



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: December 4, 2018

*** = Mandatory, information must be provided**

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Economic Security (AZDES)

***Project Title/Description:**

AZDES Community Action Agency (CAA) Emergency Services

***Purpose:**

This amendment is for additional funds allocated to Pima County for direct utility payments and case management for eligible Pima County residents. The County Services service reimbursement ceiling went from \$795,288.00 to \$834,091.41. The Case Management service reimbursement ceiling went from \$3,902,642.00 to \$4,558,165.00. This program has strict income eligibility guidelines. Funds are used to provide emergency utility assistance for families in crisis through the Emergency Services Network.

Attachment:

ADES15-089143 Amendment No. 10 - Intergovernmental Agreement (IGA) Arizona Department of Economic Security

***Procurement Method:**

Not applicable to grant award.

***Program Goals/Predicted Outcomes:**

The goal is to alleviate poverty and provide emergency services.

***Public Benefit:**

The benefit is the avoidance of eviction, foreclosure and utility shutoffs to Pima County residents.

***Metrics Available to Measure Performance:**

Monthly case management reports, quarterly ROMA reports, the annual CSBG Information Survey and the annual Community Action Plan.

***Retroactive:**

No.

Contract / Award 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) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No**If Yes, is the Contract to a vendor or subrecipient?** _____Were insurance or indemnity clauses modified? ☐ Yes ☐ No*If Yes, attach Risk's approval.*Vendor is using a Social Security Number? ☐ Yes ☐ No*If Yes, attach the required form per Administrative Procedure 22-73.***Amendment / Revised Award Information**

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

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____Is there revenue included? ☐ Yes ☐ No If Yes \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____**Grant/Amendment Information** (for grants acceptance and awards)☐ Award ☒ AmendmentDocument Type: GTAM Department Code: CS Grant Number (i.e.,15-123): 19-20Effective Date: 12/4/18 Termination Date: _____ Amendment Number: 10☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 694,326.41***All Funding Source(s) required:** U.S. Health and Human Services Department***Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ _____ % _____***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ _____ % _____***Funding Source:** _____***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Federal Awards to State passed through the AZ Department of Economic Security

Contact: Rise HartDepartment: Community ServicesTelephone: 724-5723

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

**Intergovernmental Agreement
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address) Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713	2. CONTRACT ID NUMBER ADES15-089143
	3. AMENDMENT NUMBER Ten (10)

Pursuant to the Terms and Conditions, Section 32.0 Levels of Service, this Amendment revises the Case Management Service Budget and Community Services Service Budget as follows:

In accordance with the Alert issued October 2, 2018 the revisions are:

The Community Services service reimbursement ceiling for the period of July 1, 2018 through June 30, 2019 is revised from \$795,288.00 to \$834,091.41.

The Case Management service reimbursement ceiling for the period of July 1, 2018 through June 30, 2019 is revised from \$3,902,642.00 to \$4,558,165.00.

Therefore, the revised Service Budgets for Community Services and Case Management for the period beginning July 1, 2018 through June 30, 2019 are 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
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME	TYPED NAME
TITLE	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.

ARIZONA ATTORNEY GENERAL'S OFFICE

By: _____
Assistant Attorney General

By: Karen J. Tripp
Public Agency Legal Counsel

Date: _____

Date: 11-19-18

ITEMIZED SERVICE BUDGET**CONTRACT SERVICE:** Case Management (CMG-CAP)**Agency:** Pima County Community Action Agency**Contract Period:** 07/01/2018 - 06/30/2019**1. PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Community Services Mgr (part year)	10,554	10,554	\$10,554
1	1	Community Services Mgr (part year)	38,739	\$15,495	\$15,495
1	1	Program Manager	57,628	\$28,814	\$28,814
1	1	Program Coordinator	48,716	\$24,358	\$24,358
1	1	Program Coordinator	48,716	\$24,358	\$24,358
1	1	Principal Finance Acct	60,357	\$7,846	\$7,846
1	1	Acctg Sup Spec	32,705	\$28,127	\$28,127
1	1	Acctg Sup Spec	30,061	\$21,344	\$21,344
1	1	Intake Specialist	28,569	\$8,571	\$8,571
1	1	Intake Specialist	32,556	\$17,906	\$17,906
1	1	Intake Specialist	29,550	\$2,955	\$2,955
1	1	Intake Specialist	41,830	\$837	\$837
1	1	Intake Specialist	27,887	\$13,944	\$13,944
1	1	Program Specialist	39,165	\$24,282	\$24,282
TOTAL PERSONNEL				\$229,391	\$229,391

