



**Intergovernmental Agreement  
CONTRACT AMENDMENT**

1 CONTRACTOR (Name and address)

**City of Glendale  
5850 W. Glendale Ave.  
Glendale, Arizona 85301**

2. CONTRACT ID NUMBER  
**DE111089001**

3 AMENDMENT NUMBER  
**Seven (7)**

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 Community Services is increased from \$185,491 to \$191,197. This is an increase of \$5,706, which includes \$5,706 "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 \$3,748,040.

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**

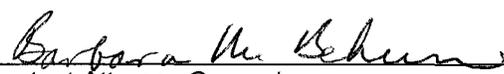
The Contractor shall comply with the requirements of Arizona Address Confidentiality Program, A.R.S §41-161 et seq  
The Arizona Department of Economic Security will advise the Contractor as to applicable policies and procedures the Arizona Department of Economic Security has adopted for such compliance.

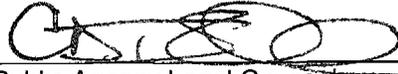
5 EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT

6	<b>ARIZONA DEPARTMENT OF ECONOMIC SECURITY</b>	7	<b>NAME OF CONTRACTOR</b> <b>City of Glendale</b>
SIGNATURE OF AUTHORIZED INDIVIDUAL		SIGNATURE OF AUTHORIZED INDIVIDUAL	
TYPED NAME	<b>Elizabeth G. Csaki, CPPB</b>	TYPED NAME	<b>Horatio Skeete</b>
TITLE	<b>Contract Administration Procurement Manager</b>	TITLE	<b>Acting City Manager</b>
DATE	<b>12/12/12</b>	DATE	<b>November 15, 2012</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

**ARIZONA ATTORNEY GENERAL'S OFFICE**

By:   
Assistant Attorney General

By:   
Public Agency Legal Counsel

Date: 12/6/12

Date: 11/14/12

**ATTEST:**  
  
City Clerk

**ITEMIZED SERVICE BUDGET**

NAME: City of Glendale-Community Action Program

CONTRACT SERVICE: Case Management

CONTRACT PERIOD: 07/01/2012-06/30/2013

Attachment A

\* A= % Administrative Functions

\* D= % Direct Service Functions

<b>1. PERSONNEL</b>						
Number of Positions	FTE Level	Position Title	Total Salary for the Contract Period	% Allocated Service A* + D*= Total	Total Cost	DES Cost
1	1.00	Community Eligibility Specialist (State)	\$58,629	0%+100%=100	\$58,629	\$58,629
1	1.00	Community Eligibility Representative (State)	\$32,286	0%+100%=100	\$32,286	\$32,286
1	1.00	Community Eligibility Representative (State)	\$31,364	0%+100%=100	\$31,364	\$31,364
		<i>Furlough Deduction 2.5% (FTE)</i>			-\$3,057	-\$3,057
<b>TOTAL:</b>					<b>\$119,222</b>	<b>\$119,222</b>

<b>2. EMPLOYEE RELATED EXPENSES</b>			Total Cost	DES Cost
ITEM	BASIS		Total Cost	DES Cost
Various fringe benefits	(Average: 44.7467% of \$119,222)		\$53,348	\$42,471
<b>TOTAL:</b>			<b>\$53,348</b>	<b>\$42,471</b>

<b>3. PROFESSIONAL AND OUTSIDE SERVICES</b>			Total Cost	DES Cost
ITEM	BASIS		Total Cost	DES Cost
Security Service Charges	\$1,891.67/month 12 mos.		\$22,700	\$0
Temporary Employment Charges	Temporary Staff Support with outside vendor		\$13,307	\$13,307
<b>TOTAL:</b>			<b>\$36,007</b>	<b>\$13,307</b>

<b>4. TRAVEL</b>			Total Cost	DES Cost
ITEM	BASIS		Total Cost	DES Cost
Motor Pool Vehicles	CAP Estimated miles/yr = 2,570 (Motor Pool is not being charged at this time)		\$0	\$0
<b>TOTAL:</b>			<b>\$0</b>	<b>\$0</b>

**ITEMIZED SERVICE BUDGET**

**CONTRACT SERVICE: Case Management**

**NAME: City of Glendale-Community Action Program**

**CONTRACT PERIOD: 07/01/2012-06/30/2013**

			Total	DES
			Cost	Cost
<b>5.</b>	<b><u>SPACE</u></b>			
	<b>ITEM</b>	<b>BASIS</b>		
	Office Space	Rent, Electricity & Refuse - \$6,643/mo x 12 mos.	\$79,716	\$0
		<b>TOTAL:</b>	<b>\$79,716</b>	<b>\$0</b>
<b>6.</b>	<b><u>EQUIPMENT</u></b>			
	<b>ITEM</b>	<b>BASIS</b>		
	Computer Charges	PC/Tech Replacement (as computers need replacement)	\$3,191	\$0
		<b>TOTAL:</b>	<b>\$3,191</b>	<b>\$0</b>
<b>7.</b>	<b><u>MATERIALS AND SUPPLIES</u></b>			
	<b>ITEM</b>	<b>BASIS</b>		
	General Office Supplies	\$168.75/month 12 mos.	\$2,025	\$949
	Postage/Duplicating	\$29.58/month 12 mos.	\$355	\$0
		<b>TOTAL:</b>	<b>\$2,380</b>	<b>\$949</b>
<b>8.</b>	<b><u>OPERATING EXPENSES</u></b>			
	<b>ITEM</b>	<b>BASIS</b>		
	Member Dues	ACAA Annual Membership \$400 & ACAA Conference \$150 X 6	\$1,300	\$1,300
	Telephone/Qwest Charges	\$2,041.08/month 12 mos.	\$24,493	\$0
	Cell Phone Charges	\$35/month 12 mos.	\$420	\$0
	Insurance Fire & Liability	\$29.58/month 12 mos.	\$355	\$0
		<b>TOTAL:</b>	<b>\$26,568</b>	<b>\$1,300</b>
<b>9.</b>	<b><u>INDIRECT COSTS</u></b>			
	<b>ITEM</b>	<b>BASIS</b>		
	N/A		\$0	\$0
		<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>
<b>10.</b>	<b><u>SUBTOTAL ADMIN COST</u></b>		<b>\$320,432</b>	<b>\$177,249</b>

