



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: August 17, 2020

** = Mandatory, information must be provided*

or Procurement Director Award ☐

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

Arizona Department of Economic Security

***Project Title/Description:**

Title IV-D Child Support Enforcement Grant

***Purpose:**

To reimburse the Pima County Clerk of Superior Court for a portion of the costs of operating and maintaining the child support enforcement program in Pima County.

***Procurement Method:**

N/A

***Program Goals/Predicted Outcomes:**

Child support enforcement; records maintenance; customer service

***Public Benefit:**

The grant defers a portion of the cost of operating a critical government function; residents have assurance of a continuous, well-functioning child support enforcement system.

***Metrics Available to Measure Performance:**

Timely forwarding of all support payments; adherence to guidelines for handling support payments; systematically maintain records; timely response to requests for information by ADES.

***Retroactive:**

Yes. This grant is for the budget year FY 2020-21, which commenced July 1.

G.M. Approved 7/27/2020 JJS

Revised 5/2020

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement 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 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement 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: GTAW Department Code: CC Grant Number (i.e., 15-123): 21*010
Commencement Date: July 1, 2020 Termination Date: June 30, 2021 Amendment Number: _____
☒ Match Amount: \$ 192,647.49 ☒ Revenue Amount: \$ 442,169.06

***All Funding Source(s) required:** Federal Department of Health and Human Services, as passed through the Arizona Department of Economic Security

***Match funding from General Fund?** ☒ Yes ☐ No If Yes \$ 192,647.49 % 30.35
***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 funds passed through the Arizona Department of Economic Security

Contact: Casimiro Hernandez

Department: Pima County Clerk of the Superior Court

Telephone: 520-724-2744

Department Director Signature/Date: Gary S. Harrison 7/24/2020

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

C. P. ... 7/24/20

BUDGET SUMMARY

FOR CONTRACT SERVICE

* Clerk of Court

AGENCY NAME

Superior Court in Pima County

FOR PERIOD

07/01/2020 - 06/30/2021

SERVICE TOTAL DISTRIBUTED BY FUND SOURCE

BUDGET CATEGORIES	TOTAL SERVICE COST	IV-D Case Processing	State DES IV-D	DES NON- PARTICIPATION COSTS	TOTAL SERVICE REIMBURSEMENT CEILING
1. Personnel	\$425,000.00	\$280,500.00	\$144,500.00		
2. ERE	\$141,610.27	\$93,462.78	\$48,147.49		
Professional and 3. Outside Services	\$2,900.00	\$2,900.00	\$0.00		
4. Travel	\$3,272.00	\$3,272.00	\$0.00		
5. Space	\$0.00	\$0.00	\$0.00		
6. Equipment	\$2,963.00	\$2,963.00	\$0.00		
7. Material and Supplies	\$5,750.00	\$5,750.00	\$0.00		
8. Operating Services	\$15,925.00	\$15,925.00	\$0.00		
9. Total Direct Cost	\$597,420.27	\$404,772.78	\$192,647.49		
Less Start-Up/ 10. One Time	\$0.00		\$0.00		
11. Net Direct Cost	\$0.00		\$0.00		
12. Allocated Indirect	\$37,396.28	\$37,396.28	\$0.00		
13. Total Service Cost	\$634,816.55				
Contract Reimburse- 14. ment Ceiling(s)		\$442,169.06			
15. % Indirect of Direct	10.00%				
16. Number of Units					
17. Unit Rate					

ITEMIZED SERVICE BUDGET

Contracting Entity: **CLERK OF THE SUPERIOR COURT**

FOR CONTRACT SERVICE Child Support Enforcement FISCAL YEAR 20/21

I. PERSONNEL

Number of Positions	Position Title	Total Salary Cont. Period	% Allocated to Service	Service Cost
1	Accountant	\$66,800	14%	\$9,352
2	Payroll/Accounting	\$121,325	17%	\$20,625
2	Courtroom Clerks	\$92,239	50%	\$46,120
1	Division Director	\$92,797	19%	\$17,631
34	Litigation Supp 1	\$1,138,253	27%	\$307,328
4	Asst Supervisors	\$168,942	27%	\$45,614
4	Supervisors	\$215,575	34%	\$73,296

TOTAL PERSONNEL \$519,966

II. EMPLOYER RELATED EXPENSES (ERE)

Item	Basis	Service Cost
FICA	6.20%	\$32,238
Retirement	12.22%	\$63,540
Workman's Comp	Per Class	\$884
Unemployment	Per class	\$2,600
Health Ins	Per Class	\$73,471
Dental Insurance	Per Class	\$520