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	33.00% of Total Personnel Service Cost	\$75,699	\$75,699
TOTAL EMPLOYEE RELATED EXPENSES		\$75,699	\$75,699

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Case Management to be contracted		383,811	\$383,811
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$383,811	\$383,811

4. TRAVEL

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool	50 x 12 mo	\$600	\$600
NEUAC Conference	5 staff regis, hotel, airfare & per diem	\$10,500	\$10,500
Training	as needed, new staff training (50%)	\$1,500	\$1,500
AZ Utility Partners meeting	one-time	\$500	\$500
TOTAL TRAVEL		\$13,100	\$13,100

5. SPACE

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$1800/mo x 12 mos.	\$21,600	\$21,600
TOTAL SPACE		\$21,600	\$21,600

6. EQUIPMENT

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$0	\$0
TOTAL EQUIPMENT		\$0	\$0

7. **MATERIALS & SUPPLIES**

ITEM	BASIS	TOTAL COST	DES COST
Office Supplies	\$120/mo x 12 mos	\$1,440	\$1,440
Software-ISF Charges	TeamUp scheduling software	\$1,200	\$1,200
Small Equipment		\$0	\$0
Postage		\$0	\$0
Printing/Duplicating	nominal, as needed	\$296	\$296
TOTAL MATERIALS AND SUPPLIES		\$2,936	\$2,936

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$75/mo x 12 mos	\$900	\$900
Comp Equip R & M		\$0	\$0
Other Prof Svcs-security	\$300 x 12 mo	\$3,600	\$3,600
Dues/Memberships	contingency for increased dues' rates	\$500	\$500
TOTAL OPERATING EXPENSES		\$5,000	\$5,000

9. **INDIRECT COSTS**

ITEM	BASIS	TOTAL COST	DES COST
Indirect Costs		\$0	\$0
TOTAL INDIRECT COSTS		\$0	\$0

10. **SUBTOTAL ADMIN COST**

\$731,537	\$731,537
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11. **VOUCHERS**

ITEM	TOTAL COST	DES COST
TANF - 49	\$297,601	\$297,601
LIHEAP - IT Development costs	\$150,000	\$150,000 ✓
LIHEAP - 77	\$3,373,593	\$3,373,593
NHN - 70	\$5,434	\$5,434
TOTAL VOUCHERS	\$3,826,628	\$3,826,628

12.	TOTAL SERVICE COST/DES TOTAL COST:	\$4,558,165	\$4,558,165
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REVENUE SOURCES:

Admin	LIHEAP ADMIN	\$249,645	\$249,645
Vouchers	LIHEAP 77	\$3,523,593	\$3,523,593
Admin	LIHEAP A16 ADMIN	\$238,928	\$238,928
Vouchers	NHN	\$5,434	\$5,434
Admin	TANF 49	\$242,964	\$242,964
Vouchers	TANF 49	\$297,601	\$297,601
	TOTAL REVENUE:	\$4,558,165	\$4,558,165

NOTE: Software enhancements will be paid from Voucher allocation --> \$150,000.

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Community Services (CSV-CAP)**Agency:** Pima County Community Action Agency**Contract Period:** 07/01/2018 - 06/30/20191. **PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for Contract Period	TOTAL SERVICE COST	DES COST
1	1	Comm Services Director	115,000	1,150.00	1,150.00
1	1	Admin Svcs Manager	62,532	625.00	625.00
1	1	Contract Specialist	47,437	1,423.00	1,423.00
1	1	Community Services Mgr (part year)	10,554	10,554.00	10,554.00
1	1	Community Services Mgr (part year)	38,739	15,495.00	15,495.00
1	1	Program Coordinator	48,716	24,358.00	24,358.00
1	1	Program Coordinator	48,716	24,358.00	24,358.00
1	1	Program Manager	57,628	28,814.00	28,814.00
1	1	Program Coordinator - Unclassified	73,682	6,631.00	6,631.00
1	1	Principal Finance Acct	60,357	2,414.00	2,414.00
1	1	Acctg Sup Spec	32,705	1,635.00	1,635.00
1	1	Acctg Sup Spec	30,061	7,515.00	7,515.00
1	1	Intake Specialist	28,569	19,998.00	19,998.00
1	1	Intake Specialist	32,556	14,650.00	14,650.00
1	1	Intake Specialist	29,550	26,595.00	26,595.00
1	1	Intake Specialist	32,556	651.00	651.00
1	1	Intake Specialist	33,835	677.00	677.00
1	1	Intake Specialist	41,830	31,791.00	31,791.00
1	1	Intake Specialist	27,887	558.00	558.00
1	1	Admin Supp Specialist	36,225	1,449.00	1,449.00
1	1	Intake Specialist	27,887	13,944.00	13,944.00
1	1	Grant Accountant	51,872	2,075.00	2,075.00
TOTAL PERSONNEL				237,360.00	237,360.00

