



DEPARTMENT OF ECONOMIC SECURITY
Your Partner For A Stronger Arizona

**Intergovernmental Agreement
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address) Gila County Community Services Division 5515 S. Apache Ave., Suite 200 Globe, Arizona 85501		2. CONTRACT ID NUMBER DE111073001
		3. AMENDMENT NUMBER Nine (9)
4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT Pursuant to the Terms and Conditions, Amendments or Modifications section, the purpose of this amendment is to: Funding for the contract period July 1, 2013 through June 30, 2014: The reimbursement ceiling for the service Case Management is increased from \$328,344 to \$341,542. This is an increase of \$13,198. The reimbursement ceiling for the service Community Services is increased from \$150,000 to \$161,400. This is an increase of \$1,400. The cumulative reimbursement ceiling for the contract period July 1, 2010 through June 30, 2015 is \$2,319,693.13. Therefore, the Itemized Service Budget for the services of Case Management (Attachment A) and Community Services (Attachment B) are revised and attached. Delete and Replace: The <u>Background Checks for Employment through Central Registry</u> section located in the DES Special Terms and Conditions is replaced in its entirety with the following, effective immediately.		
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.		
6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY	7. NAME OF CONTRACTOR Gila County Community Services Division	
SIGNATURE OF AUTHORIZED INDIVIDUAL <i>Francine Whittington</i>	SIGNATURE OF AUTHORIZED INDIVIDUAL <i>Michael A. Pastor</i>	
TYPED NAME Francine Whittington	TYPED NAME Michael A. Pastor	
TITLE Manager - Contract Administration Unit	TITLE Chairman, Gila County Board of Supervisors	
DATE 11/29/13	DATE 10-22-2013	
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		APPROVED AS TO FORM:
BY: <i>Kim L. Smith</i>	BY: <i>Bryan B. Chambers</i>	
ASSISTANT ATTORNEY GENERAL	Bryan B. Chambers, Deputy Attorney Principal	
DATE: 11-21-13	DATE: 10-22-2013	

16.0 Background Checks for Employment through the Central Registry

If providing direct services to children or vulnerable adults, the following shall apply:

- 16.1 The provision of A.R.S 8-804 (as may be amended) are hereby incorporated in its entirety as provisions of this Contract.
- 16.2 The Department will conduct Central Registry Background Checks and will use the information contained in the Central Registry as a factor to determine qualifications for positions that provide direct service to children or vulnerable adults for:
1. Any person who applies for a contract with this State and that person's employees;
 2. All employees of a contractor;
 3. A subcontractor of a contractor and the subcontractor's employees; and
 4. Prospective employees of the contractor or subcontractor at the request of the prospective employer.
- 16.3 Volunteers who provide direct services to children or vulnerable adults shall have a Central Registry Background Check which is to be used as a factor to determine qualifications for volunteer positions.
- 16.4
1. A person who is disqualified because of a Central Registry Background Check may apply to the Board of Fingerprinting for a Central Registry exception pursuant to A.R.S. § 41-619.57. A person who is granted a Central Registry exception pursuant to A.R.S. § 41-619.57 is not entitled to a contract, employment, licensure, certification or other benefit because the person has been granted a Central Registry exception.
 2. Before being employed or volunteering in a position that provides direct services to children or vulnerable adults, persons shall certify on forms that are provided by the Department whether an allegation of abuse or neglect was made against them and was substantiated. The completed forms are to be maintained as confidential.
- 16.5 A person awaiting receipt of the Central Registry Background Check may provide direct services to ADES clients after completion and submittal of the Direct Service Position certification form if the certification states:
1. The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
 2. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding.
- The Certification for Direct Service Position is located at:
<https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/ACY-1287AFORFF.doc>
- 16.6 If the Central Registry Background Check specifies any disqualifying act and the person does not have a Central Registry exception, the person shall be prohibited from providing direct services to ADES clients.
- 16.7 The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Contract. The Request for Search of Central Registry for Background is located at: <https://www.azdes.gov/opac>

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Scope of Work, section 10.3.7, is replaced in its entirety with the following, effective October 1, 2013, complete the Self-Sufficiency Matrix for all case managed households in which a member of the household is 18 to 59 years of age, not disabled and not a full-time student, and is:

- Unemployed and seeking earned income; or
- Employed and seeking to reduce barriers to maintain earned income; or
- Employed and seeking increased earned income and/or employment benefits.

