



**DEPARTMENT OF ECONOMIC SECURITY**

*Your Partner For A Stronger Arizona*

**Intergovernmental Agreement  
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address)

**Gila County Division of Health and Community Services  
5515 S. Apache Ave., Suite 200  
Globe, Arizona 85501**

2. CONTRACT ID NUMBER  
**DE111073001**

3. AMENDMENT NUMBER  
**Six (6)**

4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

Pursuant to the Terms and Conditions, Levels of Service section and Amendments or Modifications section, the purpose of this amendment is to:

**Funding for the contract period July 1, 2012 through June 30, 2013:**

The reimbursement ceiling for the service Case Management is increased from \$320,006 to \$403,042. This is an increase of \$83,036.

The reimbursement ceiling for the service Community Services is increased from \$150,000 to \$156,000. This is an increase of \$6,000, which includes \$6,000 "Carry Forward" funding. The carry forward funding is not added to the cumulative reimbursement ceiling.

The cumulative reimbursement ceiling for the contract period July 1, 2010 through June 30, 2015 is \$1,818,816.13.

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:**

Terms and Conditions, **Background Checks for Employment through the Central Registry**, section 16.0, delete and replace the original with the following:

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

**16.1** The provisions 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** Effective August 2, 2012:

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** The person shall not provide direct services to ADES clients until the results of the Central Registry Background Check are complete and the results indicate that the person has no disqualifying acts that would prohibit him/her from providing services to ADES clients. 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.

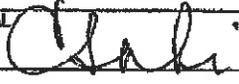
**16.6** The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Contract.

**ADD**

**Terms and Conditions, Confidentiality, section 19.2**

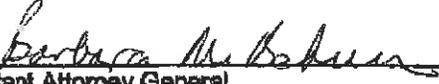
The Contractor shall comply with the requirements of Arizona Address Confidentiality Program, A.R.S. §41-161 et. seq. The Arizona Department of Economic Security will advise the Contractor as to applicable policies and procedures the Arizona Department of Economic Security has adopted for such compliance.

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 Division of Health and Community Services
SIGNATURE OF AUTHORIZED INDIVIDUAL 	SIGNATURE OF AUTHORIZED INDIVIDUAL 
TYPED NAME Elizabeth G. Csaki, CPPB	TYPED NAME Tommie C. Martin
TITLE Contract Administration Procurement Manager	TITLE Chairman, Gila County Board of Supervisors
DATE 12/7/2012	DATE 11/13/12

IN ACCORDANCE WITH ARS §11-892 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: 12/5/12

By:   
Public Agency Legal Counsel  
Bryan B. Chambers  
Chief Deputy, Gila County Attorney

Date: 11/13/12

**ITEMIZED SERVICE BUDGET  
FOR CONTRACT SERVICE: Case Management  
PROVIDER NAME: Gila County Community Action Program  
CONTRACT PERIOD: 7-01-12 TO 6-30-13**

**1 PERSONNEL**

Number of Positions	FTE Level	Position Title	Salary for Contract Period	% Allocated to Service A+ D = Total	Total Service Cost	DES Cost
1	1	Divisional Fiscal Manager	\$53,893	50%+0=50%	50% \$ 26,947	\$ 26,947
1	1	Divisional Accountant	\$35,413	50%+0=50%	50% \$ 17,707	\$ 8,853
1	1	Program Manager	\$47,632	25%+25=50%	50% \$ 23,816	\$ 11,908
1	1	Case Manager	\$30,534	0%+50%=50%	50% \$ 15,267	\$ 15,267
1	1	Case Manager	\$32,094	0%+50%=50%	50% \$ 16,047	\$ 16,047
1	1	Clerk	\$32,885	0%+50%=50%	50% \$ 16,442	\$ 8,221
<b>TOTAL PERSONNEL COST:</b>					<b>\$ 116,226</b>	<b>\$ 87,243</b>

