



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 10/20/2020

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Arizona Superior Court in Pima County

***Project Title/Description:**

Supportive Treatment and Engagement Program ("STEPS") Court Diversion Specialist

***Purpose:**

The purpose of this IGA is to use felony diversion funds from the Pima County Attorney's Office to fund a STEPs Court Diversion Specialist ("Diversion Specialist") position with the Court and to fund wrap-around services for STEPs participants. The Diversion Specialist will be employed by Court, or Court will contract with a community-based agency to employ Diversion Specialist, who will be supervised by Court's Pretrial Services Division.

***Procurement Method:**

This IGA is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

The Court will employ, or will contract with a community based agency that will employ a STEPs Diversion Specialist who will be responsible to support Pretrial Services administration, in its collaboration with the County Attorney's Office to administer pretrial diversion (deferred prosecution) program in conformity with A.R.S. 11-362 and Adult Drug Court Best Practice Standards published by the National Association of Drug Court Professionals, including by assisting with the screening and management of individuals enrolled in the STEPs Diversion Program. The STEPs Program Coordinator will help ensure participants in STEPs receive a triage screening immediately upon enrollment, and then are assigned to a clinician to receive a prompt clinical assessment and then referral to treatment services at the level determined to be clinically appropriate, or alternatively to educational programming. In addition, the STEPs Program Coordinator will help ensure that participants are effectively connected to service providers for the purpose of obtaining any necessary treatment or education classes, as part of the program's requirements, and that participants receive wraparound recovery support services, including peer support, as needed.

***Public Benefit:**

The STEPs Pre-Indictment Diversion Program will serve individuals arrested on drug possession charges. The Pre-Indictment Diversion Program helps to ensure individuals placed in STEPs are screened immediately upon enrollment, and then immediately assigned- based upon their need for treatment or lack thereof- to appropriate treatment services or educational programming. This program also helps ensure that participants are effectively connected to service providers for the purpose of obtaining treatment or education classes, as part of the program's requirements, and/or any recovery support services, including peer support, as needed.

***Metrics Available to Measure Performance:**

Court and/or Diversion Specialist will provide PCAO with the statistical information about program participants annually, no later than 30 days after the end of each fiscal year.

***Retroactive:**

No.

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Contract / Award InformationDocument Type: CT Department Code: PCA Contract Number (i.e., 15-123): 21-200Effective Date: 11/01/2020 Termination Date: 10/31/2021 Prior Contract Number (Synergen/CMS): _____☒ Expense Amount: \$* 100,000.00 ☐ Revenue Amount: \$ _____***Funding Source(s) required:** Arizona Criminal Justice Commission Pre-Trial Intervention FundingFunding 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.: _____

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: _____ 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: Erica AlloyDepartment: Pima County Attorney's OfficeTelephone: 520-724-5610

Department Director Signature/Date: _____

10/2/20

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

C. DeLuca 10/7/20

**Intergovernmental Agreement between
Pima County Board of Supervisors
On Behalf of the Pima County Attorney's Office
And the Arizona Superior Court in Pima County
For STEPs Court Diversion Specialist**

Pima County Contract No.: CT- PCA- 21-200

Pursuant to A.R.S. § 11-952, this Intergovernmental Agreement (IGA) is entered into by and between the Pima County Board of Supervisors on behalf of the Pima County Attorney's Office ("County") and the Arizona Superior Court for Pima County ("Court") for the provision of funding for a Supportive Treatment and Engagement Programs ("STEPS") Court Diversion Specialist.

Recitals

- A. County and Court may contract for services and enter into agreements with one another for joint or cooperative action pursuant to A.R.S. § 11-951, *et seq.*
- B. In collaboration with the Arizona Superior Court in Pima County, Pima County Public Defense Services, Pima County Administration, and community-based service providers, the Pima County Attorney's Office ("PCAO") is establishing a new STEPs pre-indictment diversion (deferred prosecution) program. In partnering with PCAO, the Court will be managing the day-to-day operations of the program by assigning a Judge and judicial staff, as well as Pretrial Services staff, to participate in operational management of STEPs.
- C. The STEPs Program will address the treatment and community supervision needs of non-violent individuals arrested for felony drug possession, utilizing the National Association of Drug Court Professionals Best Practice Standards. STEPs will also strive to address whenever possible the needs of program participants for housing and other wraparound services.
- D. This early intervention approach will identify individuals arrested and booked into the Pima County Adult Detention Complex (PCADC) for felony drug possession and/or drug paraphernalia charges, who - with the authorization of the Pima County Attorney pursuant to A.R.S. § 11-361, *et seq.* - will be eligible for diversion from indictment and prosecution. Those deemed eligible who choose to participate will be screened for risk and needs and assigned to appropriate interventions addressing their individual needs provided by a Court approved community-based service agency - to include one of the following: residential drug treatment, intensive outpatient treatment, outpatient treatment, or education - as an alternative to felony indictment, prosecution, conviction and punishment.
- E. For successful program participants in STEPs, the Pima County Attorney's Office will never issue criminal charges nor seek indictment for the felony crimes on which program participants were arrested and booked into the PCADC.
- F. "Success" in STEPs is demonstrated by achieving required results through the assigned intervention within three months (with the possibility of one continuance) and meanwhile

