



BOARD OF SUPERVISORS AGENDA ITEM REPORT

CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 9/15/2015

or Procurement Director Award

Contractor/Vendor Name: Our Family Services Inc
(DBA):

Project Title/Description:

Our Family Services, program "South Tucson Community Services"

Purpose:

This contract amendment is to transition Our Family Services program "South Tucson Community Services" to the YWCA of Southern Arizona that will allow the YWCA to continue providing children (ages 5-17) who have been homeless or are currently homeless with special developmental, social and academic needs to include homework tutoring sessions, guided play and reading activities. The YWCA recently purchased the property where this prevention program has taken place for many years and has taken the House of Neighborly Services under their management. The YWCA will retain the same direct staff as their employees and contract requirements that Our Family Services agreed on.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

The goal is to utilize the Outside Agency funding for the provision of improved wellbeing and social competence and improve better physical condition.

Public Benefit:

This program preserves the health of the County residents through the provision of activities for at-risk children and youth that are designed to promote community and family bonding, positive perceptions of self, personal achievement and to support the healthy interpersonal relationships.

Metrics Available to Measure Performance:

Eight children who are or have been homeless will participate in various program activities and demonstrate social skill development for positive interaction with others and four homeless children will receive homework tutoring that supports the academic needs and fosters positive attitude towards school and other issues.

Retroactive:

No

Original 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):

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

COB: 9-3-15

BOS: 9-15-15 Addendum

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Document Type: CT Department Code: CD Contract Number (i.e., 15-123): 150000000000000000302

Amendment No.: 2

AMS Version No.: 3

Effective Date:

New Termination Date:

Expense Revenue Increase Decrease Amount This Amendment: \$-66,500

Funding Source(s): Approved by BOS on 6/16/15

Cost to Pima County General Fund: \$-66,500

Contact: Ana Durazo, Program Coordinator

Department: Community Development & Neighborhood Conservation Telephone: 724-6750

Department Director Signature/Date: Margaret M. Full 09/01/2015

Deputy County Administrator Signature/Date: John - 1-2-2011

County Administrator Signature/Date: C. Karraschay 9/2/15
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY COMMUNITY
DEVELOPMENT AND NEIGHBORHOOD
CONSERVATION DEPARTMENT**

**AGENCY: Our Family Services, Inc.
2590 N. Alvernon Way
Tucson, Arizona 85712**

**PROJECT: Emergency Shelter Services,
Senior Companion Program, South Tucson
Community Services, and At-Risk
Children's Program**

CONTRACT NO.: 15*302

AMENDMENT NO. TWO (2)

CONTRACT	
NO. <u>CT-CD-15*302</u>	
AMENDMENT NO. <u>02</u>	
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

Original Contract Term: 07/01/2014-06/30/2015	Original Contract Amount: \$186,833.00
Termination Date Prior Amendment: 06/30/2016	Amount Prior Amendments: \$171,600.00
Termination Date This Amendment: 06/30/2016	Amount This Amendment: (\$66,500.00) Revised Contract Amount: \$291,933.00

AMENDMENT TWO

WHEREAS, Pima County ("COUNTY") and Our Family Services, Inc. ("AGENCY") have entered into the above-described contract; and

WHEREAS, AGENCY has transitioned the services provided under the South Tucson Community Services Program (the "Program") to the YWCA of Southern Arizona ("YWCA"); and

WHEREAS, YWCA agrees to continue providing the services for the Program; and

WHEREAS, YWCA purchased the property which is the base for the Program and has taken House of Neighborly Services under their management; and

WHEREAS, COUNTY is willing to approve this transition of the Program from AGENCY to YWCA.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. **ARTICLE II – SCOPE OF SERVICES**, Paragraph B is amended to change:

FROM: 1a. Provide services set forth in Exhibits A1-A4

TO: 1a. Provide services set forth in Exhibits A1, A2 and A4 and remove
Exhibit-A3

II. **ARTICLE III – COMPENSATION AND PAYMENT**, Paragraph A is amended to read as follows:

A. Change total payment amount:

FROM: \$358,433.00

TO: \$291,933.00

All other provisions of this Contract, including the provisions set forth in the Exhibits and attachments, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract Amendment on the dates written below.

