



**DEPARTMENT OF ECONOMIC SECURITY**  
*Your Partner For A Stronger Arizona*

**Intergovernmental Agreement  
CONTRACT AMENDMENT**

1. CONTRACTOR (Name and address) Gila County Division of Community Services 5515 South Apache Avenue, Suite 200 Globe, AZ 85501	2. CONTRACT ID NUMBER  DE111073-001
	3. AMENDMENT NUMBER One (1)

**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:

**Add Funding:**

The reimbursement ceiling for the service Case Management is increased from \$445,831.00 to \$480,974.00. This is an increase of \$35,143.00

The reimbursement ceiling for the service Community Service is increase from \$ 150,000.00 to \$163,557.00. This is an increase of \$13,557.00

**Reduce Funding:**

The reimbursement ceiling for the service of Community Service – ARRA is decreased from the estimated amount of \$21,565.00 to the available amount of \$ 21,375.13. This is a decrease of \$189.87.

The cumulative reimbursement ceiling for the contract period July 1, 2010 through June 30, 2011 is: \$665,906.13.

Therefore, the Itemized Service Budget for the service Case Management (Attachment A), Community Service (Attachment B), and Community Service – ARRA (Attachment C) is revised and attached.

**Revise:**

Scope of Work 9.6.1(2) to read "Quarterly ROMA Outcomes Report (See Exhibit E) by October 25<sup>th</sup>, January 25<sup>th</sup>, April 25<sup>th</sup> of each calendar year. The Contractor shall NOT submit a Fourth Quarter Report, but shall include Fourth Quarter data within the Annual CSBG IS (See Exhibit F). (Contractor must utilize format specified by DES)."

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 Community Services
SIGNATURE OF AUTHORIZED INDIVIDUAL 	SIGNATURE OF AUTHORIZED INDIVIDUAL 
TYPED NAME Elizabeth Csaki	TYPED NAME Michael A. Pastor
TITLE Procurement Manager	TITLE Chairman, Gila County Board of Supervisors
DATE 6/6/2011	DATE 5/3/11

IN ACCORDANCE WITH ARS §11-852 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

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

Date: 6/2/11

Date: 5.3.2011

**ITEMIZED SERVICE BUDGET  
FOR CONTRACT SERVICE: Case Management  
PROVIDER NAME: Gila County Community Action Program  
CONTRACT PERIOD: 7-01-10 TO 6-30-11  
Attachment A**

**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	\$35,422	50%+0=50%	50% \$ 17,711	\$ 17,711
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	\$21,091	0%+50%=50%	50% \$ 10,546	\$ 10,545
<b>TOTAL PERSONNEL COST:</b>					<b>\$ 110,334</b>	<b>\$ 98,425</b>

**2 EMPLOYEE RELATED EXPENSES**

Item	Basis	Service Cost	DES Cost
Health Insurance	\$595.83 per mo x 12 mo X 1 @ 25%	\$ 1,787	\$ 1,787
	\$595.83 per mo x 12 mo X 5 @ 50%	\$ 17,875	\$ 17,875
FICA	0.0785 X \$110,334	\$ 8,441	\$ 4,220
Workman's Comp	0.003 X \$110,334	\$ 331	\$ 168
Retirement	0.0985 X \$110,334	\$ 10,868	\$ 5,434
<b>TOTAL ERE COST:</b>		<b>\$ 39,302</b>	<b>\$ 29,482</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	\$225 per month x 12 months	\$ 2,700	\$ 2,262
Per Diem	\$42 per day for 20 days for 5 FTE's	\$ 4,200	\$ 3,326
<b>TOTAL TRAVEL COSTS:</b>		<b>\$ 6,900</b>	<b>\$ 5,588</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
Sparklets/Other Space Expense	\$100 x 12 months	\$ 1,200	\$ 240
<b>TOTAL SPACE COSTS:</b>		<b>\$ 21,276</b>	<b>\$ 10,278</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	\$ 10,800
Postage	\$250 per month x 12 months	\$ 3,000	\$ 1,200
<b>TOTAL MAT &amp; SUPP COSTS:</b>		<b>\$ 17,400</b>	<b>\$ 12,000</b>