not being arrested for any new criminal offense. The assigned intervention will be either 30 days of active engagement and participation in the clinically determined and assigned level of treatment (residential, intensive outpatient, or outpatient); or attending the assigned education class presented by an approved provider and submitting a certificate of completion.

- G. The Court will employ, or will contract with a community based agency that will employ, a STEPs Diversion Specialist who will be responsible to support Pretrial Services administration, in its collaboration with the County Attorney's Office, to administer this pretrial diversion (deferred prosecution) program in conformity with A.R.S. § 11-362 and Adult Drug Court Best Practice Standards published by the National Association of Drug Court Professionals, including by assisting with the screening and management of individuals enrolled in the STEPs Diversion Program. The STEPs Program Coordinator will help ensure participants in STEPs receive a triage screening immediately upon enrollment, and then are assigned to a clinician to receive a prompt clinical assessment and then referral to treatment services at the level determined to be clinically appropriate, or alternatively to educational programming. In addition, the STEPs Program Coordinator will help ensure that participants are effectively connected to service providers for the purpose of obtaining any necessary treatment or education classes, as part of the program's requirements, and that participants receive wraparound recovery support services, including peer support, as needed.
- H. The County Attorney's Office has funding appropriated to it by the Arizona State Legislature via the Administrative Office of the Courts that may be used for felony diversion in Pima County pursuant to A.R.S. § 11-363. Through this IGA, the County Attorney's Office intends to contribute \$100,000 this fiscal year from its felony diversion fund to the STEPs Program for certain purposes.

NOW, THEREFORE, County and Court, pursuant to the above, and in consideration of the matters and things hereinafter set forth, mutually agree as follows:

Agreement

1. **Purpose.** The purpose of this IGA is to use felony diversion funds from the Pima County Attorney's Office to fund a STEPs Court Diversion Specialist ("Diversion Specialist") position with the Court and to fund wrap-around services for STEPs participants. The Diversion Specialist will be employed by Court, or Court will contract with a community-based agency to employ Diversion Specialist, who will be supervised by Court's Pretrial Services Division. STEPs program participants will also receive wraparound recovery support services as arranged by Pretrial Services in collaboration with a culturally appropriate and responsive community-based service provider identified through approved Court procurement processes.
2. **Responsibilities of Court and Diversion Specialist:**

- a. Court will employ, or contract with a community-based agency to employ and will supervise an experienced Diversion Specialist dedicated to serving the STEPs Program.
- b. The specific duties of the Diversion Specialist are set forth in the job description attached as Exhibit A.
- c. Court will contract with a community-based service provider identified through approved Court procurement processes within 60 days post execution of this IGA
- d. The Court shall coordinate with the contracted community-based service provider to provide quarterly reports to PCAO about the wrap-around services provided to program participants as follows:
 - i. The types of wrap-around services provided;
 - ii. The number of program participants receiving each type of wrap-around service;
 - iii. The amount spent on each type of wrap-around service.
- e. Court and/or STEPs Diversion Specialist will make and keep detailed statistical information about STEPs program participants during the previous fiscal year, including:
 - i. The number of individuals enrolled in the STEPs Program;
 - ii. The number of new referrals to the STEPs Program;
 - iii. The number of program participants who successfully completed the STEPs Program;
 - iv. The number of unsuccessful terminations from the STEPs program;
 - v. The number of cases closed;
 - vi. The number of pending cases; and
 - vii. If available, the number of program participants who were enrolled in the STEPs Program during the previous fiscal year who were subsequently convicted of a new felony offense.
- f. Court and/or Diversion Specialist will provide PCAO with the statistical information about program participants annually, no later than 30 days after the end of each fiscal year.