The results of the Self-Sufficiency Matrix shall be reported in Results Oriented Management and Accountability (ROMA), National Performance Indicators (NPI's), goal one.

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management (CMG-CAP)

Contract Period: 07/01/2013 - 06/30/2014

Attachment A

1. PERSONNEL

Number of Positions	FTE Level	Position Title	Monthly Salary for the Contract Period	TOTAL SERVICE COST	
				COST	DES COST
1	1.00	Divisional Fiscal Manager	\$53,893	\$ 26,947	\$ 26,947
1	1.00	Divisional Accountant	\$34,649	\$ 17,275	\$ 17,275
1	1.00	Case Manager	\$30,534	\$ 15,267	\$ 15,267
1	1.00	Case Manager	\$32,094	\$ 16,047	\$ 16,047
1	1.00	Clerk	\$22,152	\$ 11,076	\$ 11,076
TOTAL PERSONNEL				\$ 86,612	\$ 86,612

2. EMPLOYEE RELATED EXPENSES

ITEM	BASIS	TOTAL COST	DES COST
Health Insurance	\$86,612 * 43.338%	\$ 37,536	\$ 27,706
FICA			
Workman's Comp			
Retirement			
TOTAL EMPLOYEE RELATED EXPENSES		\$ 37,536	\$ 27,706

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$ -	\$ -
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$ -	\$ -

4. TRAVEL

ITEM	BASIS	TOTAL COST	DES COST
Gas/Vehicles/Maint	\$700 per month x 12 months	\$ 8,400	\$ 6,300
Per Diem	\$25 per day for 20 days for 5 FTE's / Board Mem	\$ 2,500	\$ 1,625
TOTAL TRAVEL		\$ 10,900	\$ 7,925

ITEM	BASIS	TOTAL COST	DES COST
Rent - Globe Office	Rent \$1,673 monthly X 12 months (included electricity, cleaning, water, etc.)	\$ 20,076	\$ 10,038
Sparklets/Other Space Expense	\$100 x 12 months	\$ 1,200	\$ 600
TOTAL SPACE		\$ 21,276	\$ 10,638

6. **EQUIPMENT**

ITEM	BASIS	TOTAL COST	DES COST
N/A			
TOTAL EQUIPMENT		\$ -	\$ -

7. **MATERIALS & SUPPLIES**

ITEM	BASIS	TOTAL COST	DES COST
General Office Supplies	\$200 per month x 5 FTE's x 12 months	\$ 12,000	\$ 4,487
Postage	\$250 per month x 12 months	\$ 3,000	\$ 1,500
TOTAL MATERIALS AND SUPPLIES		\$ 15,000	\$ 5,987

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Staff Training & Registration	\$1000 for training sessions for 4 FTE's (includes hotel, registration)	\$ 4,000	\$ 4,000
Advisory Board Quarterly Meetings	Registrations and meals	\$ 1,500	\$ 1,500
Local Fax, 800 Line, Phone Line & Service	\$2,000 x 12 months		
Maintenance, Leases Agreements & Memberships/Dues		\$ 24,000	\$ 6,285
TOTAL OPERATING EXPENSES		\$ 29,500	\$ 11,785

9. **INDIRECT COSTS**

ITEM	BASIS	TOTAL COST	DES COST
N/A		\$ -	\$ -
TOTAL INDIRECT COSTS		\$ -	\$ -

10. SUBTOTAL ADMIN COSTS	\$ 200,824	\$ 150,553
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11. **VOUCHERS**

ITEM	BASIS	TOTAL COST	DES COST
LIHEAP		\$ 160,527	\$ 160,527
LIHCÓN		\$ -	\$ -
LLVG		\$ -	\$ -
NHN		\$ 362	\$ 362
TANF		\$ 30,000	\$ 30,000
TOTAL VOUCHERS		\$ 190,889	\$ 190,889

