

COB - BOSAIR FORM

04/21/2026 1:10 PM (MST)

Submitted by Manira.Cervantes@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: PO CWD PO2500023401

Award Type: Contract

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 05/12/2026

Supplier / Customer / Grantor / Subrecipient: Interfaith Community Services

Project Title / Description: Emergency Services Network (ESN) – Temporary Assistance for Needy Families (TANF)

Purpose: The Emergency Services Network (ESN) is a collaborative of community-based agencies that use a case-management model to provide emergency rent, mortgage, utility and other assistance funds to serve families and individuals by preventing eviction, foreclosure, utility shut off and homelessness. Short Term Crisis Services/Temporary Assistance for Needy Families (STCS/TANF) funds are to be used for eligibility determination and case management services for households with minors who have an emergent need that cannot be met immediately with their own income or resources. STCS/TANF funds can also be used to pay the following: emergency shelter, eviction and foreclosure prevention, utility assistance and work-related assistance needed to secure or maintain employment. Subrecipient will provide case management and financial assistance for eligible households. Services provide assistance and assess the needs of low-income clients to determine the incremental steps the client must take to move toward economic independence.

This amendment increases the total TANF allocation to \$303,034.19 and extends the term to June 30, 2026.

Procurement Method: Subrecipient Agreements: This Subrecipient Agreement is a non-Procurement contract and not subject to Procurement rules.

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: Subrecipient will provide case management and financial support to at least 90 qualifying households.

Public Benefit and Impact: The program aims to improve the safety and well-being of low-income individuals and families. It offers several benefits, such as mitigating poverty, averting homelessness, preventing utility disconnections, and encouraging self-sufficiency for residents in Pima County.

TO: COB, 4/29/26 (1)

VERSION: 1

PAGES: 4

Strategic Plan Pillar

- Quality of Life

Support of Prosperity Initiative:

- 2. Improve Quality of Life and Opportunity in High Poverty Areas
- 3. Improve Housing Stability

Provide information that explains how this activity supports the selected Prosperity Initiatives

The program directly supports Policy 2: Stabilize Families in Crisis by providing emergency financial assistance, such as eviction prevention, rental deposits, and mortgage support to low-income households facing immediate housing instability. These interventions prevent homelessness and help families remain safely housed during times of crisis. STCS/TANF services improve access to resources and prevent the displacement of vulnerable residents. In alignment with Policy 3: Improve housing stability among low-income renters and homeowners by preventing evictions and foreclosures, the program offers individualized case management, referrals, and use of the Self-Sufficiency Matrix to assess and support progress toward long-term stability. By addressing both urgent needs and underlying barriers, the program empowers families to build resilience and move toward economic independence.

Metrics Available to Measure Performance:

All activities and information sources in the management, fiscal, and service system of the subrecipient and any subcontracted parties relating to performance of duties and obligations under this contract are monitored. Programmatic reports are comprised of quarterly submissions related to the National Results Oriented Management Accountability (ROMA). These reports feature National Performance Indicators (NPIs) and include monthly Navigation and Case Management Reports for each household and individual served.

Retroactive:

YES

Retroactive Description:

Retroactive to October 1, 2025. On October 22, 2025, the Arizona Department of Economic Security (ADES) issued the remaining funding alert for TANF Q2-Q4 of SFY 2026 (October 1–June 30, 2025). On January 7, 2026, ADES approved the budget and issued our amendment. From January 2026 through April 2026, we prepared and developed contracts, notifying six agencies on March 1, 2026 to submit their budgets and deliverables. The Board accepted the grant on February 3, 2026, and the subrecipient signed the contract on April 21, 2026. Without timely approval, low-income households facing a temporary financial crisis may lose access to critical emergency assistance that prevents eviction, foreclosure, or homelessness. Without this support, families in crisis would be left without a safety net, increasing housing instability and undermining their ability to achieve long-term self-sufficiency.

Amendment / Revised Award Information

Record Number: PO CWD PO2500023401

Document Type: PO

Department Code: CWD

Contract Number: PO2500023401

Amendment Number: 01

Commencement Date: 10/01/2025

Termination Date: 06/30/2026

Supplier / Subrecipient
Headquarters Location Tucson, AZ

* Headquarters information is not a consideration for awards

Is the Termination Date new?

YES

Classification: Expense

Adjust Level: Increase

Prior Contract Number (If
Applicable): N/A

Amount This Amendment:

\$303,034.19

Funding Source(s) required: Temporary Assistance for Needy Families (TANF) through the U.S. Department of Health and Human Services - passed through Arizona Department of Economic Security (ADES). Euna record 82533GT.

Funding from General Fund?

NO

Contract is fully or partially funded with Federal Funds?

YES

If Yes, is the Contract to a supplier
or subrecipient? Subrecipient

Enter CFDA # 93.558

and FAIN # 2501AZTANF // 2601AZTANF

Associated Euna Grant Record ID# 82533GT

Advantage Initial GTAW# (If
Applicable): N/A

Contract is fully or partially funded with Non-Federal Grant Funds?

