



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 18, 2018

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

SER-Jobs for Progress of Southern Arizona, Inc.

***Project Title/Description:**

Work Assistance for the Homeless -- A part of the Pima County Sullivan Jackson Employment Center (SJEC) network to assist people experiencing homelessness in Pima County to become self-sufficient. The original contract and amendments may be found under CT-16*358. Search for contract number 16*358 in eContracts.

***Purpose:**

This amendment allows SER, a subrecipient, to continue providing additional critical workforce activities to homeless youth, veterans, families, individuals and ex-offenders as part of the SJEC program.

SER will continue to provide an outreach function to individuals and families living in washes, cars and other sites by responding to contacts under County Homeless Protocol. As part of the outreach, basic assessment is conducted and a search for Permanent Housing is made. Contractor also provides emergency shelter/motel vouchers for families to maintain family unity and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning youth for the purpose of safety.

SER will continue to provide case management and support services to participants engaged in SJEC's program. Support services are in addition to those normally available through CSET's system such as bicycles and household goods for families and individuals moving into Rapid Rehousing. Rapid Rehousing is considered by the Department Housing and Urban Development to be Permanent Housing that maintains a "Transition-in-Place" approach to housing people experiencing homelessness.

This amendment will provide additional funding of \$34,900.

Attachment: Contract Number CT-CS-16-358 (Amendment 4)

***Procurement Method:**

RFP-CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

SER will provide case management to sixty-four (64) individuals and outreach to five hundred and twenty-five (525) individuals. Emergency motel vouchers will be increased to serve up to seventy-two (72) unduplicated families and individuals.

***Public Benefit:**

The program provides a path for people experiencing homelessness in Pima County to find and maintain employment and housing.

***Metrics Available to Measure Performance:**

SER will report monthly numbers of participants who completed the program and average wage of placement.

***Retroactive:**

No.

To: COB- 11-26-18
88-5
(1)

Contract / Award Information

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

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

☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No**If Yes, is the Contract to a vendor or subrecipient?**Were insurance or indemnity clauses modified? ☐ Yes ☐ No*If Yes, attach Risk's approval.*Vendor is using a Social Security Number? ☐ Yes ☐ No*If Yes, attach the required form per Administrative Procedure 22-73.***Amendment / Revised Award Information**Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16-358Amendment No.: 4 AMS Version No.: 41Effective Date: 12/18/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 34,900.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** U.S. Department of Labor - LEAP 2, U.S. Dept of Housing & Urban Development, AZ Dept of Economic Security, State of AZ Housing Program Fund, City of Tucson, and Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ _____ % 8**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____***All Funding Source(s) required:*****Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ _____ % _____***Match funding from other sources?** ☐ Yes ☐ No If Yes \$ _____ % _____***Funding Source:** _____***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____Contact: Rise HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date: [Signature]Deputy County Administrator Signature/Date: [Signature] 11/21/2018County Administrator Signature/Date: [Signature] 11/21/18
(Required for Board Agenda/Addendum Items)

PIMA COUNTY COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT PROFESSIONAL SERVICES CONTRACT		
Program Name:	Workforce Assistance for the Homeless	
Awardee:	SER-Jobs for Progress of Southern Arizona, Inc. 40 West 28th Street Tucson, AZ 85713	
DUNS:	964816636	
SAM Registration Date:	3/20/18	
Contract No:	CT-CS-16-358	
Amendment No:	04	
Funding:	U.S. Department of Labor (DOL) – LEAP 2, U.S. Department of Housing and Urban Development (“HUD”), Arizona Department of Economic Security (“ADES”), State of Arizona Housing Program Fund (“AZHPF”), City of Tucson, and Pima County General Funds	