PIMA COUNTY

Chair, Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board

Date

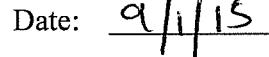
AGENCY



Authorized Signatory



Title



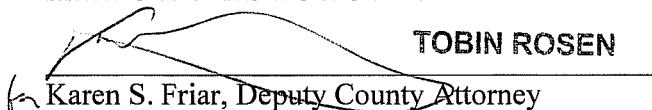
Date: 9/1/15

APPROVED AS TO CONTENT:


Margaret M. Kue 09/01/2015

Director, Community Development & Neighborhood Conservation

APPROVED AS TO FORM:



TOBIN ROSEN

Karen S. Friar, Deputy County Attorney

Pima County Outside Agency Program Fiscal Year 2015-16

Community Development and Neighborhood Conservation Department

Agency: Our Family Services, Inc.	Program: Emergency Shelter Services
Program Address: 2590 N. Alvernon Way Tucson, AZ 85712	Program Contact: Patti Caldwell, M.S.W Telephone 520-323-1708 Email pcaldwell@ourfamilyservices.org
Program Service Category: Support Services, Shelter & Domestic Violence	Program Award: \$35,200.00

- I. Program Overview:** Agency's "Emergency Shelter Services" ("the Program") offers immediate safe housing and supportive services to homeless families, couples and single individuals. The Program strives to create a pathway to self-sufficiency.
- II. Program Purpose:** The Program improves and enhances the economic welfare of the residents of Pima County by providing safe housing, financial assistance, help in the employment search and personal finance education. This Contract provides job retention for one employee
- III. Program Requirements:**
 - A. Activities:** Agency shall:
 1. Provide safe, supportive emergency housing for a maximum of four (4) consecutive months.
 2. When appropriate, give financial assistance to cover immediate needs, such as rent, utilities, furniture and child care.
 3. Develop a case management plan that identifies the specific barriers being faced and goals towards eliminating these barriers and to becoming self-sufficient.
 4. Determine each client's self-sufficiency matrix score upon entry into the Program and at exit.
 5. Provide individualized assistance with personal and household budgeting.
 6. Offer GED classes, vocational counseling and help develop goals for higher education.
 7. Assist with job searches and employment readiness.
 - B. Program Operations:**
 1. Housing: 24 hours per day, 365 days per year
 2. Supportive services: During normal office hours and evenings or weekends, as warranted.
 - C. Target Population:** The Program shall serve homeless families, couples and individuals.

D. A1-Deliverables and Public Benefits

Deliverable 1: Financial Assistance		Delivered to:	Public Benefit 1: Promote Health and Wellbeing: Obtained/Retained Safe, Affordable, Decent Housing
Units: <u><u>\$14,025.00</u></u> (#) <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights (housing or shelter) <input checked="" type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments	<u><u>11</u></u> (#)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units 	Metric: <ul style="list-style-type: none"> • Client Exit Interviews • Case Management Files <p><i>A minimum of 4 program participants who receive financial assistance for rent and utilities for four months will exit to permanent housing through the supportive services provided.</i></p> <p><i>Average assistance per individual: \$1,275.00.</i></p>

Deliverable 2: Shelter		Delivered to:	Public Benefit 2: Increased Individual Stability: Individuals or Families
Units: <u><u>11</u></u> (#) <input type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights (housing or shelter) <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments <input checked="" type="checkbox"/> Other (Describe: <u><u>Apartments</u></u>)	<u><u>11</u></u> (#)	<ul style="list-style-type: none"> <input type="checkbox"/> unduplicated individuals <input checked="" type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units 	Metric: <ul style="list-style-type: none"> • Self-Sufficiency Test <p><i>A minimum of 8 clients receiving scatter-site emergency housing will improve their self-sufficiency score by developing goals and addressing their barriers to independency.</i></p>

IV. A1-Budget:

Activity	FY 2015-2016 Award*
Administration	\$5280.00
Personnel	\$3,323.00
Fringe Benefits	\$632.00
Space (Rent & Utilities)	00.00
Operating	\$2,381.00
Travel (staff mileage)	\$300.00
Support Services	\$14,025.00
Staff Development	00.00
Materials and Supplies	\$9,259.00
Professional, Outside	00.00
TOTAL	\$35,200.00

* See attached Pima County Outside Agency Budget Detail

Pima County Outside Agency Budget Detail-A1

Agency: Our Family Services, Inc.

Program Name: Emergency Shelter Services

Section I Salaries & Training Specific to OA Budget								
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs	
Case Manager	10%	\$15.98	\$3.04	208			\$3,955.00	
Section I Total	\$3,955.00							
Section II General Program Costs Determination								
Program shares space, equipment with other programs?								
Total Program Space is divided by TOTAL AVAILABLE SPACE								
Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's								
Costs	Yearly Agency Total	Yearly Program Total	Description					
Rent								
Utilities								
Operating	459,847.00	2,381.00	Telephone, alarm, janitorial, landscaping, internet, insurance, Travel (mileage) etc. used by Program staff. Maintenance agreements may be included.					
Section II Total	\$2,381.00							
Section III All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization								
Type	Amount							
Materials & Supplies	\$9,259.00	Household consumable supplies						
Travel	\$300.00	Staff mileage to travel to client homes, program meetings and other business @ .45/mile						
Support Services	\$14,025.00	Rent, utilities, arrears, child care, moving costs, background checks for clients, furniture, household items, and other client needed supplies and materials						
Section III Total	\$23,584.00							
Section IV Program Administration Costs								
A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.								
Section IV Total	\$5,280.00							
Total OA Program Budget			\$35,200.00					

