



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 12, 2018

* = Mandatory, information must be provided

or Procurement Director Award

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

Tucson Urban League, Inc.

***Project Title/Description:**

Workforce Development Services. Tucson Urban League (TUL) will provide work experience case management and support services to assist adult, dislocated worker and youth job seekers in finding employment. The original contract and amendments may be found under CT-17*021. Search for contract number 17%021 in eContracts.

***Purpose:**

This amendment with subrecipient, Tucson Urban League, Inc., is designed to continue workforce development services to Pima County adult, dislocated worker job seekers (Work Statement 1) and youth worker job seekers (Work Statement 2) who are seeking employment or job skills training that can lead to employment. The workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities. This amendment will provide additional funding for the period July 1, 2017 to June 30, 2019.

Attachment: Contract Number CT-CS-17-021.

***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:**

Annual number served:
Enrolled - 320 Adult/dislocated worker participants and 160 youth participants
Placed on job - 136 Adult/dislocated worker participants
Placed on job or post-secondary education - 68 youth participants

***Public Benefit:**

This amendment supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers needs.

***Metrics Available to Measure Performance:**

Monthly summary reports which include the numbers of persons served, completed, exited, placed, placed into Workforce Investment Board target industries, and the average wage at placement.

***Retroactive:**

No.

To: CoB- 5-16-18
JGS-6
(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

***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): 17-021

Amendment No.: 4 AMS Version No.: 15

Effective Date: ~~5/15/18~~ 6-12-18 HL New Termination Date: 6-30-19 HL

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 441,928.71

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

***Funding Source(s) required:** U.S. Dept. Labor Workforce Innovation and Opportunity Act, Veterans Employment and Training Services, and Health Profession Opportunity Act.

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): _____

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

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

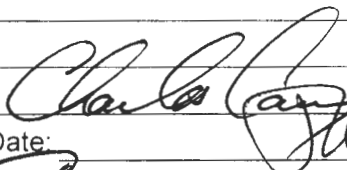
***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date:  5/14/18

Deputy County Administrator Signature/Date:  5/15/18

County Administrator Signature/Date:  5/15/18
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY COMMUNITY SERVICES,
EMPLOYMENT AND TRAINING DEPARTMENT
PROFESSIONAL SERVICES CONTRACT**

Program Name: Workforce Development Services
 Awardee: Tucson Urban League, Inc.
 2305 S. Park Avenue
 Tucson, AZ 85713
 DUNS: 123721441
 SAM Registration Date: 4/11/18
 Contract No: CT-CS-17-021
 Amendment No: 04
 Funding: U.S. Department of Labor (DOL) - Workforce
 Innovation and Opportunity Act (WIOA),
 Veterans Employment and Training Services
 (HVRP) and Health Profession Opportunity
 Grant (HPOG)

CONTRACT
NO. <u>CT-CS-17-021</u>
AMENDMENT NO. <u>04</u>
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

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2017	17.258	WIOA-Adult	\$776,736,000.00	\$2,052,758.00
DI16-002120	2017	17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$3,261,667.00
DI16-002120	2017	17.259	WIOA-Youth	\$831,842,000.00	\$2,213,733.00
PCC2015-2020	2017	93.093	HPOG	\$58,000,000.00	\$593,993.00
HV-30879-17-60-5-4	2017	17.805	HVRP	\$12,000,000.00	\$236,664.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$367,895.90
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$437,022.13
Term This Amendment	06/30/19	Amount This Amendment for 2017-2018:	\$31,023.00
		Amount this amendment for 2018-2019	\$410,905.71
		Revised Contract Amount:	\$1,246,846.74

Pima County (“County”), a body politic and corporate of the State of Arizona, and Tucson Urban League, 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 adults, dislocated workers, and youth.

AMENDMENT FOUR

A. County, as Grantee, has a federal Workforce Innovation and Opportunity Act, Pub.L. 113-128 (“WIOA”) grant which ends on June 30, 2020. WIOA funding has been approved for 2018-2019.