- 3. **Terms and Conditions of Funding.** The Pima County Attorney's Office will provide \$100,000 to Court during Fiscal Year 2020-2021 to fund employment of the Diversion

Specialist and wrap-around services as described in Exhibit C, the proposed program budget. Payments will be made as follows:

- a. The sum of \$25,000 on November 15, 2020.
 - b. The sum of \$25,000 on December 15, 2020.
 - c. The sum of \$25,000 on March 15, 2021.
 - d. The final sum of \$25,000 on or before June 30, 2021.
4. **Term.** This IGA will be effective on the date it is fully executed by both parties and will continue for a period of one year unless it is, prior to the expiration of such period, extended or terminated by agreement of the parties.
5. **Disposal of Property.** Upon the termination of this IGA, tangible property donated or purchased for the STEPs Program will remain the property of the STEPs Program or the Court. Termination will not relieve any party from liabilities or costs already incurred under this IGA, nor affect any ownership of property pursuant to this IGA.
6. **Return of Materials.** Upon termination of the STEPs Program, Court will promptly provide to the PCAO all documents containing data pertaining to items 2 (d) and (e) above, including names of participants, services provided to participants, and successful completion or unsuccessful termination of participants in the STEPs Program.
7. **Indemnification.** To the extent permitted by law, each party (as Indemnitor) agrees to indemnify, defend and hold harmless the other party (as Indemnatee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") for bodily injury of any person (including death) or property damage, but only to the extent that such injury or damage is caused or alleged to be caused by a negligent or intentionally wrongful act or omission of the Indemnitor, or of any of its officers, officials, agents, employees, or volunteers.
8. **Insurance.** Each party will obtain and maintain at its own expense, during the entire term of this IGA the following type(s) and amounts of insurance:
- a. Commercial General Liability in the amount of \$1,000,000.00 combined single limit Bodily Injury and Property Damage.
 - b. Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Contract with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage.
 - c. If this Contract involves professional services, professional liability insurance in the amount of \$1,000,000.00.

- d. If required by law, workers' compensation coverage including employees' liability coverage.

Each party will provide thirty (30) days written notice to the other party of cancellation, non-renewal or material change of coverage.

The above requirement may be alternatively met through self insurance pursuant to A.R.S. §§ 11-261 and 11-981 or participation in an insurance risk pool under A.R.S. § 11.952.01 at no less than the minimum coverage levels set forth in this article.

9. **Compliance with Laws.** The parties will comply with all federal, state and local laws, rules, regulations, standards and Executive Orders. The laws and regulations of the State of Arizona will govern the rights of the parties, the performance of this IGA and any disputes. Any action relating to this IGA will be brought in a court in Pima County.
10. **Non-Discrimination.** The parties will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out their duties under this IGA. The parties will comply with the provisions of Executive Order 75-5, as amended by Executive Order 2009-09, which is incorporated into this IGA by reference.
11. **ADA.** The parties will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
12. **Severability.** If any provision of this IGA, or any application of a provision to the parties or any person or circumstance, is found by a court to be invalid, that invalidity will not affect other provisions or applications of this IGA that can be given effect without the invalid provision or application.
13. **Conflict of Interest.** This contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated herein by reference.
14. **Non-Appropriation.** Notwithstanding any other provision in this IGA, this IGA may be terminated if for any reason County or Court does not appropriate sufficient monies for the purpose of maintaining this IGA. In the event of such cancellation, the parties will have no further obligations under this IGA other than for payment for services rendered prior to cancellation.
15. **Legal Authority.** Neither party warrants to the other its legal authority to enter into this IGA. If a court, at the request of a third person, should declare that either party lacks authority to enter into this IGA, or any part of it, then the IGA, or parts of it affected by such order, will be null and void, and no recovery may be had by either party against the other for lack of performance or otherwise.
16. **Worker's Compensation.** Each party will comply with the notice of A.R.S. § 23-1022 (E). For purposes of A.R.S. § 23-1022, irrespective of the operations protocol in place,

each party is solely responsible for the payment of Worker's Compensation benefits for its employees.

