



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: October 6, 2020

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Department of Economic Security (ADES)

**\*Project Title/Description:**

Community Action Services Program

**\*Purpose:**

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 Emergency Services Network (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. This ADES Intergovernmental Agreement (IGA) Amendment is to add LIHEAP and CSBG CARES Act funding.

Attachment: DI20-002265 Amendment 1 (GTAM-CR-21-30) and Grant Application Approval Request (GAAR).

Indirect cost: 10%.

**\*Procurement Method:**

Not applicable to grant awards.

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

The program goal is to alleviate poverty and provide emergency services

**\*Public Benefit:**

The benefit of this program to Pima County is it prevents evictions, foreclosures and utility shutoffs for low-income residents.

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

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

**\*Retroactive:**

Yes. The amendment could not be processed until the original ADES IGA was executed. The executed IGA was received from the State on 9/21/20. The negative impact of not approving this amendment is low-income Pima County residents would not receive utility and other emergency assistance.

*GAAR Approved 9/28/2020 JLS*  
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: GTAM Department Code: CR Grant Number (i.e.,15-123): 21-30

Commencement Date: 7/1/20 Termination Date: 6/30/21 Amendment Number: 1

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 2,514,889.00

**\*All Funding Source(s) required:** Amendment 1 funding source is from the Community Services Block Grant and Low Income Home Energy Assistance Program

**\*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)?** Passed through Arizona Department of Economic Security

Contact: Manira Cervantes/Rise Hart

Department: Community & Workforce Development

Telephone: 724-5710

Department Director Signature/Date: \_\_\_\_\_

9-24-20

Deputy County Administrator Signature/Date: \_\_\_\_\_

28 Sep 20

County Administrator Signature/Date: \_\_\_\_\_

C. R. Schubert 9/28/20

(Required for Board Agenda/Addendum Items)

**Intergovernmental Agreement**  
**CONTRACT AMENDMENT**

<b>1. CONTRACTOR (Name and address)</b>  Pima County Community Services 2797 E. Ajo Way Tucson, AZ 85713	<b>2. CONTRACT ID NUMBER</b>  DI20-002265
	<b>3. AMENDMENT NUMBER</b>  One (1)

**4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT**

Pursuant to the Terms and Conditions, Section 28.0 Levels of Service, the purpose of this Amendment is to revise the Case Management Service Budget and the Community Services Service Budget for the period of July 1, 2020 through June 30, 2021.

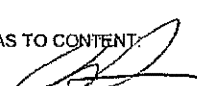
In accordance with the Alert issued May 21, 2020 the revised funding allocations are as follows:

The Case Management service reimbursement ceiling for the period of July 1, 2020 through June 30, 2021 is revised from \$4,157,734.00 to \$5,781,275.00 which includes \$1,623,541.00 in CARES ACT Funding.

The Community Services service reimbursement ceiling for the period of July 1, 2020 through June 30, 2021 is revised from \$815,464.00 to \$1,706,812.00 which includes \$891,348.00 in CARES ACT Funding.

Therefore, the Case Management Service Budgets and Community Services Service Budgets, are added and attached.

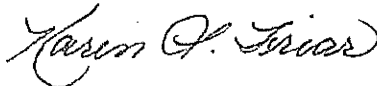
5. EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.

<b>6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY</b>	<b>7. NAME OF CONTRACTOR</b> Pima County
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME	Ramón Valadez, Chairman, Pima County Board of Supervisors
TITLE	DATE: _____
DATE	ATTEST:
	Clerk of the Board <span style="float: right;">DATE</span>  APPROVED AS TO CONTENT:  <span style="float: right;">9-24-20</span> Director, Dept. of Community & Workplace Development <span style="float: right;">DATE</span>

