



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: October 15, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Interfaith Community Services

**\*Project Title/Description:**

Emergency Services Network (ESN) services for Health Profession Opportunity Grant (HPOG) participants. The contract can be found in OnBase by searching Contract 19\*099 in Doc\_ID\_AMS.

**\*Purpose:**

Interfaith Community Services, a subrecipient, will provide emergency utility and supportive services assistance to persons seeking health careers under HPOG through case management and referral/advocacy services to eligible low-income participants experiencing a temporary financial crisis in order to prevent homelessness, utility disconnection, or other disruptions hindering their progress for training.

This amendment will provide additional funding for the period of October 1, 2019 to September 29, 2020.

Attachment: Contract Number CT-CS-19-099 (Amendment 1)

**\*Procurement Method:**

Request for Proposals No. RFP-CAA-ESN-2018-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

**\*Program Goals/Predicted Outcomes:**

Interfaith Community Services will provide allowable emergency utility assistance to 50 eligible low-income participants and process 100 support vouchers.

**\*Public Benefit:**

The benefit of the program is that it will help in alleviating poverty and promoting self-sufficiency.

**\*Metrics Available to Measure Performance:**

Monthly financial and program performance reports.  
Annual audit of agency's finances.

**\*Retroactive:**

Yes, the IGA from Pima Community College was finalized on 10/2/19. If this amendment is not approved, low-income participants, who are enrolled in HPOG, would not received utility assistance and other supportive services.

To: COP- 10-9-19  
Ver. - 7  
pgs - 5 (1)  
Addendum

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10/09/2019 11:48 AM  
PROCURE DEPT

**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: CT Department Code: CS Contract Number (i.e., 15-123): 19-099Amendment No.: 1 AMS Version No.: 7Effective Date: 10/1/19 New Termination Date: 9/29/20

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 82,540.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** Intergovernmental Agreement (IGA) with Pima Community College recipient of the Health Profession Opportunity GrantFunding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*All Funding Source(s) required:****\*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)?** \_\_\_\_\_Contact: Rise HartDepartment: Community ServicesTelephone: 724-5723Department Director Signature/Date: [Signature] 10-4-19Deputy County Administrator Signature/Date: [Signature] October 2019County Administrator Signature/Date: [Signature] 10/8/19  
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY DEPARTMENT OF COMMUNITY SERVICES, EMPLOYMENT & TRAINING  
– Community Action Agency Program**

**Project:** Emergency Services Network (ESN)

**Awardee:** Interfaith Community Services  
2820 W. Ina Road  
Tucson, AZ 85741

**Contract No.:** CT-CS-19\*099

**Contract Amendment No.:** One (1)

Original Contract Term:	08/01/18 – 07/31/19	Orig. Contract Amount:	\$82,540.00
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	N/A
Termination Date This Amendment:	9/29/20	This Amendment Amount:	\$82,540.00
		Revised Total Amount:	\$165,080.00

<b>DUNS No.:</b> 809419398		<b>SAM Registration Date:</b> 9/16/19	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Contract No.:</b>	PCC2015-2020	<b>Award Date:</b>	2019
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input checked="" type="checkbox"/> de minimis 10% <input type="checkbox"/> None
<b>Status of Contractor:</b>	<input checked="" type="checkbox"/> Subrecipient		<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
93.093	Intergovernmental Agreement with Pima Community College (PCC) recipient of the Health Profession Opportunity Grant (HPOG)	\$58,000,000.00	\$601,926.00

**GRANT FUNDING AGREEMENT – AMENDMENT ONE (1)**

The parties agree to amend the above-referenced Contract as follows:

**1. BACKGROUND AND PURPOSE**

- 1.1 Background. On August 20, 2018, Pima County (“County”) and Interfaith Community Services (“Awardee”), entered into the above-referenced Agreement to provide emergency assistance to eligible low-income households in crisis.
- 1.2 Purpose. County operates a local Emergency Services Network (“ESN”) to provide emergency financial assistance for qualified households to prevent homelessness or utility disconnection.
  - 1.2.1. County through its Community Action Agency, as Grantee, is the recipient of State and Federal Grants for operating the local Emergency Services Network (“ESN”).
  - 1.2.2. Pima Community College (“PCC”) received and administers Health Professional Opportunity Grant (“HPOG”) funds. The Intergovernmental Agreement (“HPOG IGA”) between PCC and County for HPOG terminates on September 29, 2020.
  - 1.2.3. A portion of the HPOG funds are set-a-side to provide emergency assistance to participants in an HPOG training program.

1.2.4. County is extending the term of the above-referenced Agreement with Awardee to provide emergency assistance for participants in the HPOG training program.

2. **TERM, EXTENSIONS and AMENDMENTS, SECTION 1.0.** Notwithstanding the limitations in paragraph 1.2, the parties agree to extend the contract to coincide with the term of the HPOG IGA. This Agreement will terminate on **September 29, 2020.**

3. **COMPENSATION AND PAYMENT, SECTION 3.0** is amended as follows:

3.1 **Paragraph 3.1** is amended to increase the Maximum Allocated Amount:

FROM: \$82,540.00

TO: \$165,080.00

3.2 **Paragraph 3.5** is deleted in its entirety and replaced with the following:

3.5. Each monthly request for reimbursement must be submitted to County by the 15<sup>th</sup> working day of each month for the previous month of service and must:

3.5.1. Reference this contract number.

3.5.2. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Subrecipient to insure proper internal financial controls.