Pima County Outside Agency Program Fiscal Year 2014-15

Community Development and Neighborhood Conservation Department

Agency: Our Family Services, Inc.	Program: Senior Companion Program (SCP)
Program Address: 2590 N. Alvernon Way Tucson, AZ 85712	Program Contact: Patti Caldwell, M.S.W Telephone 520-323-1708 Email pcaldwell@ourfamilyservices.org
Program Service Category : Senior Support	Program Award: \$28,500.00

I. Program Overview: Agency's "Senior Companion Program" ("the Program") recruits and trains volunteers to be companions to homebound seniors. Volunteers must at least 55 years of age and have earnings less than 200% of the Federal Poverty Level.

II. Program Purpose: This Program provides support services to homebound County residents who are sixty years of age or older by providing companionship, assistance with daily living activities and transportation. This Contract provides job retention for one employee.

III. Program Requirements:

A. Activities. Agency shall:

1. Recruit and train senior volunteers to be companions to homebound seniors age 60 and older. Companions will provide, as appropriate to the person being served, companionship, transportation and assistance with daily activities and respite care for family caregivers.
2. Provide stipends to senior volunteers.
3. Offer social and recreational activities for the volunteers and their client companions.

B. Program Operations:

1. Office hours: Monday through Friday, 9:00 a.m. to 5:00 p.m.
2. Volunteer service hours: Vary depending on need.

C. Target Population: Agency shall serve seniors 55 years of age and older in Pima County.

D. A2-Deliverables and Public Benefits

Deliverable 1: Training-Skill Development		Delivered to:	
Units: <u>88</u> (#)		Public Benefit 1: Promote Health and Wellbeing: Independent Living	
<input checked="" type="checkbox"/> Hours	<u>2</u> (#)	Metric:	Expected Performance:
<input type="checkbox"/> Classes		<input checked="" type="checkbox"/> unduplicated individuals	Two senior volunteers will be trained to be a companion to homebound seniors; provide support services in the homes and help the homebound seniors remain living safely and independently.
<input type="checkbox"/> Days		<input type="checkbox"/> unduplicated households	
<input type="checkbox"/> Items (Describe: _____)		<input type="checkbox"/> unduplicated housing units	
<input type="checkbox"/> Nights (housing or shelter)		<input type="checkbox"/> unduplicated housing units	
<input type="checkbox"/> Dollars			
<input type="checkbox"/> Repairs/structural modifications			
<input type="checkbox"/> Screenings or Assessments			
Deliverable 2: Professional Services		Delivered to:	
Units: <u>3,200</u> (#)		Public Benefit 2: Increased Individual Stability: Individuals or Families	
<input checked="" type="checkbox"/> Hours	<u>32</u> (#)	Metric:	Expected Performance:
<input type="checkbox"/> Classes		<input checked="" type="checkbox"/> unduplicated individuals	A minimum of 28 family care givers will receive respite care services so they are able to continue providing in-home care for their senior family member and maintain household stability.
<input type="checkbox"/> Days		<input type="checkbox"/> unduplicated households	
<input type="checkbox"/> Items (Describe: _____)		<input type="checkbox"/> unduplicated housing units	
<input type="checkbox"/> Nights (housing or shelter)		<input type="checkbox"/> unduplicated housing units	
<input type="checkbox"/> Dollars			
<input type="checkbox"/> Repairs/structural modifications			
<input type="checkbox"/> Screenings or Assessments			

IV. A2-Budget

Activity	FY 2015-2016 Award*
Administration	\$4,275.00
Personnel	\$8,456.00
Fringe Benefits	\$1,606.00
Space	00.00
Operating	\$14,163.00
Travel	00.00
Support Services	00.00
Staff Development	00.00
Materials and Supplies	00.00
Professional, Outside	00.00
TOTAL	\$28,500.00

* See attached Pima County Outside Agency Budget Detail

Pima County Outside Agency Budget Detail-A2

Our Family Services- 15*302- Amend02
FY2015-2016

Agency: Our Family Services, Inc.