CONTRACT

NO. CT-CS-16-358

AMENDMENT NO. 04

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

Is this a Research and Development Contract: NO

Awardee is a X Subrecipient Contractor

Match NO Indirect Costs NO

Award Date	Contract No.	CFDA	Program Description	National/State Funding	Pima County Award
2018	AZ0027L9T011609 AZ0032L9T011609 AZ0042L9T011609 AZ0167L9T011601	14.267	Continuum of Care Homeless Program (“CoC”)	\$1,890,000,000.00	\$1,287,973.00
2018	DI18-002139	93.667	ADES Social Services Block Grant - Title 20 (“SSBG”)	\$1,700,000,000.00	\$40,000.00
2017	City of Tucson 18490	14.267	ECHO Permanent Supportive Housing Program	\$1,890,000,000.00	\$101,129.00
2018	ADOH 563-17	N/A	Pima County Links Rapid Rehousing Project (“PCLRRP”)	\$2,000,000.00	\$400,000.00
2017	ESG HUD 2017-18	14.231	Emergency Solutions Grant (“ESG”)	\$310,000,000.00	\$235,286.00
2018	LEAP-2	17.270	Reintegration of Ex-Offenders	\$5,000,000.00	\$492,441.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$472,610.50
Term Prior Amendment:	06/30/19	Prior Amended Amount:	\$1,188,707.02
Term This Amendment	06/30/19	Amount This Amendment:	\$34,900.00
		Revised Contract Amount:	\$1,696,217.52

Pima County ("County"), a body politic and corporate of the State of Arizona and SER-Jobs for Progress of Southern Arizona, Inc. ("Awardee"), a non-profit corporation registered to do business in the State of Arizona have entered into the above-referenced contract to provide workforce development services for homeless adults and youth.

AMENDMENT FOUR

- A. Contractor, pursuant to its response to RFP-CSET-WFS-2016-06 ("the RFP"), was awarded this contract for workforce development services.
- B. County received funds from the U.S. Department of Labor ("DOL") Employment and Training Administration for the Linking to Employment Activities Pre-Release Program ("LEAP-2")
- C. The LEAP-2 grant has been extended until June 30, 2019 and County has remaining funds for the provision of workforce development services to enable transitioning offenders to prepare for employment prior to release.
- D. Under the terms of this Contract, Awardee provides a Homeless Case Manager ("HCM") and Homeless Outreach Specialist ("HOS") to evaluate, counsel and place individuals into appropriate job skills training and activities and make appropriate referrals to job opportunities.
- E. County finds that Awardee, as Subrecipient, has the capacity to utilize the LEAP-2 grant funds to provide eligible services.
- F. Under the terms of the Contract, Awardee is the Subrecipient of a U.S. Department of Housing and Urban Development Emergency Solutions Grant ("HUD"ESG") to provide motel vouchers for families with children and youths experiencing homelessness.
- G. County has received additional HUD ESG funds.
- H. County finds that Awardee has the capacity to use these HUD ESG funds to provide additional motel vouchers for unduplicated families and individuals.
- I. County has reviewed Awardee's performance of the services and finds it satisfactory.

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

1. SECTION 3.0 – COMPENSATION AND PAYMENT is amended as follows:

1.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount":

FROM: \$1,661,317.52

TO: \$1,696,217.52

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1.2 Paragraph 3.2, the table is deleted in its entirety and replaced with the following:

Funding Source	Maximum Amount Allocated			
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Anticipated Expenditure
HUD CoC	\$376,696.50	\$353,962.50	\$386,633.46	\$1,117,292.46
SSBG	\$40,000.00	\$40,000.00	\$40,000.00	\$120,000.00
ECHO	\$8,653.00	\$75,748.00	\$75,556.39	\$159,957.39
PCLRRP	-0-	\$43,190.00	\$41,204.00	\$84,394.00
HUD ESG	-0-	\$20,000.00	\$24,000.00	\$44,000.00
LEAP-2	-0-	-0-	\$25,000.00	\$25,000.00
Pima County General Funds ("PCGF")	\$47,261.00	\$47,261.00	\$51,051.67	\$145,573.67
Anticipated Expenditure TOTAL	\$472,610.50	\$580,161.50	\$643,445.52	\$1,696,217.52

1.3 Paragraph 3.10 is deleted in its entirety and replaced with the following:

3.10 Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:

3.10.1. The change may not increase or decrease the maximum allocated amount.

3.10.2. Agency must submit a written request for the line item change on or before May 15 of the contract year. The written request must contain a detailed explanation of:

3.10.2.1. The reason the change is necessary; and

3.10.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.

3.10.3. The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Agency prior to submitting the written request for a budget line item change.

3.10.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.

1.4 Paragraph 3.15 is added to read:

3.15. Any change that increases or decreases the Maximum Allocated Amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

1.5 Paragraph 3.16 is added to read:

3.12. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.10 and 3.15 above will be at Agency's own risk.