12. TOTAL SERVICE COST/DES TOTAL COST: \$ 391,713 \$ 341,542

REVENUE SOURCES:

DES Case Mgt.	\$ 341,542	\$ 341,542
Gila County	\$ 50,171	
TOTAL REVENUE:	\$ 391,713	\$ 341,542

5/21/2013

8/13/2013 Revised

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Community Services (CSV-CAP)

Contract Period: 07/01/2013 - 06/30/2014

Attachment B

1. PERSONNEL

Number of Positions	FTE Level	Position Title	Total Salary for the Contract Period	TOTAL SERVICE	
				COST	DES COST
1	1.00	Community Services Director	\$80,020	\$ 40,010	\$ 17,604
1	1.00	Divisional Accountant	\$34,549	\$ 17,275	\$ 7,601
1	1.00	Divisional Fiscal Manager	\$53,893	\$ 26,947	\$ 11,856
1	1.00	Divisional Special Projects	\$32,560	\$ 16,280	\$ 7,163
1	1.00	Divisional Assistant	\$39,104	\$ 19,552	\$ 8,603
1	1.00	Case Manager	\$30,534	\$ 15,267	\$ 6,717
1	1.00	Case Manager	\$32,094	\$ 16,047	\$ 7,061
1	1.00	Clerk	\$22,152	\$ 11,076	\$ 4,873
TOTAL PERSONNEL				\$ 162,454	\$ 71,478

2. EMPLOYEE RELATED EXPENSES

ITEM	BASIS	TOTAL	
		COST	DES COST
Health Insurance	\$162,454 * 30.878%	\$ 49,838	\$ 31,400
FICA			
Workman's Comp			
Retirement			
TOTAL EMPLOYEE RELATED EXPENSES		\$ 49,838	\$ 31,400

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL	
		COST	DES COST
N/A		\$ -	\$ -
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$ -	\$ -

4. TRAVEL

ITEM	BASIS	TOTAL	
		COST	DES COST
Gas/Vehicles/Maint	\$500 per month x 12 months	\$ 6,000	\$ 2,298
Per Diem	\$25 per day for 20 days for 5 FTE's / Board Members	\$ 2,500	\$ 1,250
TOTAL TRAVEL		\$ 8,500	\$ 3,548

5. SPACE

ITEM	BASIS	TOTAL	
		COST	DES COST
N/A		\$ -	\$ -
TOTAL SPACE		\$ -	\$ -

6. <u>EQUIPMENT</u>			
	ITEM	BASIS	TOTAL COST DES COST
N/A			\$ - \$ -
	TOTAL EQUIPMENT		\$ - \$ -

7. <u>MATERIALS & SUPPLIES</u>			
	ITEM	BASIS	TOTAL COST DES COST
N/A			\$ - \$ -
	TOTAL MATERIALS AND SUPPLIES		\$ - \$ -

8. <u>OPERATING SERVICES</u>			
	ITEM	BASIS	TOTAL COST DES COST
N/A			\$ - \$ -
	TOTAL OPERATING EXPENSES		\$ - \$ -

9. <u>INDIRECT COSTS</u>			
	ITEM	BASIS	TOTAL COST DES COST
	Indirect Costs to Gila County	5% of Salary base \$71,478 @100%	\$ 3,574 \$ 3,574
	TOTAL INDIRECT COSTS		\$ 3,574 \$ 3,574

10. <u>SUBTOTAL ADMIN COST</u>			\$ 224,366	\$ 110,000
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11. <u>VOUCHERS</u>			
	ITEM	BASIS	TOTAL COST DES COST
	Vouchers - Direct Client Services		\$ 40,000 \$ 40,000
	Vouchers - Descretionary Services Fire		\$ 1,400 \$ 1,400
	TOTAL VOUCHERS		\$ 40,000 \$ 41,400

12. <u>TOTAL SERVICE COST/DES TOTAL COST</u>			\$ 264,366	\$ 151,400
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<u>REVENUE SOURCES:</u>		
DES CSV	\$ 151,400	\$ 151,400
Gila County	\$ 112,966	
TOTAL REVENUE:	\$ 264,366	\$ 151,400

5/21/2013
9/13/2013 Revised