



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 22, 2021

* = 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 that includes 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 revise funding allocations for the period of July 1, 2020 through June 30, 2021 that includes CARES funding and carryover from FY2020.

Attachment: DI20-002265 Amendment 2 (GTAM-CR-21-96) 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 residents is to prevent evictions, foreclosures and utility shutoffs for low-income residents.

***Metrics Available to Measure Performance:**

Monthly case management reports, quarterly ROMA reports and annual CSBG Annual Report and the Community Action Plan.

***Retroactive:**

Yes. The amendment was received from the State on 5/5/21. The negative impact of not approving this amendment is low-income Pima County residents would not receive eviction prevention, utility and other emergency assistance.

AmI Approved 5-17-21 *LS*
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): 21-96
Commencement Date: 7/1/20 Termination Date: 6/30/21 Amendment Number: 2
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 1,427,943.46

***All Funding Source(s) required:** Community Services Block Grant; Short Term Crisis Services/Temp Assist to Needy Families; Social Services Block Grant; Low Income Home Energy Assist Program & Neighbors Helping Neighbors

***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: [Signature] 5/13/21

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: [Signature] 5/14/21
(Required for Board Agenda/Addendum Items)



INTERGOVERNMENTAL AGREEMENT AMENDMENT

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson, 4th Floor
Phoenix, Arizona 85007
(602) 542-2456

CONTRACTOR:	Services Description:	Case Management & Community Services
Pima County Community & Workforce Development 2797 E. Ajo Way Tucson, AZ 85713	Agreement Number:	DI20-002265
	Amendment Number:	Two (2)

THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

Pursuant to the Intergovernmental Agreement (IGA) Section 28.0 Levels of Service, the purpose of this Amendment is to revise the Case Management Service Budget and the Community Budget for the period of July 1, 2020 through June 30, 2021.

In accordance with the Alert issued on November 9, 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 \$5,781,275.00 to \$6,754,626.32.


The Community Services service reimbursement ceiling for the period of July 1, 2020 through June 30, 2021 is revised from \$1,706,812.00 to \$2,161,404.14.

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

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

Agency Name Arizona Department of Economic Security	Name of Contractor Pima County Community & Workforce Development
Authorized Signature	Authorized Signature
Type Name	Typed Name
Title Chief Procurement Officer	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 ASSISTANT ATTORNEY GENERAL	PUBLIC AGENCY LEGAL COUNSEL 
DATE	DATE 5/13/2021

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management (Covid 19 supplemental funding) **Amendment** 2
Agency: Pima County DI20-002265
Contract Period: 07/01/2020 - 06/30/21

1. PERSONNEL

				Case Mgmt COVID-19		GCR40048	GCR40048/GCR40047	
Number of	FTE		Total Salary for the	Total	TOTAL	LIHEAP C19 Intake	LIHEAP C19	LIHEAP A16 C19
Positions	Level	Position Title	Contract Period	Service	DES service	CMG-CAP-I19	CMG-CAP-C19	CMG-CAP-A19
				COST	COST	COST	COST	Cost
1	1	CS Manager	\$65,000	\$3,250	\$3,250		\$3,250	
1	1	Program Manager-New	\$56,000	\$0	\$0		\$0	
1	1	Program Coordinator-New	\$51,000	\$0	\$0		\$0	
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				\$63,250	\$63,250	\$0	\$63,250	\$0

2. EMPLOYEE RELATED EXPENSES

		Total		LIHEAP C19 Intake	LIHEAP C19	LIHEAP A16 C19
ITEM	BASIS	Service	TOTAL DES	CMG-CAP-I19	CMG-CAP-C19	CMG-CAP-A19
		COST	COST	COST	COST	Cost
FICA, Unemployment Insurance, Workers	38 % of Personnel	\$24,035.00	\$24,035		\$24,035	\$0
Health Insurance, Dental Insurance, Life Insurance,						
Employer Paid Fees, Retirement						
TOTAL EMPLOYEE RELATED EXPENSES		\$24,035	\$24,035	\$0	\$24,035	\$0

3. PROFESSIONAL AND OUTSIDE SERVICE

		Total		LIHEAP C19 Intake	LIHEAP C19	LIHEAP A16 C19
ITEM	BASIS	Service	TOTAL DES	CMG-CAP-I19	CMG-CAP-C19	CMG-CAP-A19
		COST	COST	COST	COST	Cost
Case Management to be contracted	from contracts	\$0	\$0		\$0	
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$0	\$0	\$0	\$0	\$0

4. TRAVEL

		Total		LIHEAP C19 Intake	LIHEAP C19	LIHEAP A16 C19
ITEM	BASIS	Service	TOTAL DES	CMG-CAP-I19	CMG-CAP-C19	CMG-CAP-A19
		COST	COST	COST	COST	Cost
N/A						
TOTAL TRAVEL		\$0	\$0	\$0	\$0	\$0

5. SPACE

		Total		LIHEAP C19 Intake	LIHEAP C19	LIHEAP A16 C19
ITEM	BASIS	Service	TOTAL DES	CMG-CAP-I19	CMG-CAP-C19	CMG-CAP-A19
		COST	COST	COST	COST	Cost
N/A						
TOTAL SPACE		\$0	\$0	\$0	\$0	\$0

6. EQUIPMENT

		Total		LIHEAP C19 Intake	LIHEAP C19	LIHEAP A16 C19
ITEM						

		Service COST	TOTAL DES COST	CMG-CAP-I19 COST	CMG-CAP-C19 COST	CMG-CAP-A19 Cost
	Office Equipment	as needed	\$18,458	\$18,458	\$18,458	
TOTAL EQUIPMENT			\$18,458	\$18,458	\$18,458	\$0

7.	MATERIALS AND SUPPLIES		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
	<u>ITEM</u>	<u>BASIS</u>					
	Office Supplies	50*12	\$19,057	\$19,057		\$19,057	
	Printing/Duplicating	nominal/as needed	\$167	\$167		\$167	
	Printing Energy Education Matertial	nominal/as needed	\$250	\$250		\$250	
	Materials for resource fairs	nominal/as needed	\$250	\$250		\$250	
	Software-IFS charges	as needed	\$2,516	\$2,516		\$2,516	
TOTAL MATERIALS AND SUPPLIES			\$22,240	\$22,240	\$0	\$22,240	\$0

8.	OPERATING SERVICES		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
	<u>ITEM</u>	<u>BASIS</u>					
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
	<u>ITEM</u>	<u>BASIS</u>					
			\$12,798	\$12,798		\$12,798	\$0
TOTAL INDIRECT COSTS			\$12,798	\$12,798	\$0	\$12,798	\$0

10	SUBTOTAL ADMIN COST		\$140,781	\$140,781	\$0	\$140,781	\$0
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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
	<u>ITEM</u>						
	LIHEAP			\$2,023,941		\$2,023,941	
	LIHEAP INTAKE COSTS			\$0			
TOTAL VOUCHERS			\$0	\$2,023,941	\$0	\$2,023,941	\$0

12.	TOTAL SERVICE COST/DES TOTAL		\$2,164,722	\$2,164,722	\$0	\$2,164,722	\$0
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REVENUE SOURCES:					
DES - DAAS		\$2,164,722	\$0	\$2,164,722	\$0
TOTAL REVENUE:		\$2,164,722	\$0	\$2,164,722	\$0