



**PIMA COUNTY**

Grants Management & Innovation Department

June 20, 2018

Federal Railroad Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue SE  
Washington, DC 20590

Re: Pima County Grants Management & Innovation Department  
Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Proposal  
Firm Commitment of Match

To Whom It May Concern:

This letter shall act as firm commitment of match by the Pima County Grants Management & Innovation Department (GMI). The GMI match is an in-kind contribution of \$39,179.00.

**In-Kind Match of \$39,179.00**

The table below provides a more detailed explanation regarding this in-kind contribution comprising the GMI match related to Pima County’s CRISI Grant Proposal.

<b>In-Kind Time and Effort GMI Personnel</b>	<b>Match Amount Committed (Salary + Fringe Across Years 1 and 2)</b>	<b>FTE % - CRISI</b>
<p><b>Grant Compliance and Performance Oversight</b> → Molly Hilber (Grant Writer), Pima County Grants Management &amp; Innovation (GMI) Department</p> <ul style="list-style-type: none"> <li>• Ensure programming compliance with federal regulations articulated with federal grant agreement as well as 2 CFR 200</li> <li>• Assist County program management with creation and monitoring of implementation plans, benchmarks, and grant evaluation and reporting</li> <li>• Monitor and troubleshoot spend-down ratio of grant on monthly basis with Program Management and GMI/Finance Bureau.</li> </ul>	<p><b><u>Year One, Salary + Fringe = \$2,871.10</u></b> Salary: \$2,045.89 Fringe*: \$ 825.21</p> <p><b><u>Year Two, Salary + Fringe = \$2,871.10</u></b> Salary: \$2,045.89 Fringe*: \$ 825.21</p> <p>*Fringe rate for Molly Hilber is .403351</p> <hr/> <p><b><u>TOTAL FOR Y1 &amp; Y2:      \$5,742.54</u></b></p>	<p>4% FTE</p>



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<b>In-Kind Time and Effort PWA Personnel (cont'd)</b>	<b>Match Amount Committed (Salary + Fringe Across Years 1 and 2) (cont'd)</b>	<b>FTE % - CRISI (cont'd)</b>
<p><b>Fiscal Management Oversight</b> →Principal Accountant, Pima County Grants Management &amp; Innovation (GMI) Department</p> <ul style="list-style-type: none"> <li>• Reconcile and analyze expenses and other documentation</li> <li>• Prepare Quarterly Reports</li> <li>• Prepare Drawdown Reports</li> </ul>	<p><b><u>Year One, Salary + Fringe = \$8,595.03</u></b> Salary: \$ 6,358.96 Fringe*: \$ 2,236.07</p> <p><b><u>Year Two, Salary + Fringe = \$8,595.03</u></b> Salary: \$ 6,358.96 Fringe*: \$ 2,236.07</p> <p>*Fringe rate estimated for Principal Accountant is .351641</p> <hr/> <p><b><u>TOTAL FOR Y1 &amp; Y2:        \$17,190.06</u></b></p>	<p>10% FTE</p>
<p><b>Fiscal Oversight</b> →Principal Analyst #1, Pima County Grants Management &amp; Innovation (GMI) Department</p> <ul style="list-style-type: none"> <li>• Ensure compliance with federal regulations articulated with federal grant agreement as well as 2 CFR 200</li> <li>• Monitor administrative and fiscal activities and prepare related reports, ensuring compliance with all related requirements</li> </ul>	<p><b><u>Year One, Salary + Fringe = \$4,122.80</u></b> Salary: \$ 3,017.85 Fringe*: \$ 1,104.95</p> <p><b><u>Year Two, Salary + Fringe = \$4,122.80</u></b> Salary: \$ 3,017.85 Fringe*: \$ 1,104.95</p> <p>*Fringe rate for Principal Analyst #1 is estimated at .366138</p> <hr/> <p><b><u>TOTAL FOR Y1 &amp; Y2:        \$8,245.60</u></b></p>	<p>5% FTE</p>



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<b>In-Kind Time and Effort PWA Personnel (cont'd)</b>	<b>Match Amount Committed (Salary + Fringe Across Years 1 and 2) (cont'd)</b>	<b>FTE % - CRISI (cont'd)</b>
<p><b>Fiscal Oversight</b> →Principal Analyst #2, Pima County Grants Management &amp; Innovation (GMI) Department</p> <ul style="list-style-type: none"> <li>• Ensure compliance with federal regulations articulated with federal grant agreement as well as 2 CFR 200</li> </ul> <p>Monitor administrative and fiscal activities and prepare related reports, ensuring compliance with all related requirements</p>	<p><b><u>Year One, Salary + Fringe = \$4,000.14</u></b> <u>Salary:</u> \$ 3,179.88 <u>Fringe*:</u> \$ 820.26</p> <p><b><u>Year Two, Salary + Fringe = \$4,000.14</u></b> <u>Salary:</u> \$ 3,179.88 <u>Fringe*:</u> \$ 820.26</p> <p>*Fringe rate for Principal Analyst #2 is estimated at .257953</p> <hr/> <p><b><u>TOTAL FOR Y1 &amp; Y2:</u>      \$8,000.28</b></p>	<p>5% FTE</p>
<p><b>GRAND TOTAL Pima County GMI In-Kind Contribution (Y1 &amp; Y2): \$ 39,178.48**</b></p> <p style="text-align: right;"><b>**rounded to \$39,179.00</b></p>		

Thank you for your consideration, and please let us know if there are any questions regarding the details of the Pima County GMI firm match commitment related to the Pima County CRISI Grant Proposal: [Regina.Kelly@pima.gov](mailto:Regina.Kelly@pima.gov); (520) 724-6679.

Sincerely,

Regina Kelly  
Director  
Grants Management & Innovation