17. **No Joint Venture.** It is not intended by this IGA to, and nothing contained in this IGA will be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between a party and the employees of the other party. Neither party will be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.
18. **No Third-Party Beneficiaries.** Nothing in this IGA is intended to create duties or obligations to or rights in third parties not parties to this IGA or affect the legal liability of either party to the IGA by imposing any standard of care with respect to the maintenance of public facilities different from the standard of care imposed by law.
19. **Notice.** Any notice required or permitted to be given under this IGA must be in writing and served by delivery or by certified mail upon the other party as follows (or at such other address as may be identified by a party in writing to the other party):

County:

Court:

Vanessa Helms
Director of Specialty Court
Programs
Pima County Attorney's Office
32 N. Stone Avenue
Tucson, AZ 85701

Domingo Corona
Director, Pretrial Services Division
Arizona Superior Court in Pima County
150 W. Congress, 2nd Floor
Tucson, AZ 85701

With copies to:

Ronald Overholt
Court Administrator
Superior Court

Patricia Miller
Finance Director
Superior Court

Terrance Cheung
Director of Planning, Research and
Evaluation
Superior Court

20. **Entire Agreement.** This document, and any exhibits attached to it, constitutes the entire agreement between the parties pertaining to the subject matter addressed, and all prior or contemporaneous agreements and understandings, oral or written, are superseded and merged into this IGA. This IGA may not be modified, amended, altered or extended except through a written amendment signed by the parties.
21. **Copies and Counterparts.** The Parties may execute this IGA in multiple copies, each of which is an original, but all of which constitute one agreement after each Party has signed such a counterpart. Any executed counterpart may be delivered by facsimile, electronic mail, or other electronic means.

[Signature page to follow]

In Witness Whereof, the parties have affixed their signatures to this IGA on the date written below.

PIMA COUNTY:

Ramón Valadez, Chairman
Board of Supervisors

ATTEST


Clerk of the Board

PIMA COUNTY SUPERIOR COURT:



Kyle Bryson, Presiding Judge

ATTEST



Ron Overholt, Court Administrator

Approval

The foregoing Intergovernmental Agreement between Pima County and Pima County Superior Court has been reviewed by the undersigned and is hereby approved as to content.

Barbara LaWall, Pima County Attorney
By Amelia Craig Cramer, Chief Deputy Pima County Attorney

In Witness Whereof, the parties have affixed their signatures to this IGA on the date written below.

PIMA COUNTY:

PIMA COUNTY SUPERIOR COURT:

Ramón Valadez, Chairman
Board of Supervisors

Kyle Bryson, Presiding Judge

ATTEST

ATTEST

Clerk of the Board

[Title]

Approval

The foregoing Intergovernmental Agreement between Pima County and Pima County Superior Court has been reviewed by the undersigned and is hereby approved as to content.



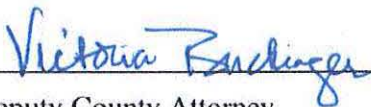
Barbara LaWall, Pima County Attorney
By Amelia Craig Cramer, Chief Deputy Pima County Attorney

Intergovernmental Agreement Determination

The foregoing Intergovernmental Agreement between Pima County and the Pima County Superior Court has been reviewed by the undersigned, each of whom has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party he or she represents.

PIMA COUNTY:

PIMA COUNTY SUPERIOR COURT



Deputy County Attorney

Assistant Attorney General for the Court



MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL
STATE GOVERNMENT DIVISION
AGENCY COUNSEL SECTION

INTERGOVERNMENTAL AGREEMENT DETERMINATION

Attorney General Contract No. ACS-KR-2020-1239 which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Attorney General.

Dated this 9th day of October 2020

MARK BRNOVICH
ATTORNEY GENERAL

Marjorie Beckel
Assistant Attorney General

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services STEPs Diversion Specialist
Job Code: XXXX
Pay Grade: XX
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Assists with the screening and management of cases assigned to the STEPs (Supportive Treatment and Engagement Programs) Diversion Program. Helps ensure individuals placed in STEPs are screened immediately upon enrollment, and then immediately assigned - based upon their need for treatment or lack thereof - to appropriate treatment services or educational programming. Also helps ensure that participants are effectively connected to service providers for the purpose of obtaining treatment or education classes, as part of the program's requirements, and/or any recovery support services, including peer support, as needed. The incumbent will support pretrial services administration, in its collaboration with the County Attorney's Office, to administer this pretrial diversion (deferred prosecution) program in conformity with A.R.S. § 11-362.