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: July 30, 2020

# ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management (Covid 19 supplemental funding)				Amendment 1		Agency: Pima County		D120-002265	
Contract Period: 07/01/2020 - 06/30/21									
1. PERSONNEL									
Number of Positions	FTE Level	Position Title	Total Salary for the Contract Period	Total Service COST	TOTAL DES service COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
1	1	CS Manager	\$65,000	\$3,250	\$3,250		\$3,250		
1	1	Program Manager-New	\$56,000	\$14,000	\$14,000		\$14,000		
1	1	Program Coordinator-New	\$51,000	\$12,750	\$12,750		\$12,750		
1	1	Program Specialist	\$40,000	\$30,000	\$30,000		\$30,000		
1	1	Program Specialist	\$40,000	\$30,000	\$30,000		\$30,000		
TOTAL PERSONNEL				\$90,000	\$90,000	\$0	\$90,000	\$0	
2. EMPLOYEE RELATED EXPENSES									
ITEM		BASIS		Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
FICA, Unemployment Insurance, Workers Comp, Health Insurance, Dental Insurance, Life Insurance, Employer Paid Fees, Retirement.		38 % of Personnel		\$34,200.00	\$34,200		\$34,200	\$0	
TOTAL EMPLOYEE RELATED EXPENSES				\$34,200	\$34,200	\$0	\$34,200	\$0	
3. PROFESSIONAL AND OUTSIDE SERVICES									
ITEM		BASIS		Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
Case Management to be contracted		from contracts		\$27,668	\$27,668		\$27,668		
TOTAL PROFESSIONAL AND OUTSIDE SERVICES				\$27,668	\$27,668	\$0	\$27,668	\$0	
4. TRAVEL									
ITEM		BASIS		Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
N/A				\$0	\$0	\$0	\$0	\$0	
TOTAL TRAVEL				\$0	\$0	\$0	\$0	\$0	
5. SPACE									
ITEM		BASIS		Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
N/A				\$0	\$0	\$0	\$0	\$0	
TOTAL SPACE				\$0	\$0	\$0	\$0	\$0	
6. EQUIPMENT									
ITEM		BASIS		Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
N/A				\$0	\$0	\$0	\$0	\$0	
TOTAL EQUIPMENT				\$0	\$0	\$0	\$0	\$0	
7. MATERIALS AND SUPPLIES									
ITEM		BASIS		Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-119 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost	
Office Supplies		50*12		\$600	\$600		\$600		
Printing/Duplicating		nominal/as needed		\$167	\$167		\$167		
Printing Energy Education Material		nominal/as needed		\$250	\$250		\$250		
Materials for resource fairs		nominal/as needed		\$250	\$250		\$250		
TOTAL MATERIALS AND SUPPLIES				\$1,267	\$1,267	\$0	\$1,267	\$0	
8. OPERATING SERVICES									
				Total Service	TOTAL DES	LIHEAP C19 Intake CMG-CAP-119	LIHEAP C19 CMG-CAP-C19	LIHEAP A16 C19 CMG-CAP-A19	

ITEM	BASIS	COST	COST	COST	COST	Cost
TOTAL OPERATING EXPENSES		\$0	\$0	\$0	\$0	\$0
9	INDIRECT COSTS	Total Service COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-I19 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost
	ITEM	BASIS				
		\$15,314	\$15,314		\$15,314	\$0
TOTAL INDIRECT COSTS		\$15,314	\$15,314	\$0	\$15,314	\$0
10	SUBTOTAL ADMIN COST	\$168,449	\$168,449	\$0	\$168,449	\$0
11.	VOUCHERS	TOTAL COST	TOTAL DES COST	LIHEAP C19 Intake CMG-CAP-I19 COST	LIHEAP C19 CMG-CAP-C19 COST	LIHEAP A16 C19 CMG-CAP-A19 Cost
	ITEM					
	LIHEAP		\$1,243,092		\$1,243,092	
	LIHEAP INTAKE COSTS		\$212,000	\$212,000		
TOTAL VOUCHERS		\$0	\$1,455,092	\$212,000	\$1,243,092	\$0
12.		TOTAL SERVICE COST/DES TOTAL COST:	\$1,623,541	\$212,000	\$1,411,541	\$0

