



**CITY CLERK  
ORIGINAL**

**Intergovernmental Agreement  
CONTRACT AMENDMENT**

|   |   |
|---|---|
| 1. CONTRACTOR (Name and address)<br><br><b>City of Glendale<br/>5850 W. Glendale Ave.<br/>Glendale, Arizona 85301</b> | 2. CONTRACT ID NUMBER<br><br><b>ADES15-089114</b> |
|   | 3. AMENDMENT NUMBER<br><b>Four (4)</b>            |

4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

The purpose of this Amendment is to add the initial Case Management Service Budget and Community Services Service Budget for the period of July 1, 2016 through June 30, 2017.

Pursuant to the Terms and Conditions Section 32.0 Levels of Service, this Amendment adds the initial Case Management Service Budget and Community Services Service Budget for the period of July 1, 2016 through June 30, 2017 as follows:

Per the Alerts issued March 21, 2016 and April 4, 2016, the Case Management contract reimbursement ceiling for the period of July 1, 2016 through June 30, 2017 is \$925,088.

Per the Alerts issued March 21, 2016 and April 4, 2016, the Community Services contract reimbursement ceiling for the period of July 1, 2016 through June 30, 2017 is \$190,479.

Therefore, the initial Case Management Service Budget and Community Services Service Budget for the period of July 1, 2016 through June 30, 2017 are added and attached.

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<br><b>City of Glendale</b> |
| SIGNATURE OF AUTHORIZED INDIVIDUAL<br>     | SIGNATURE OF AUTHORIZED INDIVIDUAL<br>           |
| TYPED NAME<br><b>Cynthia Pullen</b>        | TYPED NAME<br><b>Jennifer Campbell</b>           |
| TITLE<br><b>Procurement Manager</b>        | TITLE<br><b>Assistant City Manager</b>           |
| DATE<br><b>6/28/16</b>                     | DATE<br><b>5/26/16</b>                           |

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.

|  |                             |
|--|-----------------------------|
| <b>ARIZONA ATTORNEY GENERAL'S OFFICE</b> |                             |
| BY:                                      | BY:                         |
| ASSISTANT ATTORNEY GENERAL               | PUBLIC AGENCY LEGAL COUNSEL |
| DATE: <b>6/27/16</b>                     | DATE: <b>5-26-16</b>        |

ATTEST:   
City Clerk

Revised: 8/22/13

## ITEMIZED SERVICE BUDGET

**CONTRACT SERVICE:**

Case Management (CMG-CAP)

Agency: City of Glendale-Community Action Program

Contract Period: 07/01/2016 - 06/30/2017

**1. PERSONNEL**

| Number of Positions    | FTE Level | Position Title       | Total Salary for the Contract Period | TOTAL SERVICE COST | DES COST         |
|------------------------|-----------|----------------------|--------------------------------------|--------------------|------------------|
| 1                      | 1.00      | *Comm. Elig. Special | \$58,376                             | \$58,376           | \$58,376         |
| 1                      | 1.00      | *Comm. Elig. Rep.    | \$36,020                             | \$36,020           | \$36,020         |
| 1                      | 1.00      | *Management Aide     | \$41,683                             | \$41,683           | \$41,683         |
| 1                      | 0.50      | *Comm. Elig. Rep.    | \$17,571                             | \$17,571           | \$17,571         |
|                        |           |                      | *Pay increase (5%)                   | \$7,683            | \$7,683          |
| <b>TOTAL PERSONNEL</b> |           |                      |                                      | <b>\$161,333</b>   | <b>\$161,333</b> |

**2. EMPLOYEE RELATED EXPENSES**

| ITEM                                   | BASIS                           | TOTAL COST      | DES COST        |
|--|---------------------------------|-----------------|-----------------|
| Various fringe benefits                | (Average: 40.4845% of %161,333) | \$65,315        | \$65,315        |
| <b>TOTAL EMPLOYEE RELATED EXPENSES</b> |                                 | <b>\$65,315</b> | <b>\$65,315</b> |

**3. PROFESSIONAL AND OUTSIDE SERVICES**

| ITEM   | BASIS  | TOTAL COST     | DES COST       |
|--|--|----------------|----------------|
| Security Service Charges                       | In-House Security-CAP not being charged at this time   | \$0            | \$0            |
| Temporary Employment Charges                   | Temp. staff support with outside vendor  | \$2,401        | \$2,401        |
| Office Equipment                               | Includes maintenance on copier, printer and repairs for office equipment with outside vendor \$450/quarter | \$1,800        | \$1,800        |
| <b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b> |  | <b>\$4,201</b> | <b>\$4,201</b> |