Program Name: Senior Companion Program

Section I Salaries & Training Specific to OA Budget														
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs							
Program Assistant	25%	\$16.26	\$3.09	520			\$10,062.00							
Section I Total	\$10,062.00													
Section II General Program Costs Determination														
Program shares space, equipment with other programs?														
Total Program Space is divided by TOTAL AVAILABLE SPACE														
Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's														
Costs	Yearly Agency Total	Yearly Program Total	Description											
Rent														
Utilities														
Operating	\$459,947.00	\$14,163.00	Volunteer support (Volunteer stipends and mileage); telephone, alarm, janitorial, landscaping, internet, mileage, travel, insurance and other operating services											
Section II Total		\$14,163.00												
Section III	All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization													
Type														
Support Services														
Materials & Supplies														
Staff Development														
Section III Total														
Section IV Program Administration Costs														
A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.														
Section IV Total		\$4,275.00												
Total OA Program Budget			\$28,500.00											

Pima County Outside Agency Program Fiscal Year 2015-16

Our Family Services- 15*302- Amend02

EXHIBIT A4

Community Development and Neighborhood Conservation Department

Agency: Our Family Services, Inc.	Program: At-Risk Children's Program
Program Address: 2590 N. Alvernon Way Tucson, AZ 85712	Program Contact: Patti Caldwell, M.S.W Telephone 520-323-1708 Email pcaldwell@ourfamilyservices.org
Program Service Category: Youth, Young Adult and Family Support	Program Award: \$18,400.00

I. Program Overview: Agency's "At-risk Children's Program" ("the Program") addresses the special developmental, social and academic needs of children ages 5-17 who are or have recently been homeless. The Program's among children.

II. Program Purpose: This Program preserves the health of the County residents through the provision of activities for at-risk children and youth that are designed to promote community and family bonding, positive perceptions of self, personal achievement, and to support the healthy interpersonal relationships.

III. Program Requirements

A. Activities: Agency shall provide:

1. Ninety-minute homework tutoring sessions at least twice each week.
2. Guided play and reading activities to support age-appropriate peer relationships.
3. Directed classes about health and safety. When possible, these classes will be held outdoors.

B. Program Operations:

1. Locations: 2485 N Alvernon and 3813 E. 2nd Street
2. Hours at each location: Tuesdays, Wednesdays and Thursdays, 6:00 PM to 7:30 PM

C. Target Population: This program shall serve 5 to 17 year old youth who are living at emergency and transitional housing for homeless households.

A4 -Deliverables and Public Benefits

Deliverable 1: Mentoring		Delivered to:	Public Benefit 1: Improved Wellbeing: Increased Social Competence
Units:	<u>135</u> (#)		
<input type="checkbox"/> Hours <input checked="" type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <input type="checkbox"/> Nights (housing or shelter) <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments			Metric: <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units <input type="checkbox"/> unduplicated
Deliverable 2: Education	Delivered to:	Public Benefit 2: Improved Health: Better Physical Condition	
Units:	<u>2,484</u> (#)		
<input checked="" type="checkbox"/> Hours <input type="checkbox"/> Classes <input type="checkbox"/> Days <input type="checkbox"/> Items (Describe: _____) <hr/> <input type="checkbox"/> Nights (housing or shelter) <input type="checkbox"/> Dollars <input type="checkbox"/> Repairs/structural modifications <input type="checkbox"/> Screenings or Assessments			Metric: <input checked="" type="checkbox"/> unduplicated individuals <input type="checkbox"/> unduplicated households <input type="checkbox"/> unduplicated housing units <input type="checkbox"/> unduplicated
			Expected Performance: A minimum of 8 children who are, or have been, homeless will participate in various program activities and demonstrate social skills development for positive interaction with others.
			Expected Performance: A minimum of 4 homeless children will receive homework tutoring that supports academic needs and fosters a positive attitude towards school and other issues.

IV. A4-Budget

Activity	FY 2015-2016 Award*
Administration	\$2,813.00
Personnel	\$11,507.00
Fringe Benefits	\$2,184.00
Space	00.00
Operating	00.00
Travel	00.00
Support Services	00.00
Staff Development	00.00
Materials and Supplies	\$1,896.00
Professional, Outside	00.00
TOTAL	\$18,400.00

* See attached Pima County Outside Agency Budget Detail

Pima County Outside Agency Budget Detail-A4

FY2015-2016

Agency: Our Family Services, Inc.

Program Name: At-Risk Children's Program

Section I Salaries & Training Specific to OA Budget								
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs	
Program Manager	5%	\$21.12	\$4.01	104			\$2,613.00	
Children's Program	31%	\$14.44	\$2.74	644.81			\$11,078.00	
Section I Total	\$13,691.00							

Section II General Program Costs Determination

Program shares space, equipment with other programs?

Total Program Space is divided by TOTAL AVAILABLE SPACE

Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's

Costs	Yearly Agency Total	Yearly Program Total	Description					
Rent								
Utilities								
Operating								
Section II Total								

Section III All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization

Type	Amount							
Travel								
Materials & Supplies	\$1,896.00	Consumable supplies and materials used during the program period.						
Staff Development								
Section III Total	\$1,896.00							

Section IV Program Administration Costs

A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.

Section IV Total	\$2,813.00
Total OA Program Budget	\$18,400.00