



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 6, 2023

or Procurement Director Award: [ ]

\* = Mandatory, information must be provided

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

Literacy Connects

\*Project Title/Description:

Adult Education and Literacy Experts for Advancing Health Literacy Project

\*Purpose:

Subrecipient will work with the Health Department to conduct activities related to the Health Literacy project funded by Health and Human Services. The subrecipient will contribute to the development of tailored interventions to deliver health and vaccination information to minority populations with low literacy and limited English proficiency.

Amendment #1 allows for a 6-month extension due to the no-cost extension awarded by the funders at the Department of Health and Human Services' Office of Minority Health. No additional funding is obligated and programmatic activities for subrecipient should conclude by December 31, 2023.

\*Procurement Method:

This Subrecipient Agreement is a non-Procurement contract and not subject to Procurement rules.

\*Program Goals/Predicted Outcomes:

The Advancing Health Literacy Project involves a community pilot consisting of healthcare navigation workshops for community members, as well as text-based support groups to drive healthcare resource navigation and health literacy for workshop participants.

\*Public Benefit:

The project aims to improve health literacy and health outcomes for minority populations in Pima County and minimize serious illness and overall deaths from health crises.

\*Metrics Available to Measure Performance:

In addition to monthly progress reports in a format provided by Pima County that demonstrate completion of assignments, subrecipients will deliver a series of healthcare navigation workshops, collect data from participants in support of the program's evaluation team, and contribute to a best-practices playbook to advance health literacy which will be shared with healthcare delivery organizations throughout Pima County and nationwide.

\*Retroactive:

No.

6M2 approves 5/17/23 [Signature]

To: COB 5-23-23 (1)
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pgs.: 6

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_
Commencement 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 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: HD Contract Number (i.e., 15-123): 22-125
Amendment No.: 01 AMS Version No.: 05
Commencement Date: 07/01/2023 New Termination Date: 12/31/2023

Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease

Amount This Amendment: \$ 0.00

Is there revenue included? Yes No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: U.S. Dept. of Health and Human Services

Funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_
Commencement 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: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: Kara Spin

Date: 5/12/2023

Deputy County Administrator Signature: [Signature]

Date: 5/19/2023

County Administrator Signature: [Signature]

Date: 5/20/2023

**Pima County Department of Health**

**Project:** Adult Education and Literacy Experts for Advancing Health Literacy

**Subrecipient:** Literacy Connects  
200 E. Yavapai Rd.  
Tucson, AZ 85705

**Agreement No.:** CT-HD-22-125

**Agreement Amendment No.:** 01

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<b>Orig. Contract Term:</b> 11/16/2021- 06/30/2023	<b>Orig. Amount:</b>	\$300,080.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendments Amount:</b>	N/A
<b>Termination Date This Amendment:</b> 12/31/2023	<b>This Amendment Amount:</b>	\$ 0.00
	<b>Revised Total Amount:</b>	\$300,080.00

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**SUBRECIPIENT AGREEMENT AMENDMENT**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1. Background. On November 16, 2021, County and Subrecipient entered into the above referenced agreement to provide Adult Education and Literacy Experts for Advancing Health Literacy.

1.2. Purpose. County requires additional time to complete the revised Scope of Services.

**2. Term.** The County is exercising the first extension option to renew the contract for six months commencing on July 1, 2023 and terminating on December 31, 2023. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

**3. Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit A.1** (2 pages).

**4. Payment Amount.** The revised budget can be seen in **Exhibit B.1** (2 pages).

**5. Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor

must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

All other provisions of the Agreement not specifically changed by this Amendment remain in effect and are binding upon the parties.

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

Tyler Campman  
\_\_\_\_\_  
Print DCA Name

5/9/23  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Representative

5/12/2023  
\_\_\_\_\_  
Date

**SUBRECIPIENT**

  
\_\_\_\_\_  
Authorized Officer Signature

Sharon O'Brien, Interim Executive Director  
\_\_\_\_\_  
Printed Name and Title

05/09/2023  
\_\_\_\_\_  
Date

## **Exhibit A.1** (2 pages) **Scope of Services**

Subrecipient will work with the Pima County Health Department (PCHD) to conduct activities related to the Health and Human Services' Office of Minority Health funded project, Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19. Subrecipient will implement project plans for the Health Literacy project in partnership with PCHD, a human-centered design (HCD) agency, local community-based organizations, and healthcare centers to generate new policies, practices, and systems-level changes that allow pregnant and pre/post-partum Hispanic/Latinx women aged 20 to 45 ("priority clients") in Pima County to find, understand and use COVID-19 public health information. Strategies to meet project deliverables include contributions to the learning collaborative and community of practice work groups, recruitment of participants for focus groups and key informant interviews, and the promotion of Advancing Health Literacy project materials to Pima County residents and organizations through trusted community leaders, coalitions and groups.