REVENUE SOURCES:  
DES - DAAS

\$1,623,541	\$212,000	\$1,411,541	\$0
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TOTAL REVENUE:

\$1,623,541	\$212,000	\$1,411,541	\$0
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# ITEMIZED SERVICE BUDGET

CONTRACT SERVICE:		Amendment		1		Pinia County		D120-002285	
Community Services (Covid 19 supplemental funding)		Agency:		Contract Period: 07/01/2020 - 06/30/21					
1. PERSONNEL									
Number of	FTE	Total Salary for the		Total	TOTAL	CSBG C19			
Positions	Level	Position Title	Contract Period	Service	DES service	CSV-CAP-C19			
				COST	COST	Cost			
1	1	CS Manager		\$65,000	\$6,500	\$6,500	\$6,500		
1	1	Program Manager-New		\$56,000	\$28,000	\$28,000	\$28,000		
1	1	Program Coordinator-New		\$51,000	\$15,300	\$15,300	\$15,300		
1	1	Program Specialist		\$40,000	\$24,000	\$24,000	\$24,000		\$0
1	1	Program Specialist		\$40,000	\$24,000	\$24,000	\$24,000		\$0
TOTAL PERSONNEL				\$97,800	\$97,800	\$97,800			\$0
2. EMPLOYEE RELATED EXPENSES									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
FICA, Unemployment Insurance, Workers Comp,		38 % of Personnel		\$37,164	\$37,164	\$37,164			\$0
Health Insurance, Dental Insurance, Life Insurance,		0.38							\$0
Employer Paid Fees, Retirement									\$0
TOTAL EMPLOYEE RELATED EXPENSES				\$37,164	\$37,164	\$37,164			\$0
3. PROFESSIONAL AND OUTSIDE SERVICES									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
To be Contracted		TBD		\$340,000	\$340,000	\$340,000			\$0
TOTAL PROFESSIONAL AND OUTSIDE SERVICES				\$340,000	\$340,000	\$340,000			\$0
4. TRAVEL									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
TOTAL TRAVEL				\$0	\$0	\$0			\$0
5. SPACE									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
TOTAL SPACE				\$0	\$0	\$0			\$0
6. EQUIPMENT									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
TOTAL EQUIPMENT				\$0	\$0	\$0			\$0
7. MATERIALS AND SUPPLIES									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
Office Supplies		\$400*12		\$4,800	\$4,800	\$4,800			\$0
Printer/scanner/misc		700*5		\$3,500	\$3,500	\$3,500			\$0
Postage		600*12		\$7,200	\$7,200	\$7,200			\$0
Printing/Duplicating		nominal/as needed		\$671	\$671	\$671			\$0
Materials for resources fairs				\$400	\$400	\$400			\$0
TOTAL MATERIALS AND SUPPLIES				\$16,571	\$16,571	\$16,571			\$0
8. OPERATING SERVICES									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
Telephone/Internet		50*12		\$600	\$600	\$600			\$0
TOTAL OPERATING EXPENSES				\$600	\$600	\$600			\$0
9. INDIRECT COSTS									
ITEM		BASIS		Total	TOTAL DES	CSBG C19			
				Service	COST	Cost			
Indirect Costs		Rate 10% MTDC		\$49,213	\$49,213	\$49,213			\$0
TOTAL INDIRECT COSTS				\$49,213	\$49,213	\$49,213			\$0
10. SUBTOTAL ADMIN COST				\$541,348	\$541,348	\$541,348			\$0
11. VOUCHERS									
ITEM		BASIS		TOTAL	TOTAL DES	CSBG C19			
				COST	COST	Cost			
CSBG	Direct Assistance			\$350,000	\$350,000	\$350,000			\$0
TOTAL VOUCHERS				\$350,000	\$350,000	\$350,000			\$0
12. TOTAL SERVICE COST/DES TOTAL COST:				\$891,348	\$891,348	\$891,348			\$0
REVENUE SOURCES:									
DES - DAAS							\$891,348	\$891,348	\$0
TOTAL REVENUE:							\$891,348	\$891,348	\$0