NO


Department: CWD - Manira Cervantes

Name: Manira Cervantes

Telephone: 5207245710

Add GMI Department Signatures

Yes

GMI Director:  for Ken Walker Date: 4/23/26

Department Director Signature: Call from Director For Drive Date: 4/21/2025

Deputy County Administrator Signature: [Signature] Date: 4-23-2026

County Administrator Signature: [Signature] Date: 4/23/2026

Pima County Department of Community & Workforce Development

Project: Emergency Services Network (ESN) – Temporary Assistance for Needy Families (TANF)

Subrecipient name and address: Interfaith Community Services
2820 W. Ina Road
Tucson, AZ 85741-2502

Amount: \$370,686.37

Contract No.: PO2500023401

Amendment No.: 01

Subrecipient Unique Entity Identifier (UEI):	YMS7XRJMV4E7	SAM expiration date (if applicable):	10/02/2026
Federal Award Identification Number (FAIN)	2501AZTANF 2601AZTANF	Federal award date	10/01/2024 10/01/2025
Subaward term/ period of performance start and end date	07/01/2025 – 06/30/2026	Subaward budget period start and end date	07/01/2025 – 06/30/2026
Amount of federal funds obligated by this action by the pass-through entity to the subrecipient (amount of this amendment)			\$303,034.19
Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current financial obligation (amount of original agreement, plus any prior amendments, including this amendment)			\$370,686.37
Total amount of the federal award committed to the subrecipient by the pass-through entity (amount of original agreement, plus any prior amendments, plus any match, plus any future budget periods, if applicable)			\$370,686.37
Federal award project description (descriptive project title)		Emergency Services Network Grant. The program provides emergency financial assistance to eligible low-income households experiencing a temporary financial crisis that is likely to result in homelessness or utility disconnection.	
Funding agency		U.S. Department of Health and Human Services	
Pass-through entity (primary recipient)		Arizona Department of Economic Security	
Pass-through entity (secondary recipient, if applicable)		Pima County	
Assistance listing number and title (applies to 100% of this sub-award, including all disbursements)		93.558, Temporary Assistance for Needy Families (TANF)	
Is this subaward for research and development?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Subrecipient indirect cost rate and methodology		<input type="checkbox"/> Negotiated Indirect Cost Rate Agreement <input checked="" type="checkbox"/> De minimis rate	<input type="checkbox"/> No Indirect
Required match		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Match amount N/A

SUBAWARD AMENDMENT

1. BACKGROUND AND PURPOSE.

- 1.1. Background. On July 1, 2025, County and Subrecipient (collectively "Parties") entered into the above referenced agreement to provide supportive services and emergency assistance to the eligible low-income families in Pima County.
- 1.2. Purpose. County received additional funding which will allow the subrecipient to continue to provide broad-ranging programs and services in rural and urban areas that are intended to pursue the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient.

2. **TERM**. The County is exercising the first extension option to renew the contract for nine additional months commencing on 10/01/2025 and terminating on 06/30/2026. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. COMPENSATION AND PAYMENT.

- 3.1. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 8.1 of the original agreement, is increased by \$303,034.19. County's total payments to Subrecipient under this contract, including any sales taxes, will not exceed \$370,686.37.
- 3.2. Budget Adjustment. The budget in Exhibit B is replaced in its entirety with the attached **Exhibit B – Compensation and List of Unallowable Costs** (1 page). This budget will remain in effect throughout the term unless otherwise adjusted and formally agreed to.

4. **EXHIBIT A – SCOPE OF SERVICES, SECTION 7 PERFORMANCE MEASURES, DELIVERABLES, AND TIMELINE** is amended to change the number of households served:

From: 29

To: 90

All other provisions of the Agreement not expressly modified in this Amendment will remain in effect and be binding on the parties.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

This agreement may be executed in counterparts, each of which, when taken together, will constitute one original agreement.

PIMA COUNTY

Jennifer Allen
Chair, Board of Supervisors

Date

ATTEST


Clerk, Board of Supervisors

APPROVED AS TO CONTENT

For 

Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM



Kyle Johnson, Deputy County Attorney

AGENCY

Tom McKinney

Authorized Officer Signature

Tom McKinney
Please print name

CEO
Title

4/21/26
Date

**Exhibit B (1 Page)
Compensation and List of Unallowable Costs**

1. **BUDGET PERIOD (10/01/2025 – 06/30/2026 - 9 months)**
2. **COMPENSATION**
 - 2.1. County will reimburse Subrecipient's expenses in accordance with the budget set forth below. Invoices submitted with monthly reports must contain adequate supporting documentation to verify the amount and nature of expenditures. Invoices shall be submitted to the County no later than the 15th of the month following the end of the month being invoiced for. County will pay invoices no later than 30 days from receipt of invoice and monthly report. County reserves the right to audit Subrecipient's financial records as related to the performance of duties under this Agreement.
 - 2.2. Total amount for this Budget Period is \$303,034.19
 - 2.3. Subrecipient uses the Federal de minimis indirect cost rate of 15%.

Budget Line Items	Modified Total Direct Costs (MTDC)	Indirect Cost (15%)	Total Cost
Administration Personnel & Fringe	\$24,831.15	\$3,724.67	\$28,555.82
Case Management Personnel & Fringe	\$42,380.66	Excluded from MTDC	\$42,380.66
TANF Vouchers for Direct Client Expenses ESN Application/Data Entry Required	\$232,097.71	Excluded from MTDC	\$232,097.71
Total Direct Costs			\$299,309.52
Indirect Costs (MTDC x 15% de minimis rate)			\$3,724.67
TOTAL BUDGET (Total Direct Costs + Indirect Costs)			\$303,034.19

3. **VARIANCE OR REPROGRAMMING**

Reallocation(s) or budget variance(s) between budget categories must be approved by Pima County Grants Management & Innovation Director.
4. **COSTS REQUIRING PRIOR APPROVAL BY THE PIMA COUNTY GMI DIRECTOR.**

Unusual or large items, for example: capital equipment purchases, including software systems.
5. **UNALLOWABLE COSTS:**
 - Alcoholic beverages
 - Entertainment
 - Fines, penalties, damages, and other settlements
 - Pre-award costs
 - Lobbying activities