



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: June 6, 2017

or Procurement Director Award

Contractor/Vendor Name (DBA): CODAC Health, Recovery & Wellness, Inc.

Project Title/Description:

United States Housing and Urban Development (USHUD) Continuum of Care Program (CoC) - Project Advent, a rapid rehousing program for people experiencing homelessness in Pima County.

Purpose:

This amendment with CODAC Health, Recovery & Wellness, Inc., a subrecipient under Project Advent, is designed to assist at least 50 homeless families, individuals, and veterans to become self-sufficient through the Sullivan Jackson Employment Center for the Homeless (SJEC) during the period July 1, 2017 to June 30, 2018.

A standardized assessment tool is used to match participants to SJEC. Program participants then enter Rapid Rehousing through CODAC. Once housing is stabilized, CODAC works with participants to ensure children are in school, access to food sources are available, and household items are obtained. SJEC then begins to work with participants to obtain full-time employment. After clients find work, they begin to contribute toward the rent with the goal of becoming self-sufficient within six months.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

CODAC Health, Recovery & Wellness, Inc. will provide Rapid Rehousing to a minimum of 50 participants (a homeless family is considered one participant). All program participants will complete Employability Skills Training and at least 70% will obtain unsubsidized housing after completing the program.

Public Benefit:

The Project Advent program provides a method for homeless individuals and families to obtain housing and employment.

Metrics Available to Measure Performance:

As a USHUD program, metrics are measured through the Homeless Management Information System (HMIS).

Retroactive:

N/A

To: COB - 5-19-17 (1)
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Procure Dept 05/18/17 PM 12:59

Original Information

Document Type: N/A Department Code: N/A Contract Number (i.e.,15-123): _____

Effective Date: N/A Termination Date: N/A Prior Contract Number (Synergen/CMS): N/A

Expense Amount: \$ _____ Revenue Amount: \$ _____

Funding Source(s): Not applicable for amendments

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? Yes No Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? Yes No Not Applicable to Grant Awards

Vendor is using a Social Security Number? Yes No Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 16-303

Amendment No.: 2 AMS Version No.: 5

Effective Date: Upon execution New Termination Date: 6/30/18

Expense Revenue Increase Decrease Amount This Amendment: \$ 141,290.00

Funding Source(s): United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) Program

Cost to Pima County General Fund: _____

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: *Charles Curry* 5/12/17

Deputy County Administrator Signature/Date: *SMW* 5/12/2017

County Administrator Signature/Date: *[Signature]* 5/18/17
(Required for Board Agenda/Addendum Items)



DEPARTMENT OF FINANCE AND RISK MANAGEMENT

January 27, 2016

Teri Kaja, Controller
CODAC Behavioral Health Services
1650 E. Flort Lowell, Suite 202
Tucson, AZ 85719

Subject: Monitoring Fiscal Review Follow-up

Dear Ms. Kaja,

On January 5, 2016, Sheryl Eaton and Cheryl Dimmick, Pima County Finance & Risk Management, Principal Finance Accountants met with Katelyn See to conduct a follow up review of findings noted in our fiscal review on February, 9, 2015. On behalf of Pima County, we extend our appreciation for the cooperation and assistance received from your staff during the follow-up review.

The follow-up review consisted of reviewing: April, 2015 and June, 2015 for CT,CS,14*457.

After completing the follow-up review, the County finds that:

Finding #1: Federal grant funds reimbursement requests for August 2014 included charges to award for salary and wages that are not supported by an after-the-fact determination of the actual activity of each employee as specified in OMB Circular A-122, Attachment B, paragraph 8.m.(2) (a).

✓ This item has been resolved by showing where the employee worked on the ADP timecard backup documentation presented during the follow-up review. Pima County recommends that CODAC continue to follow the current OMB guidance rules.

Observation #1: CODAC Behavioral Services submitted the August and November 2014 request for payments for Pima County contract CT,CS,14*457 to the County after the 5th working day of each month following each month of service. This item has been fully resolved as we found that although the April, 2015 invoice submission date, 5/28/15, was not timely, the June, 2015 invoice was submitted within the contract guidelines. We recommend that CODAC continue to follow the terms in Section 3.0 of the current contract #CT,CS,15*501 with Pima County.