**2 EMPLOYEE RELATED EXPENSES**

Item	Basis	Service Cost	DES Cost
Health Insurance	\$595.83 per mo x 12 mo X 3 @ 25%	\$ 5,362	\$ 5,362
	\$595.83 per mo x 12 mo X 3 @ 50%	\$ 10,725	\$ 10,725
FICA	0.0765 X \$116,226	\$ 8,891	\$ 4,446
Workman's Comp	0.003 X \$116,226	\$ 349	\$ 174
Retirement	0.1115 X \$116,226	\$ 12,959	\$ 6,480
<b>TOTAL ERE COST:</b>		<b>\$ 38,286</b>	<b>\$ 27,187</b>

**3 PROFESSIONAL AND OUTSIDE SERVICES**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL PROF &amp; OUTSIDE COSTS:</b>		<b>\$ -</b>	<b>\$ -</b>

**4 TRAVEL**

Item	Basis	Service Cost	DES Cost
Gas/Vehicles/Maint	\$500 per month x 12 months	\$ 6,000	\$ 4,500
Per Diem	\$25 per day for 20 days for 5 FTE's / Board Members	\$ 2,500	\$ 1,625
<b>TOTAL TRAVEL COSTS:</b>		<b>\$ 8,500</b>	<b>\$ 6,125</b>

**5 SPACE**

Item	Basis	Service Cost	DES Cost
Rent - Globe Office	Rent \$1,673 monthly X 12 months (included electricity, cleaning, water, etc.)	\$ 20,076	\$ 10,038
Sparkletts/Other Space Expense	\$100 x 12 months	\$ 1,200	\$ 600
<b>TOTAL SPACE COSTS:</b>		<b>\$ 21,276</b>	<b>\$ 10,838</b>

**6 EQUIPMENT**

Item	Basis	Service Cost	DES Cost
N/A			
		\$ -	\$ -
<b>TOTAL EQUIPMENT COSTS:</b>		<b>\$ -</b>	<b>\$ -</b>

**7 MATERIALS & SUPPLIES**

Item	Basis	Service Cost	DES Cost
General Office Supplies	\$200 per month x 6 FTE's x 12 months	\$ 14,400	\$ 5,406
Postage	\$250 per month x 12 months	\$ 3,000	\$ 1,500
<b>TOTAL MAT &amp; SUPP COSTS:</b>		<b>\$ 17,400</b>	<b>\$ 6,906</b>

**8 OPERATING SERVICES**

Item	Basis	Service 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	\$ 1,665	\$ 1,665
Local Fax, 800 Line, Phone Line & Service	\$1,713.30 x 12 months		
Maintenance, Leases Agreements & Memberships/Dues		\$ 20,560	\$ 10,280
<b>TOTAL OPERATING SERVICE COSTS:</b>		<b>\$ 26,225</b>	<b>\$ 15,945</b>

**9 INDIRECT COSTS**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL INDIRECT COSTS:</b>		<b>\$ -</b>	<b>\$ -</b>

10

**SUBTOTAL ADMINISTRATIVE COSTS:**

\$ 227,913 \$ 154,044

**11 VOUCHERS**

Item			Service Cost	DES Cost
1	LIHEAP	77	\$ 218,565	\$ 218,565
2	LIHCON	78	\$ -	\$ -
3	LLVG		\$ -	\$ -
4	NHN	70	\$ 433	\$ 433
5	TANF	49	\$ 30,000	\$ 30,000
6	ESG	17	\$ -	\$ -
<b>TOTAL VOUCHER COSTS:</b>			<b>\$ 248,998</b>	<b>\$ 248,998</b>

12	<b>TOTAL COSTS:</b>		<b>\$ 476,911</b>	<b>\$ 403,042</b>
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**REVENUE SOURCES:**

DES Case Mgt.	\$ 403,042	\$ 403,042
Gila County	\$ 73,869	
<b>TOTAL REVENUE:</b>	<b>\$ 476,911</b>	<b>\$ 403,042</b>
<b>TOTAL REVENUE:</b>	<b>\$ 476,911</b>	<b>\$ 403,042</b>

4/10/2012

Revised 9/12/2012

**ITEMIZED SERVICE BUDGET  
FOR CONTRACT SERVICE: Community Services  
PROVIDER NAME: Gila County Community Action Program  
CONTRACT PERIOD: 7-01-12 TO 6-30-13**