TOTAL ERE \$173,253

III. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	SERVICE COST
ARMORED CAR/AUDIT SERVICE	PRIOR YR	\$2,900
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$2,900

CLERK OF THE SUPERIOR COURT
ITEMIZED SERVICE BUDGET
(cont'd)

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IV.	<u>TRAVEL</u>			
	ITEM	BASIS		SERVICE COST
	MILEAGE	<u>6559@.445</u>	MOTORPOOL	\$2,919
	MILEAGE	<u>794@.445</u>	REIMBURSEMENT	\$353
			TOTAL TRAVEL	<u>\$3,272</u>

V.	<u>SPACE</u>			
	ITEM	BASIS		SERVICE COST
	UTILITIES	PRIOR YR		\$0
			TOTAL SPACE	<u>\$0</u>

VI.	<u>EQUIPMENT</u>			
	ITEM	BASIS		SERVICE COST
	MAINT-COPIERS	PRIOR YR		\$1,500
	MAINT-PRINTERS	PRIOR YR		\$1,200
	MAINT-FAX	PRIOR YR		\$263
			TOTAL EQUIPT	<u>\$2,963</u>

CLERK OF THE SUPERIOR COURT
ITEMIZED SERVICE BUDGET
(cont'd)

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VII. MATERIALS AND SUPPLIES

ITEM	BASIS	SERVICE COST
R&M SUPPLIES	PRIOR YR	\$750
POSTAGE	PRIOR YR	\$4,000
MICROFILMING/PRINTING	PRIOR YR	\$1,000
TOTAL MATERIAL AND SUPPLIES		<u>\$5,750</u>

VIII. OPERATING EXPENSES

ITEM	BASIS	SERVICE COST
TELEPHONE	PRIOR YR	\$900
LEASES/RENTALS	PRIOR YR	\$375
MISCELLANEOUS	EST	\$1,500
ADVERTISING	PRIOR YR	\$0
OFFICE SUPPLIES	PRIOR YR	\$9,850
EQUIPMENT	PRIOR YR	\$2,250
SMALL TOOLS	PRIOR YR	\$800
R&M GROUNDS	PRIOR YR	\$250
TOTAL OPERATING EXPENSES		<u>\$15,925</u>

IX. INDIRECT COST

ITEM	BASIS	SERVICE COST
INDIRECT COST	PER PIMA CTY DE MINIMIS 10.00%	\$69,322
TOTAL INDIRECT COSTS		<u>\$69,322</u>

TOTAL INDIRECT COSTS	<u>\$69,322</u>
TOTAL DIRECT COSTS	<u>\$724,029</u>
TOTAL SERVICE COSTS	<u>\$793,350</u>

FOR CONTRACT SERVICE:	CHILD SUPPORT ENFORCEMENT BUDGET SUMMARY			
AGENCY NAME:	CLERK OF THE SUPERIOR COURT-PIMA COUNTY			
	FOR THE PERIOD: JULY 01, 2020--JUNE 30, 2021			
	SERVICE TOTAL DISTRIBUTED BY FUND SOURCE			
	TOTAL	DES-66%	DES-NON	TOTAL SERVICE REIMBURSEMENT CEILING
BUDGET CATEGORIES	SERVICE COST	DES 66%	PARTICIPATION COSTS	TOTAL SERVICE REIMBURSEMENT CEILING
1. Personnel	\$519,966	\$343,178	\$176,789	
2. ERE	\$173,253	\$114,347	\$58,906	
3. Professional & Outside Services	\$2,900	\$1,914	\$986	
4. Travel	\$3,272	\$2,160	\$1,113	
5. Space	\$0	\$0	\$0	
6. Equipment	\$2,963	\$1,955	\$1,007	
7. Materials & Supplies	\$5,750	\$3,795	\$1,955	
8. Operating Services	\$15,925	\$10,511	\$5,415	
9. Total Direct Cost	\$724,029	\$477,859	\$246,170	
10. Less start-up/One time		\$0	\$0	
11. Net Direct Cost	\$724,029	\$477,859	\$246,170	
12. Allocated Indirect	\$69,322	\$45,752	\$23,569	
13. Total Service Cost	\$793,350	\$523,611	\$269,739	
14. Contract Reimbursement Ceiling				
15. % Indirect of Direct	10.00%			
16. Number of Units				
17. Unit Rate				