**4. TRAVEL**

| ITEM                | BASIS  | TOTAL COST | DES COST   |
|---------------------|--|------------|------------|
| Motor Pool Vehicles | CAP Estimated miles/yr.= \$2,570<br>(Motor Pool is not being charged at this time) | \$0        | \$0        |
| <b>TOTAL TRAVEL</b> |  | <b>\$0</b> | <b>\$0</b> |

**5. SPACE**

| ITEM               | BASIS   | TOTAL COST      | DES COST   |
|--------------------|---|-----------------|------------|
| Office Space       | Rent, Electricity, Refuse - \$2,080/mo. x 12 mos. | \$24,960        | \$0        |
| <b>TOTAL SPACE</b> |   | <b>\$24,960</b> | <b>\$0</b> |

**6. EQUIPMENT**

| ITEM                   | BASIS                       | TOTAL COST      | DES COST        |
|------------------------|-----------------------------|-----------------|-----------------|
| Computer Charges       | CAP-60 Annual Computer fees | \$10,000        | \$10,000        |
|                        | P/C Tech. Replacement       | \$2,519         | \$0             |
| <b>TOTAL EQUIPMENT</b> |                             | <b>\$12,519</b> | <b>\$10,000</b> |

**7. MATERIALS AND SUPPLIES**

| ITEM                                | BASIS                  | TOTAL COST     | DES COST       |
|-------------------------------------|------------------------|----------------|----------------|
| General Office Supplies             | \$400.25/month 12 mos. | \$4,803        | \$3,447        |
| Postage/Duplicating                 | \$250/month 12 mos.    | \$3,000        | \$3,000        |
| <b>TOTAL MATERIALS AND SUPPLIES</b> |                        | <b>\$7,803</b> | <b>\$6,447</b> |

8. OPERATING SERVICES

| ITEM                            | BASIS   | TOTAL COST     | DES COST       |
|---------------------------------|---|----------------|----------------|
| Member Dues                     | ACAA Annual Membership \$420 & Conference \$175 x 7 | \$1,645        | \$1,645        |
| Telephone/Qwest Charges         | \$524.92/month 12 mos.                              | \$6,299        | \$0            |
| Cell Phone Charges              | \$45/month 12 mos.                                  | \$540          | \$0            |
| Insurance Fire & Liability      | \$5.50/month 12 mos.                                | \$66           | \$0            |
| <b>TOTAL OPERATING EXPENSES</b> |   | <b>\$8,550</b> | <b>\$1,645</b> |

9 INDIRECT COSTS

| ITEM                        | BASIS | TOTAL COST | DES COST   |
|-----------------------------|-------|------------|------------|
| N/A                         |       | \$0.00     | \$0.00     |
| <b>TOTAL INDIRECT COSTS</b> |       | <b>\$0</b> | <b>\$0</b> |

|           |                            |                  |                  |
|-----------|----------------------------|------------------|------------------|
| <b>10</b> | <b>SUBTOTAL ADMIN COST</b> | <b>\$284,681</b> | <b>\$248,941</b> |
|-----------|----------------------------|------------------|------------------|

11. VOUCHERS

| ITEM                      | TOTAL COST       | DES COST         |
|---------------------------|------------------|------------------|
| TANF                      | \$60,000         | \$60,000         |
| LIHEAP                    | \$614,685        | \$614,685        |
| LIHCON                    | \$0              | \$0              |
| LLVG                      | \$0              | \$0              |
| NHN                       | \$1,462          | \$1,462          |
| City of Glendale-ESG/CDBG | \$110,000        | \$0              |
| ACAA                      | \$71,852         | \$0              |
| <b>TOTAL VOUCHERS</b>     | <b>\$857,999</b> | <b>\$676,147</b> |

|           |   |                    |                  |
|-----------|---|--------------------|------------------|
| <b>12</b> | <b>TOTAL SERVICE COST/DES TOTAL COST:</b> | <b>\$1,142,680</b> | <b>\$925,088</b> |
|-----------|---|--------------------|------------------|

| <u>REVENUE SOURCES:</u>   |                    |                  |
|---------------------------|--------------------|------------------|
| DES - DAAS                | \$925,088          | \$925,088        |
| ACAA                      | \$71,852           |                  |
| City of Glendale          | \$35,740           |                  |
| City of Glendale ESG/CDBG | \$110,000          |                  |
| <b>TOTAL REVENUE:</b>     | <b>\$1,142,680</b> | <b>\$925,088</b> |