**1 PERSONNEL**

Number of Positions	FTE Level	Position Title	Salary for Contract Period	% Allocated to Service A+ D = Total	Total Service Cost	DES Cost
1	1	Community Services Director	\$81,994	50%+0=50%	50% \$ 40,997	\$ 8,199
1	1	Divisional Accountant	\$35,413	50%+0=50%	50% \$ 17,707	\$ 3,541
1	1	Divisional Fiscal Manager	\$53,893	50%+0=50%	50% \$ 26,947	\$ 5,389
1	1	Divisional Special Projects	\$27,908	50%+0=50%	50% \$ 13,954	\$ 6,977
1	1	Divisional Assistant	\$39,104	50%+0=50%	50% \$ 19,552	\$ 9,776
1	1	Program Manager	\$47,632	25%+25=50%	50% \$ 23,816	\$ 11,908
1	1	Case Manager	\$30,534	0%+50%=50%	50% \$ 15,267	\$ 7,634
1	1	Case Manager	\$32,094	0%+50%=50%	50% \$ 16,047	\$ 8,024
1	1	Clerk	\$32,885	0%+50%=50%	50% \$ 16,443	\$ 8,221
<b>TOTAL PERSONNEL COST:</b>					<b>\$ 190,730</b>	<b>\$ 69,669</b>

**2 EMPLOYEE RELATED EXPENSES**

Item	Basis	Service Cost	DES Cost
Health Insurance	\$595.83 per mo x 12 mo X 3 @ 10%	\$ 2,145	\$ 2,145
	\$595.83 per mo x 12 mo X 6 @ 25%	\$ 10,725	\$ 10,725
FICA	0.0765 X \$190,730	\$ 14,591	\$ 7,295
Workman's Comp	0.003 X \$190,730	\$ 572	\$ 286
Retirement	0.1115 X \$190,730	\$ 21,266	\$ 10,633
<b>TOTAL ERE COST:</b>		<b>\$ 49,299</b>	<b>\$ 31,084</b>

**3 PROFESSIONAL AND OUTSIDE SERVICES**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL PROF &amp; OUTSIDE COSTS:</b>		<b>\$ -</b>	<b>\$ -</b>

**4 TRAVEL**

Item	Basis	Service Cost	DES Cost
Gas/Vehicles/Maint	\$500 per month x 12 months	\$ 6,000	\$ 4,200
Per Diem	\$25 per day for 20 days for 5 FTE's / Board Members	\$ 2,500	\$ 1,800
<b>TOTAL TRAVEL COSTS:</b>		<b>\$ 8,500</b>	<b>\$ 6,000</b>

**5 SPACE**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL SPACE COSTS:</b>		<b>\$ -</b>	<b>\$ -</b>

**6 EQUIPMENT**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL EQUIPMENT COSTS:</b>		\$ -	\$ -

**7 MATERIALS & SUPPLIES**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL MAT &amp; SUPP COSTS:</b>		\$ -	\$ -

**8 OPERATING SERVICES**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL OPERATING SERVICE COSTS:</b>		\$ -	\$ -

**9 INDIRECT COSTS**

Item	Basis	Service Cost	DES Cost
N/A		\$ -	\$ -
<b>TOTAL INDIRECT COSTS:</b>		\$ -	\$ -

<b>10</b>	<b>SUBTOTAL ADMINISTRATIVE COSTS:</b>	\$ 248,529	\$ 106,753
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**11 VOUCHERS**

Item	Basis	Service Cost	DES Cost
Vouchers - Direct Client Services	Average \$247 x 1 household	\$ 49,000	\$ 49,000
	Average \$490 x 100 households	\$ 247	\$ 247
<b>TOTAL VOUCHER COSTS:</b>		\$ 49,247	\$ 49,247

<b>12</b>	<b>TOTAL COSTS:</b>	\$ 297,776	\$ 156,000
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**REVENUE SOURCES:**

DES CSV	\$ 156,000	\$ 156,000
Gila County	\$ 141,776	
<b>TOTAL REVENUE:</b>	<b>\$ 297,776</b>	<b>\$ 156,000</b>
<b>TOTAL REVENUE:</b>	<b>\$ 297,776</b>	<b>\$ 156,000</b>

4/10/2012  
Revised 9/12/2012