	Intake Specialist	27,300	\$10,101	\$10,101
1	1	Intake Specialist	31,768	\$7,942	\$7,942
1	1	Intake Specialist	28,839	\$7,210	\$7,210
1	1	Intake Specialist	28,839	\$7,210	\$7,210
1	1	Courier	26,965	\$0	\$0
1	1	Intake Specialist		\$0	\$0
TOTAL PERSONNEL				\$158,271	\$158,271

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Health Ins; Workers' Comp; Life Ins; Empr Pd fees; Retirement; Dental Ins	33.35% of Total Personnel Serv	\$52,783	\$52,783
TOTAL EMPLOYEE RELATED EXPENSES		\$52,783	\$52,783

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Case Management GF 3315205	To be Contracted	\$42,751	\$0
Case Management to be contracted		312,511	\$312,511
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$355,262	\$312,511

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$17 /mo x 12 mos.	\$204	\$204
TOTAL TRAVEL		\$204	\$204

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$975/mo x 12 mos.	\$11,700	\$11,700
TOTAL SPACE		\$11,700	\$11,700

6.	<u>EQUIPMENT</u>		
	ITEM	BASIS	
	N/A		
			TOTAL COST
			DES COST
	TOTAL EQUIPMENT		\$0
			\$0

7.	<u>MATERIALS & SUPPLIES</u>		
	ITEM	BASIS	
	Office Supplies	\$125/mo x 12 mos	
			TOTAL COST
			DES COST
			\$1,500
			\$1,500
	Small Tools		\$0
			\$0
	Postage	\$17/mo x 12 mos	\$0
			\$0
	Printing/Duplicating	nominal, as needed	\$204
			\$204
	TOTAL MATERIALS AND SUPPLIES		\$100
			\$100
			\$1,804
			\$1,804

8.	<u>OPERATING SERVICES</u>		
	ITEM	BASIS	
	Telephone	\$144/mo x 12 mos (2 phones & 1 cell phone)	
			TOTAL COST
			DES COST
			\$1,728
			\$1,728
	Accounting & Auditing Services	Annual State Audit cost	\$0
			\$0
	Comp Equip R & M		\$0
			\$0
	Other Professional Services/shred		\$0
			\$0
	TOTAL OPERATING EXPENSES		\$1,728
			\$1,728

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

10.	SUBTOTAL ADMIN COST	\$581,752	\$539,001
-----	----------------------------	-----------	-----------

11.	<u>VOUCHERS</u>		
	ITEM		
	TANF - 49		
		TOTAL COST	DES COST
		\$297,601	\$297,601
	LIHEAP - 77	\$2,108,863	\$2,108,863
	NHN - 70	\$5,434	\$5,434
	EEIP	\$120,000	\$0
	TOTAL VOUCHERS	\$2,531,898	\$2,411,898

12.	TOTAL SERVICE COST/DES TOTAL COST:	\$3,113,650	\$2,950,899
-----	---	--------------------	--------------------

REVENUE SOURCES:

Admin	LIHEAP ADMIN	\$142,303	\$142,303
Vouchers	LIHEAP 77	\$2,108,863	\$2,108,863
Admin	LIHEAP A16 ADMIN	\$153,734	\$153,734
Vouchers	NHN	\$5,434	\$5,434
Admin	C-Link	\$0	\$0
Admin	TANF 49	\$242,964	\$242,964
Vouchers	TANF 49	\$297,601	\$297,601
	EEIP GF	\$120,000	\$0
	CASE MGT GF	\$42,751	\$0
	TOTAL REVENUE:	\$3,113,650	\$2,950,899

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Community Services (CSV-CAP)

Agency: Pima County Community Action Agency

Contract Period: 07/01/2017 - 06/30/2018

1. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	112,200	\$5,610	\$5,610
1	1	Contract Specialist	44,070	\$2,204	\$2,204
1	1	Community Services Mgr	75,595	\$30,238	\$30,238
1	1	Program Coordinator	47,153	\$16,504	\$16,504
1	1	Program Coordinator	46,000	\$33,120	\$33,120
1	1	Program Manager	60,000	\$30,000	\$30,000
2	1	Program Coordinator - Uncla:	71,886	\$8,626	\$8,626
1	1	Principal Finance Acct	59,941	\$8,991	\$8,991
1	1	Acctg Sup Spec	31,917	\$4,788	\$4,788
1	1	Acctg Sup Spec	31,917	\$3,192	\$3,192
1	1	Intake Specialist	29,958	\$18,874	\$18,874
1	1	Intake Specialist	31,768	\$23,826	\$23,826
1	1	Intake Specialist	28,839	\$21,629	\$21,629
1	1	Intake Specialist	28,839	\$21,629	\$21,629
1	1	Office Support II	24,419	\$21,489	\$21,489
1	1	Facilitator (for CSBG DSC)		\$8,925	\$8,925
1	1	Co-Facilitator (for CSBG DSC)		\$5,040	\$5,040
1	1	Courier	26,965	\$0	\$0
TOTAL PERSONNEL				\$264,685	\$264,685

