



# PIMA COUNTY, ARIZONA

## BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Review of Requests and Monitoring of Contracts for Discretionary Funds Allocated to Outside Agencies for Economic Development, Health and Social Services	Policy Number	Page
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### **Purpose**

1. To establish a policy for the processing, review, evaluation and determination of priorities for funding of requests from Outside Agencies for services related to Economic Development, Health, Social Services.
2. To establish a policy and minimum requirements for the monitoring and auditing of discretionary fund contracts for Economic Development, Health and Social Services.

### **Background**

Requests and suggestions for the use of discretionary Outside Agency funds are received directly by the Board, the Manager and various departments and by the Community Services Department (CSD) as part of the annual proposal process. The CSD reviews the proposals and monitors the contracts but with out clear Board policy regarding the allocations or the monitoring process. To ensure that these items are received, considered and monitored in an organized and uniform manner a policy regarding their processing, review and monitoring is adopted.

### **Policy**

1. The "Outside Agency" (OA) program shall be administered by the Community Services Department (Department).
2. The Outside Agency budget shall be determined annually by the Board in accordance with regular County budget process. The Outside Agency account shall be part of the General Fund.
3. Outside Agency funds shall be allocated by the Board pursuant to written proposals and Department Recommendations. Proposals shall meet Department standards and shall stipulate the purpose, goals and objectives of the program and shall define quantitative service units and present and justify the proposed budget.

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4. The Department shall review proposals at least once annually, normally in the third fiscal quarter. In special circumstances the Department may accept and review additional proposals during the year. If the review uncovers a service need of exceptional urgency or importance the Department may refer it for immediate consideration.
5. Department staff shall review and summarize proposals and shall rank them and make recommendations to the manager regarding the priority and level of funding. The Department shall formulate its recommendations in accord with the following priorities: - services which will eliminate or diminish the need for regular County operated services; - proposals which will match and attract additional federal, state or private funds into the County; - economic development services which create new job opportunities; and such other priorities as may be established by the Board.
6. In formulating its recommendations the Department shall consider the following parameters: - the availability of alternative funds for the proposal; - the number of units of service proposed; - the cost, cost per unit, cost benefit and efficiency of the proposal; - equitable geographical distribution of the services provided; - the experience and track record of the proposer; - the leverage or value of additional funds or resources attracted by the proposal; - the need and demand for the services proposed; - the legal authority of the County to provide the service proposed; - the impact of the service on the demand for other County services; - any weighing or ranking of service priorities which is established by the Manager or the Board.
7. OA funds shall only be distributed via contractual agreements which are based on the proposal, comply with pertinent Arizona Statutes, clearly define the purpose, work statement, budget, and service units to be provided, and which include clauses which limit the County's exposure and liability.
8. The Department shall monitor the contracts to assure compliance and provision of service and shall require regular reports of expenditures and of the units of service provided. The Department shall require compliance with ARS 11.624 regarding financial audits and may specify additional audit and reporting requirements.
9. The Department shall summarize and report to the County Manager and the Board annually or as often as they shall require regarding OA expenditures and performance.

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10. Payment to the contractor shall normally be on a cost reimbursement basis. Continued reimbursement shall depend upon reasonable progress toward meeting the service objectives. Advances may be made to the agency. Such advances shall be a debt owed to the County which is to be repaid by the contractor. The Community Services Director shall determine the legitimacy of costs, the reasonableness of progress and the need for the amount of advances.
11. The Department shall be funded for the staff needed to review proposals and prepare recommendations, and to write and monitor contracts and perform other duties related to the program.

Responsible Departments

1. County Manager
2. Community Service Department

Sunset Provision

This policy will be reviewed for continuance by 12-31-93.

Effective Date: 04/23/91