Observation #2: CODAC Behavioral Services did not submit reimbursement requests to the County for Pima County contract CT,CD,14*386. This item has been fully resolved as the contract CT,CD,14*386 expired September 30, 2014 without any invoices submitted to Pima County.

Additional issues found during the follow-up review:

Observation #3: The employee benefits charged to Pima County do not match the listed amounts on the ADP employee snapshot given to Pima County by CODAC as backup documentation for the employee Michelle Skinner.

Keith Dommer, Director

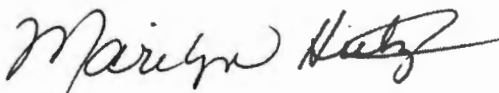
130 W. Congress, 6th Floor, Tucson, Arizona 85701-1317 Ph: (520) 724-8496 Fax: (520) 770-4173

Observation #4: The Federal Indirect Rate charged to Pima County in the Administrative Costs line item of contract CT-CD-14*457 is incorrect as a result of CODAC's Cognizant Agency's review of the Provisional rate and adjustment to Final. CODAC has been using a Provisional rate of 26.00% for 7/1/13 to 6/30/15 in accordance with the indirect cost rate agreement from HHS dated 7/24/14. The Provisional rate for 7/1/13-6/30/14 was reduced to 24.70% and updated to Final in the Agreement letter from HHS dated 8/25/15. This agreement also provides for a Provisional rate of 24.70% for the period of 7/1/14-6/30/16. This is a lower amount than previously awarded and has caused CODAC Behavioral Services to over report the 7/1/14-6/30/15 combined Administration Costs and Match amount by \$2,528.30 ($\$130,513.30 \text{ direct costs} \times 24.7\% = \$32,236.79$, however the amount reported is $\$4,530.34 \text{ Admin} + \$30,234.75 \text{ Match} = \$34,765.09$). Please provide Pima County with additional costs paid by CODAC that can be attributed to this contract. This change did not affect the match amount reported to Pima County for 7/1/13-6/30/14 because the Federal Indirect Rate method was not used as match for this timeframe.

We appreciate the progress you have made to date. In an effort to fully resolve the observations above, we will be providing technical assistance training to your agency. Please call Laura Samuelson at 724-7706 within the next month to set up an appointment for this guidance. A full review monitoring visit will take place within 6 months after the training event takes place.

Your continued cooperation in developing quality public service programs within our community is greatly appreciated.

Sincerely,



Marilyn Hutzler
Division Manager
Pima County Grants Management

cc. Charles Casey, Director, Community Services, Employment and Training

**PIMA COUNTY COMMUNITY SERVICES,
EMPLOYMENT AND TRAINING DEPARTMENT
SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC)
PROFESSIONAL SERVICES CONTRACT**

Program Name: United States Housing and Urban
Development Continuum of Care Program –
Project Advent

Awardee: CODAC Health, Recovery & Wellness, Inc.
1650 E. Ft. Lowell Rd, Suite 202
Tucson, AZ 85719

Contract No: CT-CS-16-303

Amendment No: 02

Funding: United States Housing and Urban
Development (USHUD)-Continuum of Care
(CoC) Program

CONTRACT

NO. CT-CS-16-303

AMENDMENT NO. 02

This number must appear on all
invoices, correspondence and
documents pertaining to this
contract.

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$136,706.00
Term Prior Amendment:	N/A	Prior Amended Amount:	\$ 4,584.00
Term This Amendment	06/30/18	Amount This Amendment:	\$141,290.00
		Revised Contract Amount:	\$282,580.00

Pima County, a body politic and corporate of the State of Arizona ("County") and CODAC Health, Recovery & Wellness, Inc., a non-profit corporation registered to do business in the State of Arizona ("Awardee") have entered into the above-referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

AMENDMENT TWO

- A. Funding for the contract is from the United States Housing and Urban Development ("HUD").
- B. HUD has awarded additional CoC Program funds for an additional year of Project Advent case management, housing assistance, transportation and other supportive housing services to the homeless.
- C. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to provide another year of Project Advent services.
- D. County has reviewed Awardee's performance and finds it satisfactory.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

1. SECTION 1.0 – TERMS AND EXTENIONS, paragraph 1.1 is amended as follows:

1.1 The termination date is changed:

FROM: June 30, 2017

TO: June 30, 2018

- 1.2 The number of available renewals is changed:
 FROM: four (4) 12-month periods or any portion thereof
 TO: three (3) 12-month periods or any portion thereof

2. **SECTION 3.0 – COMPENSATION AND PAYMENT**, paragraph 3.1 is deleted in its entirety and replaced with the following:

- 3.1 In consideration for the services specified in **Exhibit A** of this Contract, County agrees to pay Awardee as follows:

Dates of Services	Amount allocated
July 1, 2016 – June 30, 2017	\$141,290.00
July 1, 2017 – June 30, 2018	\$141,290.00
Maximum Allocated Amount	\$282,580.00

Any funds not expended by June 30 of the current calendar year, must be returned to County.