## ITEMIZED SERVICE BUDGET

**CONTRACT SERVICE:** Community Services (CSV-CAP)

**Agency:** City of Glendale Community Action Program

**Contract Period:** 07/01/2016- 06/30/2017

**1. PERSONNEL**

| Number of Positions    | FTE Level | Position Title     | Total Salary for the Contract Period | TOTAL SERVICE COST | DES COST         |
|------------------------|-----------|--------------------|--------------------------------------|--------------------|------------------|
| 1                      | 1.00      | *CAP Administrator | \$77,541                             | \$77,541           | \$77,541         |
| 1                      | 1.00      | Comm. Elig. Rep.   | \$35,141                             | \$35,141           | \$35,141         |
| 1                      | 0.50      | Gen. Clerical      | \$25,000                             | \$25,000           | \$25,000         |
|                        |           |                    | *Pay increase (5%)                   | \$3,877            | \$3,877          |
| <b>TOTAL PERSONNEL</b> |           |                    |                                      | <b>\$141,559</b>   | <b>\$141,559</b> |

**2. EMPLOYEE RELATED EXPENSES**

| ITEM                                   | BASIS                            | TOTAL COST      | DES COST        |
|--|----------------------------------|-----------------|-----------------|
| Various fringe benefits                | (Average: 33.2716% of \$141,559) | \$47,099        | \$47,099        |
| <b>TOTAL EMPLOYEE RELATED EXPENSES</b> |                                  | <b>\$47,099</b> | <b>\$47,099</b> |

**3. PROFESSIONAL AND OUTSIDE SERVICES**

| ITEM   | BASIS                                       | TOTAL COST | DES COST   |
|--|---|------------|------------|
| Temporary Employment Charges                   | Temporary staff support with outside vendor | \$0        | \$0        |
| <b>TOTAL PROFESSIONAL AND OUTSIDE SERVICES</b> |   | <b>\$0</b> | <b>\$0</b> |

**4. TRAVEL**

| ITEM                | BASIS | TOTAL COST | DES COST   |
|---------------------|-------|------------|------------|
| N/A                 |       | \$0        | \$0        |
| <b>TOTAL TRAVEL</b> |       | <b>\$0</b> | <b>\$0</b> |

**5. SPACE**

| ITEM               | BASIS | TOTAL COST | DES COST   |
|--------------------|-------|------------|------------|
| N/A                |       | \$0        | \$0        |
| <b>TOTAL SPACE</b> |       | <b>\$0</b> | <b>\$0</b> |

**6. EQUIPMENT**

| ITEM                   | BASIS | TOTAL COST | DES COST   |
|------------------------|-------|------------|------------|
| N/A                    |       | \$0        | \$0        |
| <b>TOTAL EQUIPMENT</b> |       | <b>\$0</b> | <b>\$0</b> |

**7. MATERIALS AND SUPPLIES**

| ITEM                                | BASIS                  | TOTAL COST     | DES COST       |
|-------------------------------------|------------------------|----------------|----------------|
| General Office Supplies             | \$151.75/month 12 mos. | \$1,821        | \$1,821        |
| <b>TOTAL MATERIALS AND SUPPLIES</b> |                        | <b>\$1,821</b> | <b>\$1,821</b> |

**8. OPERATING SERVICES**

| ITEM                            | BASIS | TOTAL COST | DES COST   |
|---------------------------------|-------|------------|------------|
| N/A                             |       | \$0        | \$0        |
| <b>TOTAL OPERATING EXPENSES</b> |       | <b>\$0</b> | <b>\$0</b> |

| 9 | <u>INDIRECT COSTS</u>       |       | TOTAL COST | DES COST   |
|---|-----------------------------|-------|------------|------------|
|   | ITEM                        | BASIS |            |            |
|   | N/A                         |       |            |            |
|   | <b>TOTAL INDIRECT COSTS</b> |       | <b>\$0</b> | <b>\$0</b> |

|    |                            |  |                  |                  |
|----|----------------------------|--|------------------|------------------|
| 10 | <b>SUBTOTAL ADMIN COST</b> |  | <b>\$190,479</b> | <b>\$190,479</b> |
|----|----------------------------|--|------------------|------------------|

| 11. | <u>VOUCHERS</u>          |  | TOTAL COST | DES COST   |
|-----|--------------------------|--|------------|------------|
|     | ITEM                     |  |            |            |
|     | CSBG Eviction Prevention |  | \$0        | \$0        |
|     | <b>TOTAL VOUCHERS</b>    |  | <b>\$0</b> | <b>\$0</b> |

|     |   |  |                  |                  |
|-----|---|--|------------------|------------------|
| 12. | <b>TOTAL SERVICE COST/DES TOTAL COST:</b> |  | <b>\$190,479</b> | <b>\$190,479</b> |
|-----|---|--|------------------|------------------|

| <u>REVENUE SOURCES:</u> |                  |                  |
|-------------------------|------------------|------------------|
| DES - DAAS              | \$190,479        | \$190,479        |
| City of Glendale        | \$0              |                  |
| <b>TOTAL REVENUE:</b>   | <b>\$190,479</b> | <b>\$190,479</b> |