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	33.00% of Total Personnel Service Cost	78,329.00	78,329.00
TOTAL EMPLOYEE RELATED EXPENSES		78,329.00	78,329.00

3. **PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Current Amount to be contracted		232,000.00	232,000.00
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		232,000.00	232,000.00

4. **TRAVEL**

ITEM	BASIS	TOTAL COST	DES COST
Motor Pool Allocation	\$300 /mo x 12 mos.	3,600.00	3,600.00
Hotel, Per Diem, In State Conference	14 staff, 7 CAA Board members	10,000.00	10,000.00
Vehicles for conferences	4 vehicles	1,500.00	1,500.00
Training	as needed, new staff training (50%)	1,500.00	1,500.00
Out-of-State Training	1 staff x 1 Out of State conferences	3,500.00	3,500.00
TOTAL TRAVEL		20,100.00	20,100.00

5. **SPACE**

ITEM	BASIS	TOTAL COST	DES COST
Space Cost	\$1500/mo x 12 mos.	18,000.00	18,000.00
TOTAL SPACE		18,000.00	18,000.00

6.	<u>EQUIPMENT</u>			
	ITEM	BASIS	TOTAL COST	DES COST
	N/A		0.00	0.00
	TOTAL EQUIPMENT		0.00	0.00

7.	<u>MATERIALS & SUPPLIES</u>			
	ITEM	BASIS	TOTAL COST	DES COST
	Office Supplies	\$350/mo x 12mos	4,200.00	4,200.00
	Tools & Equipment under \$1,000	nominal, as needed	1,070.00	1,070.00
	Postage	\$900/mo x 12 mos	10,800.00	10,800.00
	Printing/Duplicating	nominal, as needed	349.41	349.41
	TOTAL MATERIALS AND SUPPLIES		16,419.41	16,419.41

8.	<u>OPERATING SERVICES</u>			
	ITEM	BASIS	TOTAL COST	DES COST
	Books & Subscriptions		0.00	0.00
	Telephone/Internet	\$375 x 12 months	4,500.00	4,500.00
	Legal Notices	(RFP notice in 1 Tucson newspaper)	100.00	100.00
	Dues/Memberships	NACAA @ \$1075; ACAA @ \$300; Region 9 \$700	2,075.00	2,075.00
	Investigative Svcs	\$77/ea x +6 (fingerprint cards)	462.00	462.00
	Other Prof Svcs-security	300 x 12 mo.	3,600.00	3,600.00
	R & M Machinery & Equip	copier maint	100.00	100.00
	TOTAL OPERATING EXPENSES		10,837.00	10,837.00

9.	<u>INDIRECT COSTS</u>		TOTAL	DES
	ITEM	BASIS	COST	COST
	Indirect Costs		0.00	0.00
	TOTAL INDIRECT COSTS		0.00	0.00

10.	<u>SUBTOTAL ADMIN COST</u>		613,045.41	613,045.41
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11.	<u>VOUCHERS</u>			
	ITEM	BASIS	TOTAL COST	DES COST
	Direct Assistance		221,046.00	221,046.00
	TOTAL VOUCHERS		221,046.00	221,046.00

12.	TOTAL SERVICE COST/DES TOTAL COST:		834,091.41	834,091.41
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<u>REVENUE SOURCES</u>			
DES-CSA	613,045.41	613,045.41	
VOUCHERS	221,046.00	221,046.00	
TOTAL REVENUE:	834,091.41	834,091.41	