**8 OPERATING SERVICES**

Item	Basis	Service Cost	DES Cost
Staff Training & Registration	\$1000 for training sessions for 3 FTE's \$1500 for out of state training for 2 FTE's (includes flight, hotel & registration)	\$ 3,000	\$ 3,000
Printing, Publishing & Advertising Costs	4 publications @ \$200 in local papers	\$ 800	\$ 160
Local Fax, 800 Line, Phone Line & Service	\$1,713.30 x 12 months	\$ 20,560	\$ 9,763
Maintenance, Leases Agreements & Memberships/Dues		\$ 27,360	\$ 15,923
<b>TOTAL OPERATING SERVICE COSTS:</b>		<b>\$ 27,360</b>	<b>\$ 15,923</b>

**9 INDIRECT COSTS**

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

<b>10</b>	<b>SUBTOTAL ADMINISTRATIVE COSTS:</b>	<b>\$ 222,572</b>	<b>\$ 171,696</b>
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**11 VOUCHERS**

Item			Service Cost	DES Cost
1	LIHEAP	77	\$ 235,210	\$ 235,210
2	LIHCON	78	\$ 28,172	\$ 28,172
3	LLVG		\$ 8,259	\$ 8,259
4	NHN	70	\$ 885	\$ 885
5	TANF	49	\$ 30,113	\$ 30,113
6	ESG	17	\$ 6,659	\$ 6,659
<b>TOTAL VOUCHER COSTS:</b>			<b>\$ 309,278</b>	<b>\$ 309,278</b>

12	<b>TOTAL COSTS:</b>		<b>\$ 531,850</b>	<b>\$ 480,974</b>
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**REVENUE SOURCES:**

DES Case Mgt.	\$ 480,974	\$ 480,974
Gla County	\$ 50,876	
<b>TOTAL REVENUE:</b>	<b>\$ 531,850</b>	<b>\$ 480,974</b>
<b>TOTAL REVENUE:</b>	<b>\$ 531,850</b>	<b>\$ 480,974</b>

CMT-A Case Management ISB 10-11  
 Submitted 04/23/2010  
 Revised 3/17/2011

**ITEMIZED SERVICE BUDGET  
FOR CONTRACT SERVICE: Community Services  
PROVIDER NAME: Gila County Community Action Program  
CONTRACT PERIOD: 7-01-10 TO 6-30-11  
Attachment B**

**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	\$ 4,100
1	1	Community Services Deputy Director	\$67,309	50%+0=50%	50% \$ 33,655	\$ 3,365
1	1	Divisional Program Manager	\$55,245	50%+0=50%	50% \$ 27,623	\$ 5,524
1	1	Divisional Special Projects	\$27,908	50%+0=50%	50% \$ 13,954	\$ 5,582
1	1	Divisional Assistant	\$32,885	50%+0=50%	50% \$ 16,443	\$ 6,577
1	1	Program Manager	\$47,632	25%+25=50%	50% \$ 23,816	\$ 23,816
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	\$21,091	0%+50%=50%	50% \$ 10,546	\$ 10,546
<b>TOTAL PERSONNEL COST:</b>					<b>\$ 198,348</b>	<b>\$ 90,824</b>

**2 EMPLOYEE RELATED EXPENSES**

Item	Basis	Service Cost	DES Cost
Health Insurance	\$595.83 per mo x 12 mo X 2 @ 5%	\$ 715	\$ 715
	\$595.83 per mo x 12 mo X 1 @ 10%	\$ 715	\$ 715
	\$595.83 per mo x 12 mo X 2 @ 20%	\$ 2,860	\$ 2,860
	\$595.83 per mo x 12 mo X 4 @ 50%	\$ 14,300	\$ 14,300
FICA	0.0765 X \$198,348	\$ 15,174	\$ 7,587
Workman's Comp	0.003 X \$198,348	\$ 595	\$ 298
Retirement	0.0985 X \$198,348	\$ 19,537	\$ 9,769
<b>TOTAL ERE COST:</b>		<b>\$ 53,886</b>	<b>\$ 36,244</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	\$ 5,700
Per Diem	\$42 per day for 20 days for 5 FTE's	\$ 4,200	\$ 2,632
<b>TOTAL TRAVEL COSTS:</b>		<b>\$ 10,200</b>	<b>\$ 8,332</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>		<b>\$ -</b>	<b>\$ -</b>

