



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: February 5, 2019

*** = 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 case management for eligible Pima County residents. Pima County receives federal funds from the Department of Economic Security for Short Term Crisis Services/Temporary Assistance To Needy Families (STCS/TANF), Low Income Home Energy Assistance Program (LIHEAP), and Community Services Block Grant (CSBG) for ESN and the other programs for ESN. The County allocates the funds for eligible low-income households experiencing a temporary financial crisis in order to prevent homelessness or utility disconnection. The Case Management service reimbursement ceiling went from \$4,558,165.00 to \$4,662,188.00

Attachment:

ADES15-089143 Amendment No. 11 - 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 to avoid homelessness and utility disconnection.

***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, Community Needs Assessment, Annual Report and 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 ☒ Amendment

Document Type: GTAM Department Code: CS Grant Number (i.e., 15-123): 19-30

Effective Date: 2/5/19 Termination Date: _____ Amendment Number: 11

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 104,023.00***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 Hart

Department: Community Services

Telephone: 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 Eleven (11)

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

In accordance with the Alert issued December 14, 2018 the revisions is:

The Case Management service reimbursement ceiling for the period of July 1, 2018 through June 30, 2019 is revised from \$4,558,165.00 to \$4,662,188.00.

Therefore, the revised Service Budget for Case Management for the period beginning July 1, 2018 through June 30, 2019 is 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

Date: _____

By:  _____
Public Agency Legal Counsel

Date: 1-16-19

Revised:: 8/22/13

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management (CMG-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	1,251.00	1,251.00
1	1	Contract Specialist	47,437	949.00	949.00
1	1	Grant Accountant	51,872	1,909	\$1,909
1	1	Community Services Mgr (part year)	10,554	5,277.00	\$5,277
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	\$30,204	\$30,204
1	1	Program Coordinator	48,716	\$30,204	\$30,204
1	1	Principal Finance Acct	60,357	\$10,261	\$10,261
1	1	Acctg Sup Spec	32,705	\$28,127	\$28,127
1	1	Acctg Sup Spec	30,061	\$22,546	\$22,546
1	1	Intake Specialist	28,569	\$15,713	\$15,713
1	1	Intake Specialist	32,556	\$17,906	\$17,906
1	1	Intake Specialist	29,550	\$14,775	\$14,775
1	1	Intake Specialist	41,830	\$11,712	\$11,712
1	1	Intake Specialist	27,887	\$13,944	\$13,944
1	1	Program Specialist	26,000	\$26,000	\$26,000
TOTAL PERSONNEL				\$276,237	\$276,237

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	\$91,158	\$91,158
TOTAL EMPLOYEE RELATED EXPENSES		\$91,158	\$91,158

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	\$180/mo x 12 mos	\$2,160	\$2,160
Software-ISF Charges	TeamUp scheduling software	\$1,200	\$1,200
Small Equipment		\$1,000	\$1,000
Postage		\$0	\$0
Printing/Duplicating	nominal, as needed	\$294	\$294
TOTAL MATERIALS AND SUPPLIES		\$4,654	\$4,654

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	\$795,560	\$795,560
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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	\$3,413,593	\$3,413,593
NHN - 70	\$5,434	\$5,434
TOTAL VOUCHERS	\$3,866,628	\$3,866,628

12. TOTAL SERVICE COST/DES TOTAL COST:	\$4,662,188	\$4,662,188
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REVENUE SOURCES:

Admin	LIHEAP ADMIN	\$292,373	\$292,373
Vouchers	LIHEAP 77	\$3,563,593	\$3,563,593
Admin	LIHEAP A16 ADMIN	\$260,223	\$260,223
Vouchers	NHN	\$5,434	\$5,434
Admin	TANF 49	\$242,964	\$242,964
Vouchers	TANF 49	\$297,601	\$297,601
TOTAL REVENUE:		\$4,662,188	\$4,662,188

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