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Case Management

NAME: City of Glendale-Community Action Program

CONTRACT PERIOD: 07/01/2012-06/30/2013

11.	<u>VOUCHERS</u>			Total Cost	DES Cost
	ITEM	BASIS			
	LIHEAP			\$511,536	\$511,536
	STCS			\$45,000	\$45,000
	NHN			\$1,567	\$1,567
	City of Glendale-ESG			\$46,711	\$0
	ACAA			\$65,009	\$0
			TOTAL:	\$669,823	\$558,103
12.	TOTAL SERVICE COST/DES TOTAL COST:			\$990,255	\$735,352

REVENUE SOURCES:	TOTAL:	
DES-DAAS	\$735,352	\$735,352
ACAA	\$65,009	
City of Glendale	\$143,183	
City of Glendale ESG	\$46,711	
TOTAL REVENUE:	\$990,255	\$735,352

**ITEMIZED SERVICE BUDGET**

NAME: City of Glendale-Community Action Program

CONTRACT SERVICE: Community Services

CONTRACT PERIOD: 07/01/2012-06/30/2013

\* A= % Administrative Functions  
\* D= % Direct Service Functions

Attachment B

**1. PERSONNEL**

Number of Positions	FTE Level	Position Title	Total Salary for the Contract Period	% Allocated Service A* + D*= Total	Total Cost	DES Cost	
1	1.00	CAP Administrator (State)	\$74,605	100%+0%=100	\$74,605	\$74,605	
1	1.00	Management Assistant (State)	\$40,594	100%+0%=100	\$40,594	\$40,594	
1	0.50	Community Eligibility Rep. (State) <i>Furlough Deduction 2.5% (FTE)</i>	\$16,392	100%+0%=100	\$16,392	\$16,392	
					<b>TOTAL:</b>	<b>\$128,711</b>	<b>\$128,711</b>

**2. EMPLOYEE RELATED EXPENSES**

ITEM	BASIS	Total Cost	DES Cost
Various fringe benefits	(Average: 34.355% of \$128,711)	\$44,219	\$30,416
		<b>TOTAL:</b>	<b>\$44,219</b>

**3. PROFESSIONAL AND OUTSIDE SERVICES**

ITEM	BASIS	Total Cost	DES Cost
Temporary Employment Charges	Temporary staff support with outside vendor	\$29,920	\$29,920
		<b>TOTAL:</b>	<b>\$29,920</b>

**4. TRAVEL**

ITEM	BASIS	Total Cost	DES Cost
N/A		\$0	\$0
		<b>TOTAL:</b>	<b>\$0</b>

**5. SPACE**

ITEM	BASIS	Total Cost	DES Cost
N/A		\$0	\$0

**ITEMIZED SERVICE BUDGET**

CONTRACT SERVICE: Community Services

NAME: City of Glendale-Community Action Program

CONTRACT PERIOD: 07/01/2012-06/30/2013

			TOTAL:	\$0	\$0
<b>6.</b>	<b><u>EQUIPMENT</u></b>				
	<b>ITEM</b>	<b>BASIS</b>		<b>Total Cost</b>	<b>DES Cost</b>
	N/A			\$0	\$0
			<b>TOTAL:</b>	\$0	\$0
<b>7.</b>	<b><u>MATERIALS AND SUPPLIES</u></b>				
	<b>ITEM</b>	<b>BASIS</b>		<b>Total Cost</b>	<b>DES Cost</b>
	General Office Supplies	\$166.66/month 12 mos.		\$2,000	\$2,000
			<b>TOTAL:</b>	\$2,000	\$2,000
<b>8.</b>	<b><u>OPERATING EXPENSES</u></b>				
	<b>ITEM</b>	<b>BASIS</b>		<b>Total Cost</b>	<b>DES Cost</b>
	Member Dues	ACAA Annual Conference \$150 x 1		\$150	\$150
			<b>TOTAL:</b>	\$150	\$150
<b>9.</b>	<b><u>INDIRECT COSTS</u></b>				
	<b>ITEM</b>	<b>BASIS</b>		<b>Total Cost</b>	<b>DES Cost</b>
	N/A			\$0	\$0
			<b>TOTAL:</b>	\$0	\$0
<b>10.</b>	<b>SUBTOTAL ADMIN COST</b>			<b>\$205,000</b>	<b>\$191,197</b>
<b>11.</b>	<b><u>VOUCHERS</u></b>				
	<b>ITEM</b>	<b>BASIS</b>		<b>Total Cost</b>	<b>DES Cost</b>
	N/A			\$0	\$0
			<b>TOTAL:</b>	\$0	\$0
<b>12.</b>	<b>TOTAL SERVICE COST/DES TOTAL COST:</b>			<b>\$205,000</b>	<b>\$191,197</b>

REVENUE SOURCES: TOTAL:

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: Community Services

NAME: City of Glendale-Community Action Program

CONTRACT PERIOD: 07/01/2012-06/30/2013

DES-DAAS	\$191,197	\$191,197
City of Glendale	\$13,803	
<b>TOTAL REVENUE:</b>	<b>\$205,000</b>	<b>\$191,197</b>