**7 MATERIALS & SUPPLIES**

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

**8 OPERATING SERVICES**

Item	Basis	Service Cost	DES Cost
Staff Training & Registration	\$500 for training sessions for 2 FTE's @ 100%	\$ 1,000	\$ 1,000
Local Fax, 800 Line, Phone Line & Service	\$1,000 x 12 months		
Maintenance, Leases Agreements & Memberships/Dues		\$ 12,000	\$ 3,600
<b>TOTAL OPERATING SERVICE COSTS:</b>		<b>\$ 13,000</b>	<b>\$ 4,600</b>

**9 INDIRECT COSTS**

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

<b>10</b>	<b>SUBTOTAL ADMINISTRATIVE COSTS:</b>	<b>\$ 275,444</b>	<b>\$ 140,000</b>
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**11 VOUCHERS**

Item	Basis	Service Cost	DES Cost
Vouchers - Direct Client Services	Average \$500 x 46 households	\$ 23,557	\$ 23,557
<b>TOTAL VOUCHER COSTS:</b>		<b>\$ 23,557</b>	<b>\$ 23,557</b>

<b>12</b>	<b>TOTAL COSTS:</b>	<b>\$ 289,001</b>	<b>\$ 163,557</b>
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**REVENUE SOURCES:**

DES CSV	\$ 163,557	\$ 163,557
Gila County	\$ 135,444	
<b>TOTAL REVENUE:</b>	<b>\$ 299,001</b>	<b>\$ 163,557</b>
<b>TOTAL REVENUE:</b>	<b>\$ 299,001</b>	<b>\$ 163,557</b>

CSV-B ISB 10-11  
Submitted 04/23/10  
Revised 3/17/2011

**ITEMIZED SERVICE BUDGET**  
**FOR CONTRACT SERVICE: Community Services AARA (Stimulus)**  
**PROVIDER NAME: Gila County Community Action Program**  
**CONTRACT PERIOD: 7-01-10 TO 9-30-10**  
**Attachment C**

**1 PERSONNEL**

Number of Positions	FTE Level	Position Title	Salary for Contract Period	% Allocated to Service A+ D = Total	Total Service Cost	DES Cost
N/A					\$ -	\$ -
<b>TOTAL PERSONNEL COST:</b>					<b>\$ -</b>	<b>\$ -</b>

**2 EMPLOYEE RELATED EXPENSES**

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

**7 MATERIALS & SUPPLIES**

Item	Basis	Service Cost	DES Cost
Outreach/media materials & supplies for clients for CARE Fair and EITC activities.	Approx \$52.50 x 150 individuals for both activities	\$ 7,875.13	\$ 7,875.13
<b>TOTAL MAT &amp; SUPP COSTS:</b>		<b>\$ 7,875.13</b>	<b>\$ 7,875.13</b>

**8 OPERATING SERVICES**

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

**9 INDIRECT COSTS**

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

<b>10</b>	<b>SUBTOTAL ADMINISTRATIVE COSTS:</b>	<b>\$ 7,975.13</b>	<b>\$ 7,975.13</b>
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**11 VOUCHERS**

Item	Basis	Service Cost	DES Cost
Vouchers - Direct Client Services	Average \$500 x 27 households	\$ 13,500	\$ 13,500
<b>TOTAL VOUCHER COSTS:</b>		<b>\$ 13,500</b>	<b>\$ 13,500</b>

<b>12</b>	<b>TOTAL COSTS:</b>	<b>\$ 21,375.13</b>	<b>\$ 21,375.13</b>
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**REVENUE SOURCES:**

CIPIV CSV	\$ 21,375.13	\$ 21,375.13
<b>TOTAL REVENUE:</b>	<b>\$ 21,375.13</b>	<b>\$ 21,375.13</b>

<b>TOTAL REVENUE:</b>	<b>\$ 21,375.13</b>	<b>\$ 21,375.13</b>
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CSV-C ISB 10-11  
Submitted 07/08/10  
Revised 12/07/10