3. **EXHIBIT A – SCOPE OF WORK** is amended as follows:

- 3.1 **SECTION 2 - PROGRAM ACTIVITIES – AWARDEE**, Section 2 – Case Management is amended as follows:

- 3.1.1 Paragraph 2.1.3 is deleted in its entirety and replaced with the following:

Mileage, at approved county rate, for visiting and monitoring program participants.

- 3.1.2 Paragraph 2.1.4.3 -- Housing Assistance is amended as follows:

- 3.1.2.1 The first sentence of paragraph 2.1.4 is deleted and replaced with the following:

Awardee will provide assistance in the selection of RRH to the number of participants set forth in paragraph 5.1 below. RRH selected must be appropriate to the individual’s household size, needs, and potential earned income.

- 3.1.2.2 Paragraph 2.1.4.3, the second sentence is deleted in its entirety and replaced with the following:

Rental payments by program participants paid directly to the landlord are not to be considered “match” with regards to the cash match requirements of Continuum of Care (CoC) programs.

3.2 **SECTION 5 – PROGRAM GOALS/PREDICTED OUTCOMES**, paragraph 5.1 is deleted in its entirety and replaced with the following:

- 5.1 Awardee will provide RRH, case management and associated services to participants as follows (a homeless family is considered one (1) participant).

Period of Service	Minimum number of participants served
July 1, 2016 – June 30, 2017	50
July 1, 2017 – June 30, 2018	50
Total served	100

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3.3 SECTION 6 – BUDGET, paragraph 6.1 is amended to add:

For services provided **July 1, 2017 through June 30, 2018**, Awardee will be paid in accordance to the following table:

BUDGET LINE ITEM	AMOUNT
Case Management	\$32,000.00
Rental Assistance	\$97,512.00
Transportation	\$1,155.00
Moving costs	\$3,000.00
Utility Deposits	\$3,000.00
Administrative Costs	\$4,623.00
Total Program Budget	\$141,290.00

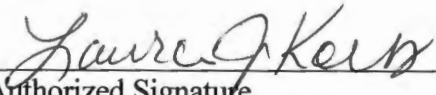
Any other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

AWARDEE:

Chair, Pima County Board of Supervisors



Authorized Signature

Date: _____

Laura J. Kolb Sr VP Admin Soc

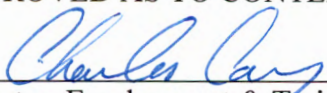
Printed Name & Title

ATTEST:

Date: 3.27.17

Clerk of the Board Date

APPROVED AS TO CONTENT:



Director, Employment & Training

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

**Tucson/Pima County HMIS
 Clients Served Summary for All Selected Programs
 For the Period from 7/1/16 to 4/30/17**

Output	Persons in HH without Children	Persons in HH with Children	Total Persons
Unduplicated Clients Served	13	92	105
Duplicated Clients (# of Entries)	13	92	105
Clients Exiting During Period	13	71	84
Clients in Program at Beginning of Period	3	15	18
Clients in Program at End of Period	0	21	21
New Clients During Period	0	0	0
Average Number of Clients Served	3.11	29.18	32.29
Total Number of Bednights (shelter and housing programs only)			

**Tucson/Pima County HMIS
 Clients Served Summary by Program
 For the Period from 7/1/16 to 4/30/17**

CODAC - Advent RRH(343)

Output	Persons in HH without Children	Persons in HH with Children	Total Persons
Unduplicated Clients Served	13	92	105
Duplicated Clients (# of Entries)	13	92	105
Clients Exiting During Period	13	71	84
Clients in Program at Beginning of Period	3	15	18
Clients in Program at End of Period	0	21	21
New Clients During Period	0	0	0
Average Number of Clients Served	3.11	29	32.29
Total Number of Bednights (shelter and housing programs only)		0	