3.5.3. Be for services and costs as identified in **Exhibit A.**

3.5.4. Include the amount of:

3.5.4.1. Accrued expenditures, if any;

3.5.4.2. Program Income, as defined by the federal awarding agency; and

3.5.4.3. All other fiscal resources applied to expenses incurred in providing services under this Agreement.

3.5.5. Be accompanied by documentation which must include, but is not limited to:

3.5.5.1. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A** of this Agreement.

3.5.5.2. Copies of invoices, receipts or checks (front and back) to support all purchases of goods or services.

3.5.5.3. If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.

3.5.5.4. A calculation of administrative or indirect costs (conditional upon receipt of indirect rate letter), evidencing that such costs do not exceed the 10% maximum of the total reimbursement provided under this Agreement.

3.5.5.5. Any other documentation requested by County.

3.5.6. If reimbursement is authorized for personnel costs, be accompanied, at a minimum, by the following documentation for each pay period:

3.5.6.1. Time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Agreement, that specify the days, hours per day and total hours worked on the grant(s); and

3.5.6.2. Accounting system report(s) specifying rate of pay and costs of employer paid benefits.

- 3.5.7. Comply with the applicable provisions of 2 C.F.R. §§ 200.
- 3.5.8. Be only for participants determined eligible by County and properly enrolled in the program or for other authorized expenses which are not paid or reimbursed by another Federal, State or Local grant revenue source.
- 3.5.9. Be accompanied by Applications (EN-005) for each client served during the month and/or clients served lists in subsequent months if applicable.

3.3 **Paragraph 3.6** is amended to read:

If Awardee is required to provide matching funds under the terms of the federal awarding agency, Awardee must also provide the documentation described in Paragraph 3.5 for the matching funds.

3.4 **Paragraphs 3.11 through 3.16** are deleted in their entirety and replaced with the following and **paragraph 3.17** is *renumbered to conform*:

3.11. County may, at its sole discretion:

- 3.11.1. Determine the acceptability and progress of work performed and determine the resulting entitlement to payment of each request for reimbursement.
- 3.11.2. Liquidate funds available under this Agreement for costs incurred by County on behalf of Awardee.
- 3.11.3. **Deny full payment** for requests for reimbursement that are submitted to County after the date set forth in Paragraph 3.4. County may deduct its processing costs or delay-related damages in connection with a request for payment submitted after that date.

3.12. Pursuant to A.R.S. § 11-622, County **will deny reimbursement completely** for requests for payment made later than six (6) months after the last item of the account accrues.

3.13. Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:

- 3.13.1. The change may not increase or decrease the maximum allocated amount.
- 3.13.2. Agency must submit a written request for the line item change on or before May 15 of the contract year. The written request must contain a detailed explanation of:
  - 3.13.2.1. The reason the change is necessary; and
  - 3.13.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.
- 3.13.3. The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Agency prior to approval of the written request for a budget line item change.
- 3.13.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.

3.14. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

3.15. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.13 and 3.14 above will be at Agency's own risk.

- 3.16. Program Income: Awardee must comply with all provisions of the federal awarding agency regarding Program Income.
- 3.17. Disallowed Charges or Cost principles will be as follows:
  - 3.17.1. Pursuant to 2 CFR §2900.4, the cost principles set forth in 2 CFR part 200, Subpart E, as supplemented by 2 CFR part 2900, and as may be further modified by amendments and additions, will be used to determine whether reimbursement of an incurred cost will be reimbursed under this Agreement.
  - 3.17.2. **Awardee must reimburse County for improper, unallowable or unsubstantiated costs discovered as a result of audit or otherwise within thirty (30) days following demand for reimbursement by County.**

4. **LAWS AND REGULATIONS, SECTION 7.0, paragraph 7.4.3** is amended to read:

Lobbying to influence the outcome of any election or the award of any federal contract, grant, loan or cooperative agreement (see Federal Standard Form LLL, "Disclosure of Lobbying Activities);

5. **SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION** is deleted in its entirety and replaced with the following:

Pursuant to A.R.S. § 35-393.01, if Awardee engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000.00 or more, Awardee certifies it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

6. **EXHIBIT A – SCOPE OF WORK, BUDGET.** Awardee will maintain the same outcomes set forth in Section 5.0 during contract term August 1, 2019 through September 29, 2020. **SECTION 6.0** is amended as follows:

For services provided **October 1, 2019 through September 29, 2020**, Awardee will be paid in accordance to the following table:

Budget Line Item	Amount
Salaries/ERE	\$22,986.00
Rent/Utilities/Communications	-0-
Travel	-0-
Materials & Supplies	-0-
Operating Services	\$4,554.00
Administrative Expenses	-0-
<b>Total Operating Budget</b>	<b>\$27,540.00</b>
<b>Other Allocation(s)</b>	
*Client Vouchers	<b>\$55,000.00</b>
<b>TOTAL BUDGET</b>	<b>\$82,540.00</b>

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

\_\_\_\_\_  
Chairman, Pima County Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

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

AWARDEE:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name & Title

Date: 9/18/19