ESSENTIAL FUNCTIONS:

- Assists in the assignment of STEPs Court participants to an appropriate diversion plan and helps determine whether the participant should be connected to additional support services.
- Oversees the administration of an evidence-based screening process to determine the treatment needs, or lack thereof, of those enrolled in the STEPs Program immediately upon their enrollment at the Superior Court.
- Facilitates the timely transportation of STEPs participants to a clinician for evaluation and referral to an appropriate level of treatment.
- Acts as a resource to STEPs participants and Pretrial staff for a variety of specialized areas such as, but not limited to, STEPs or other diversion program, drug and alcohol treatment, behavioral/mental health treatment, location monitoring, educational programming and other internal and external resources aimed at successful completion of the diversion program.
- Acts as a resource for pretrial services officers in program participant supervision.
- Identifies and evaluates community resource agencies essential to the treatment of defendants.
- Assists in the development and finalization of agency protocol related to pretrial diversion.
- Makes contacts with participants in the field to follow-up on their status, provide support, and facilitate their submittal of any required documentation of completion of their assigned education class.
- Attends STEPs Court hearings.
- Helps coordinate services provided by internal or external peer support specialists.
- Acts as a liaison between the community service providers, the court and defendants, including obtaining documentation from treatment providers of a participants' active engagement.
- Shares with pretrial services officers, with the Court, with the County Attorney's Office, and with Public Defense Services database information and documentation, which shall include all fields of data required to be reported by the County Attorney under its statutory

obligations pertaining to administering the STEPs diversion (deferred prosecution) program.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Monitors the development of new federal, state and local legislation impacting diversion programs.
- May participate in the recruitment process by serving on interview panels and provide targeted training to division employees when directed.
- May act on behalf of Pretrial Services in meetings or on committees.
- Performs other related duties and projects as assigned.
- Assists the County Attorney, the Court and Pretrial Services in the development and finalization of a written protocol related to the STEPs pretrial diversion program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of social issues as they relate to drug addiction and behavioral health disorders, i.e., trauma, homelessness, poverty.
- Must have knowledge of interviewing techniques, crisis intervention procedures, the behavioral characteristics of substance abuse, emotional instability and suicidal tendencies; community social services agencies and resources; methods for automated and manual record keeping.
- Must have knowledge of Microsoft software Word, Excel, PowerPoint, Outlook and the use of the Internet, and the use of Windows-based programs.
- Must have skills in presenting a nonjudgmental demeanor toward and concerning diversion participants and/or pretrial defendants.
- Must have strong organizational, writing, time management, presentation, and project management skills.
- Must have skills in developing treatment plans, analyzing and evaluating services, and preparing reports.
- Must have skill in enlisting and maintaining support and cooperation from community organizations.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in criminal justice, or a related field, and two years of work experience working for or directly with community services providers. Preference may be given to those with direct or lived experience with the criminal justice system. Or any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to Supervisor, Pretrial Services. The incumbent performs under general direction from established goals, has no supervisory responsibilities but may act as a lead on work projects.

Pretrial Services Enhanced Supervision Specialist

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Date: 8/21/2020
Revised:

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Director, Human Resources	Date

Superior Court STEPS Program Budget

Budget Worksheet

Fiscal Year

July 1 - June 30

Cost Category		Year 1	Year 2	Year 3	Total
Personnel					
Program Coordinator	1 FTE @ \$50,000	\$ 25,000.00	\$ 50,000.00	\$ 50,000.00	\$ 125,000.00
Program Coordinator	Fringe @ 35% ERE	\$ 8,750.00	\$ 17,500.00	\$ 17,500.00	\$ 43,750.00
Wrap-Around Expenses					
Expense Items	Wrap-around expense items for STEPs PP (Transportation, shelter, incentives, etc)	\$ 38,625.00	\$ 30,900.00	\$ 30,900.00	\$ 100,425.00
					\$ -
IV. Equipment and Hardware					
Office #1	Program Coordinator - Furniture, new carpet, paint	\$ 8,500.00			\$ 8,500.00
Office #2	Service Provider - Furniture, new carpet, paint	\$ 8,500.00			\$ 8,500.00
Laptop	Computer set-up for Program Coordinator	\$ 2,500.00			\$ 2,500.00
Microsoft Licenses	Annual Subscription	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,500.00
Cell Phone	Program Coordinator (new user)	\$ 200.00			\$ 200.00
Cell Phone	Monthly @ \$25	\$ 150.00	\$ 300.00	\$ 300.00	\$ 750.00
Printer	Multi-Function Printer	\$ 1,500.00			\$ 1,500.00
Supplies					
Office Supplies	Office Supplies	\$ 5,775.00	\$ 800.00	\$ 800.00	\$7,375.00
					\$ -
Training					
					\$ -
Total		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$300,000.00