**Tucson/Pima County HMIS
Clients Served Detail
For the Period from 7/1/16 to 4/30/17**

CODAC - Advent RRH(343)

Client Last Name	Client First Name	Client ID	Household ID	Entry Date	Exit Date	New Client
Adams	Danie	50751	6477	2/22/17		No
Adams	Steve	50750	6477	2/22/17		No
Anker	Peggy	21307	4480	12/2/16		No
Au-Miller	Akela	46780	6061	9/26/16		No
Au-Miller	Maya	46779	6061	9/26/16		No
Au-Miller	Renee	47023	6061	9/26/16		No
Ayala	Melissa	49014	6323	11/23/16	1/31/17	No
Benavidez-Pugal	Karmadaii	43069	5598	6/28/16	9/14/16	No
Bidlack (Leos)	Aaron	45599		8/8/16	9/7/16	No
Boyer	Esther	34096	4309	6/7/16	9/9/16	No
Boyer Keys	Alijah	35490	4309	6/7/16	9/9/16	No
Boyer Keys	Brooklyn	35491	4309	6/7/16	9/9/16	No
Carter	Michelle	39422	5016	7/5/16	9/9/16	No
Claridge	Annie	37433	3961	7/6/16	9/14/16	No
Coates	Elijah	47135	6068	9/14/16	10/31/16	No
Coronado	Gabriella	46915	6047	7/20/16	1/31/17	No
Coronado	Janelle	46936	6047	7/20/16	1/31/17	No
Cruz	Alicia	47461	6114	8/24/16	10/31/16	No
Cruz	Paulina	47460	6114	8/24/16	10/31/16	No
Cruz	Rafael	47459	6114	8/24/16	10/31/16	No
Cruz	Ralph	32507	6114	8/24/16	10/31/16	No
Cuyler	Samantha	21310	4480	12/2/16		No
Flowers	Dwight	47346		9/30/16	12/31/16	No
Galloway	Frank	46051		5/23/16	7/31/16	No
Galvan	Sylvia	43064	5598	6/28/16	9/14/16	No
Gibson	Sheena	38897		8/31/16	11/16/16	No
Gonzales	Abdiel	48653	6263	10/26/16	2/28/17	No
Gonzales	Adamari	48634	6263	10/26/16	2/28/17	No
Gonzales	Candis	48652	6263	10/26/16	2/28/17	No
Gonzales Perez	Aiven	47622	6137	10/24/16		No
Gonzales Perez	Teddy	47624	6137	10/24/16		No
Gonzales Perez	Thomas	47623	6137	10/24/16		No
Granlee	Christine	35409	5673	1/5/16	7/31/16	No
Grijalva	Angelica	46923	6047	7/20/16	1/31/17	No
Halverson	Aurora	40400	5175	3/22/16	9/9/16	No
Halverson	Verna	40068	5175	3/22/16	9/9/16	No
Harris	Ella	30420	3761	10/14/16	4/4/17	No
Harris	Jaya	30419	3761	10/14/16	4/4/17	No
hills	Jack	43502	5673	1/5/16	7/31/16	No

**Tucson/Pima County HMIS
Clients Served Detail
For the Period from 7/1/16 to 4/30/17**

CODAC - Advent RRH(343)