2. **EXHIBIT A-1 – SCOPE OF WORK, WORK STATEMENT NO. 1 – OUTREACH, CASE MANAGEMENT & GENERAL ADMINISTRATION SERVICES, SECTION 2 – STAFF ACTIVITIES** is amended as follows:

2.1 **Paragraph 2.1.2.** is amended to increase the monthly case load of active participants at SJEC:

FROM: 60 for each HCM

TO: 64 for each HCM

2.2 **Paragraph 2.2.2.** is amended to increase the number of contacts made by the HOS:

FROM: 500 individuals

TO: 525 individuals

3. **EXHIBIT A-2 – WORK STATEMENT NO. 4 – EMERGENCY SERVICES MOTEL VOUCHERS**, Paragraph 2.1 is amended to increase the number of motel vouchers provided:

FROM: up to sixty (60) unduplicated families and individuals

TO: up to seventy-two (72) unduplicated families and individuals

4. 2018-2019 Budgets for Work Statements 1 and 4 have been revised and the revised budgets are listed in **Exhibit B** attached to this Amendment No. 4.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon 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:

Chairman, Pima County Board of Supervisors

Date: _____

AWARDEE:

Authorized Signature

CHRISTOPHER J. DUNN
Printed Name & Title

ATTEST:

Date: 19 Nov 2018

Clerk of the Board

Date

APPROVED AS TO CONTENT:

[Signature]
Director, Employment & Training

APPROVED AS TO FORM:

[Signature]
Karen S. Friar, Deputy County Attorney

EXHIBIT B
Workforce Assistance for the Homeless
Work Statements No. 1, 2, 3, 4 - Budgets 2018-2019

WORK STATEMENT NO. 1 -- OUTREACH, CASE MANAGEMENT & GENERAL ADMINISTRATION SERVICES

Budget Item	Funding Source	Projected Amount July 1, 2018 - June 30, 2019
Salary and Fringe (No Overtime)	HUD CoC	\$182,960.06
	ECHO	\$47,273.98
	HPF - PCLRRP	\$26,790.33
	OSRRH	\$30,491.72
	SSBG	\$17,511.96
	PCGF	\$6,789.78
	LEAP-2	\$23,253.39
Staff Development	PCGF	\$2,418.93
Travel	HUD CoC	\$2,488.05
	SSBG	\$2,488.04
	PCGF	\$2,488.04
	LEAP-2	\$1,746.61
Equipment/Supplies	n/a	\$0.00
Communications	n/a	\$0.00
Operating Costs	PCGF	\$10,917.63
TOTAL		\$357,618.52

WORK STATEMENT NO. 2 -- SUPPORTIVE SERVICES

Budget Item	Funding Source	Projected Amount July 1, 2018 - June 30, 2019
Support Services	HUD CoC	\$24,861.20
	ECHO	\$7,598.08
	HPF - PCLRRP	\$2,066.94
	OSRRH	\$1,188.49
	PCGF	\$26,037.29
Operating Costs	HUD CoC	\$3,888.94
	ECHO	\$684.33
	HPF - PCLRRP	\$1,601.73
TOTAL		\$67,927.00

WORK STATEMENT NO. 3 -- EMPLOYABILITY SKILLS WORKSHOPS

Program	Funding Source	- June 30, 2019
Employability skills for homeless	HUD CoC	\$136,255.00
Maximum number of workshops = 50	ECHO	\$20,000.00
Maximum number of workshop hours = 80	HPF - PCLRRP	\$10,745.00
Cost per workshop + \$3,830.00	OSRRH	\$4,500.00
	SSBG	\$20,000.00
TOTAL		\$191,500.00

WORK STATEMENT NO. 4 -- EMERGENCY SERVICES MOTEL VOUCHERS

Program	Funding Source	- June 30, 2019
Motel Vouchers	ESG	\$24,000.00
Operating Costs	PCGF	\$2,400.00
TOTAL		\$26,400.00

Key: HUD CoC = U.S. Department of Housing and Urban Development (HUD)-Continuum of Care Program
ECHO = City of Tucson ECHO Permanent Supportive Housing Program
HPF - PCLRRP = State of Arizona Housing Program Fund - Pima County Links Rapid Rehousing Project
OSRRH = HUD One Stop Rapid Rehousing
SSBG = Arizona Department of Economic Security Social Services Block Grant
PCGF = Pima County General Funds
ESG = HUD Emergency Solutions Grant
LEAP-2 = Reintegration of Ex-Offenders