2. **EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	TOTAL COST	DES COST
FICA; Unemployment Ins; Health Ins; Workers' Comp; Life Ins; Empr Pd fees; Retirement; Dental Ins	33.35% of Total Personnel Service Cost (excl CSBG-DSC)	\$83,615	\$83,615
TOTAL EMPLOYEE RELATED EXPENSES		\$83,615	\$83,615

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Subcontractor contracted			\$0
Current Amount to be contracted		\$229,451	\$229,451
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$229,451	\$229,451

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$175 /mo x 12 mos.	\$2,100	\$2,100
Hotel, Per Diem	8 staff per diem, 1 staff hotel	\$1,120	\$1,120
In State Conferences	8 staff conferences @ \$812.50 ea	\$6,500	\$6,500
Out-of-State Training	1 staff x 1 Out of State conferences @ \$1500	\$1,500	\$1,500
TOTAL TRAVEL		\$11,220	\$11,220

5.	<u>SPACE</u>		TOTAL	DES
	ITEM	BASIS	COST	COST
	Space Cost	\$1175/mo x 12 mos.	\$14,100	\$14,100
	TOTAL SPACE		\$14,100	\$14,100

6.	<u>EQUIPMENT</u>		TOTAL	DES
	ITEM	BASIS	COST	COST
	N/A		\$0	\$0
	TOTAL EQUIPMENT		\$0	\$0

7.	<u>MATERIALS & SUPPLIES</u>		TOTAL	DES
	ITEM	BASIS	COST	COST
	Office Supplies	\$180/mo x 12mos	\$2,160	\$2,160
	Tools & Equipment under \$1,000		\$0	\$0
	Postage	\$700/mo x 12 mos	\$8,400	\$8,400
	Printing/Duplicating	\$20/mo x 12 mos	\$240	\$240
	Workbook and Kit (for CSBG-DSC)	\$40 x 12 students x 7 sessions	\$3,360	\$3,360
	Supplies, printing (for CSBG-DSC)	\$168 x 7 sessions	\$1,176	\$1,176
	TOTAL MATERIALS AND SUPPLIES		\$15,336	\$15,336

8.	<u>OPERATING SERVICES</u>		TOTAL	DES
	ITEM	BASIS	COST	COST
	Books & Subscriptions		\$0	\$0
	Accounting & Auditing Services		\$0	\$0
	Telephone/Internet	\$437.50/mo x 12 mos (4 phones & 3 cell phones)	\$5,250	\$5,250
	Legal Notices	(RFP notice in 1 Tucson newspaper)	\$100	\$100
	Dues/Memberships	NACAA @ \$1075; ACAA @ \$300	\$1,375	\$1,375
	Investigative Svcs	\$77/ea x 3 (fingerprint cards)	\$231	\$231
			\$0	\$0
	R & M Machinery & Equip	copier maint	\$100	\$100
	TOTAL OPERATING EXPENSES		\$7,056	\$7,056

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

10.	SUBTOTAL ADMIN COST		\$625,463	\$625,463
-----	----------------------------	--	------------------	------------------

11.	<u>VOUCHERS</u>		TOTAL	DES
	ITEM	BASIS	COST	COST
	Direct Assistance		\$280,392	\$280,392
	Participant stipends (for CSBG-DSC)	sessions	\$9,600	\$9,600
	TOTAL VOUCHERS		\$289,992	\$289,992

12.	TOTAL SERVICE COST/DES TOTAL COST:		\$915,455	\$915,455
-----	---	--	------------------	------------------

REVENUE SOURCES

DES-CSA	\$606,962	\$606,962
CSBG-DSC	\$28,101	\$28,101
VOUCHERS	\$280,392	\$280,392
TOTAL REVENUE:	\$915,455	\$915,455