Client Last Name	Client First Name	Client ID	Household ID	Entry Date	Exit Date	New Client
hills	Silas	43503	5673	1/5/16	7/31/16	No
Huges	Joshua	47952	6174	9/26/16	2/23/17	No
Hughes	Kyleigha	47949	6174	9/26/16	2/23/17	No
Joe	Marilyn	47064	6068	9/14/16	10/31/16	No
Johnson	Janessa	22697	2846	2/9/17		No
Johnson	Juanita	22696	2846	2/9/17		No
Kermgard	Dalilah	50051	6174	10/8/16	2/23/17	No
Kermgard	Daniel	50050	6174	10/8/16	2/23/17	No
KERMGARD	ROBERT	47948	6174	9/26/16	1/12/17	No
KNOX	BEAU	51678	6571	4/25/17		No
Leyva	Brenda	31992	3961	7/6/16	9/14/16	No
Lopez	Alex	46906	6044	12/21/16	4/3/17	No
LOPEZ	ALEX	49414	6044	12/21/16	4/3/17	No
Mattox	Drake	46781	6061	9/26/16		No
McBride	April	44569	5778	7/5/16	9/8/16	No
McElroy	Decora	45626		6/30/16	9/8/16	No
McKay	Angie	43082		5/26/16	9/8/16	No
McKelvy	Evan	46347		10/5/16	1/31/17	No
McWhorter	Andrea	47679		9/12/16	10/31/16	No
Montano	Angelina	16263	6081	8/8/16	9/14/16	No
Moore	Brittney	48082	6188	10/7/16	11/30/16	No
Moore	Kaylee	48083	6188	10/7/16	11/30/16	No
Moore	Kelley	34020	6188	10/7/16	11/30/16	No
Moreno	Magdalena	45600		9/8/16	10/31/16	No
Munngih	Tiana	39680	5016	7/5/16	9/9/16	No
Ocampo	Amaris	32829	3961	7/6/16	9/14/16	No
Ocampo	Izabella	34193	3961	7/6/16	9/14/16	No
Olaque	Yvonne	31878	3934	12/27/16		No
Olaque	Athina	31908	3934	12/27/16		No
Olea-Walton	Gabriella	38936	5324	7/7/16	7/27/16	No
Paredes	Cecilia	47163	6081	8/8/16	9/14/16	No
Payne	Carleton	32667		11/3/16	12/1/16	No
Pettit	Sharli	44403		10/31/16	2/9/17	No
Pickens	Jason	47067	6068	9/14/16	10/31/16	No
Pickens	Scott	47068	6068	9/14/16	10/31/16	No
Pliler	Caleb	44572	5778	7/5/16	9/8/16	No
Pliler	Chloe	44571	5778	7/5/16	9/8/16	No
Pliler	Joshua	44570	5778	7/5/16	9/8/16	No
Rodriguez	Christian	48233	6200	11/22/16	3/23/17	No
Rodriguez	Joe	48234	6200	11/22/16	3/23/17	No

**Tucson/Pima County HMIS
Clients Served Detail
For the Period from 7/1/16 to 4/30/17**

CODAC - Advent RRH(343)

Client Last Name	Client First Name	Client ID	Household ID	Entry Date	Exit Date	New Client
Ruelas	Gina	47414	6200	11/22/16	3/23/17	No
Ruggiero	Angela	45518	5880	10/3/16	1/31/17	No
Ruggiero	Matthew	45534	5880	10/3/16	1/31/17	No
Ruggiero	Robert	45535	5880	10/3/16	1/31/17	No
Ruggiero	Thomas	45533	5880	10/3/16	1/31/17	No
Ryles	Tabitha	46905	6044	12/21/16	4/3/17	No
Snelgrove	William	49128	6323	11/23/16	1/31/17	No
Sovey	Irene	45328	5850	3/22/16	7/31/16	No
Sovey	Jessica	45334	5850	3/22/16	7/31/16	No
Sovey	Todd	29484	5850	3/22/16	7/31/16	No
Storm	Christopher	39423	5016	7/5/16	9/9/16	No
Taylor	Erica	48236	6200	11/22/16	3/23/17	No
Taylor	Layla	48235	6200	11/22/16	3/23/17	No
Taylor	Ryan	48237	6200	11/22/16	3/23/17	No
Teves	Daemon	47951	6174	9/26/16	2/23/17	No
Tokar	Judd	46002	5929	5/26/16	7/31/16	No
Tokar	Zoey	25711	5929	5/26/16	7/31/16	No
Valenzuela	Thomasina	30417	3761	10/14/16	4/4/17	No
Valenzuela	Savanna	16325		10/18/16	1/31/17	No
Valenzuela	Anozira	47621	6137	10/24/16		No
Valenzuela	Nathaniel	50923	6137	2/11/17		No
Vasquez	Cassandra	47268	6137	10/24/16		No
Walton	Christopher	45960	5324	7/7/16	7/27/16	No
WEST	MARGARET	51677	6571	4/25/17		No
YOUNG	CYNTHIA	47109		9/19/16	1/31/17	No
YRIGOLLA	ANTHONY	51646	6571	4/25/17		No

**Tucson/Pima County HMIS
Clients Served Report
Additional Information**

User Prompt	Value(s) Selected
Select Provider:	CODAC - Advent RRH(343)
Enter Start Date:	7/1/16
Enter End Date PLUS 1 Day:	5/1/17