### **Tasks**

Subrecipient will:

1. Inform the development of the Action Plan and Disparity Impact Statement with Pima County staff as it pertains to Advancing Health Literacy activities for the 2021 – 2023 grant period. Due 30 days after Agreement is fully executed.
2. Participate and contribute to regular Advancing Health Literacy community of practice meetings to develop, utilize and leverage tailored educational materials and resources to deliver COVID-19 health and vaccination information to priority clients.
3. Distribute materials and resources created through the Health Literacy project through Literacy Connects channels such as Literacy Connects' listserv, newsletters, social media, website, print, and other channels.
4. Collaborate with the community of practice to inform the development and promotion of a playbook that can be used by community-based organizations and coalitions to promote tailored COVID-19 vaccinations and messaging for priority clients.
5. Complete all activities assigned to Literacy Connects in the Advancing Health Literacy work plan for the 2021 – 2023 grant period.
6. Meet with Pima County Health Literacy staff at least monthly by phone, videoconference or in person.
7. Contribute to the development of a culturally meaningful multi-media marketing campaign with PCHD to optimize COVID-19 vaccination rates and outcomes for priority clients.

8. Review and provide input on PCHD's train-the-trainer webinar series and distribute the finalized series through Literacy Connects channels such as Literacy Connects' listserv, newsletters, social media, website, print, and other channels.
9. Participate in design and implementation of community pilot project, including designing community workshop curriculum, training of workshop facilitators, hosting workshops, and administrating follow up text message-based groups.
10. Participate in evaluation of pilot project, including informing design of evaluation surveys and providing workshop participant information necessary for evaluation.
11. Collaborate with MHC to provide training for healthcare practitioners on Culturally and Linguistically appropriate communication with low-literate refugee patients.
12. Submit Monthly Activity and Progress Reports for payment using the form co-developed with Pima County. Monthly reports must include the following information:
  - Summary of progress made on assigned action plan tasks.
  - Updates regarding action plan deliverables and new partnerships.
  - Any reporting information or numbers needed by the University of Arizona for Advancing Health Literacy project evaluation such as the number of known persons reached through social media channels.

**Due Date(s)**

Monthly Reports: Due the 15th of each month for the previous month.

**Exhibit B.1** (2 pages)  
**Compensation**

**1. Compensation**

County will reimburse Subrecipient on a cost reimbursable basis in accordance with the budget set forth below. Invoices submitted with monthly reports must contain adequate supporting documentation to verify the amount and nature of expenditures. Invoices will be paid on a net 30 basis in accordance with County policy. County reserves the right to audit Subrecipient's financial records as relates to the performance of duties under this Agreement.

**2. Budget (November 2021 – December 2023 – 26 months)**

<b>Category</b>	<b>Budget</b>	<b>Notes</b>
Salary & Wages	\$210,136	Allocated time for staffing.
Fringe Benefits	\$22,696	Allocated benefits for staff indicated above at 22%
Contractual	\$3,000	Contracts, including with consultants and instructors to teach computer literacy skills within the context of health literacy topics.
Equipment	---	None allowed  Note: "Equipment" for HHS is defined as any 1 item costing over \$10,000.
Supplies	\$13,368	Office supplies, electronic devices (such as WiFi hotspots, cell phones, laptops, printing and others)
Travel	\$200	Local mileage for staff travel to meetings and project sites.
Other	\$23,400	Professional development, media and advertising, communication/website development and promotion, printing promotional supplies, and others. Stipends for volunteers, student leaders and focus group participation
<b>Total Direct Costs</b>	<b>\$272,800</b>	
Indirect Costs	\$27,280	10% IDC
<b>Total Contract Budget</b>	<b>\$300,080</b>	

### **3. Variance or Reprogramming**

Budget variance in a category of up to 25% of the total budgeted amount is allowed while remaining within the total agreement budget. Variance of greater than 25% will require County approval of reprogramming and will be approved at the sole discretion of County.