- B. County is also the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College for 2018 – 19 and is authorized to pass those funds along to Awardee for eligible education and training to Temporary Assistance for Needy Families recipients and other low-income individuals for training in well-paying, high demand healthcare occupations.
- C. County, as Grantee, receives U.S. Department of Labor (“USDOL”) – Veterans Employment and Training Services (“VETS”) for the Homeless Veterans Reintegration Program (“HVRP”).
- D. Pursuant to the terms of the Contract, and in compliance with the requirements of the various funding sources, Awardee provides workforce development services for adults, dislocated workers, and youth.
- E. There has been an increase in the number of current requests for training.
- F. WIOA Adult funding is available to provide additional transitional work experience for adults under Work Statement No. 1 during contract year 2017-2018.
- G. WIOA Youth funding is available to provide additional work experience for youth under Work Statement No. 2 during contract year 2017-2018.
- H. County finds that Awardee has the capacity to provide additional workforce development services during contract year 2017-18.
- I. County has reviewed the performance of Awardee and finds it satisfactory.
- J. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to fund additional job training and work experience programs in 2017-2018 and extend the Contract for an additional year.

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

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

- 1.1. The termination date is changed:
 FROM: June 30, 2018
 TO: June 30, 2019
- 1.2. The number of available renewals is changed:
 FROM: three (3) additional years or any portion thereof
 TO: two (2) additional years or any portion thereof

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

- 2.1. **Paragraph 3.1** is amended to increase the Maximum Allocated Amount:
 FROM: \$ 804,918.03
 TO: \$1,246,846.74

- 2.2. **Paragraph 3.2**, the table is deleted in its entirety and replaced with the following:

Funding Source	Maximum Allocated Amount		
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019
U.S. Dept. of Labor/AZ Dept. of Economic Security	\$400,511.03	\$413,430.00	\$388,905.71
Pima Community College HPOG	-0-	\$ 18,000.00	\$18,000.00

2.3. **Paragraph 3.10** is deleted in its entirety and replaced with the following:

3.10 Changes between budget line items may only be made as follows:

3.10.1 Changes up to and including 15% of the Total Operating Budget for the current contract year may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (“CSET”) or his designee. Awardee must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**

3.10.2 Changes of more than 15% of the total budget will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.**

3.10.3 Changes between the Total Operating Budget and the Other Allocation(s) line item are not allowed.

3. **SECTION 4.0 – INSURANCE**, Paragraph 4.2 is amended as follows:

3.1. Paragraph 4.2.1.1, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00

TO: \$2,000,000.00

3.2. Paragraph 4.2.3.2, the level of Employers’ Liability insurance for:

3.2.1. “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.2.2. “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.3. **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

4. **EXHIBIT A-1 – SCOPE OF WORK, WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS**, is amended as follows:

4.1. **Section 1.0 – Program Activities, paragraph 1.1.4** is deleted in its entirety and replaced with the following:

1.1.4 Refer participants to either or both of the following:

1.1.4.1 Training programs that will provide needed job skills and issue industry-recognized credentials; and

1.1.4.2 Job openings in the demand industries defined by the WIB Planning Committee and, if applicable, pursuant to HPOG requirements.

4.2. **Section 2.0 – Outcomes**, is amended as follows:

4.2.1. **Paragraph 2.4** is added to read:

In addition to the service levels stated in paragraph 2.1 above, during contract year 2017-2018, at least twelve (12) additional participants will receive transitional job wages from the WIOA adult funds provided through this Amendment.

4.2.2. **Paragraph 2.5** is added to read:

80% of participants attending job skills training will receive an industry-recognized credential.

4.3. **Section 3.0 – BUDGET** is amended as follows:

4.3.1. **Paragraph 3.1** is amended to delete the table in its entirety and replace with the following:

Budget Line Item	Amount paid for July 1, 2016 through June 30, 2017	Amount allocated for July 1, 2017 through June 30, 2018	Amount allocated for July 1, 2018 through June 30, 2019
Operating Budget			
Salary and Fringe (No overtime)	\$206,045.94	\$214,666.00	\$218,043.97
Staff Development	-0-	-0-	-0
Travel	\$1,200.00	\$1,133.00	\$1,248.48
Equipment	\$1,500.00	\$1,630.00	\$1,560.60
Supplies	\$1,100.00	\$1,226.00	\$1,144.44
Communications	\$2,892.60	\$2,991.00	\$3,044.70
Contractual	\$3,525.00	\$3,685.00	\$3,745.44
Space	\$2,019.95	\$2,061.00	\$2,101.56
Other Operating	\$51,077.54	\$52,177.00	\$54,272.16
Total Operating Budget	\$269,361.03	\$279,569.00	\$285,161.35
Other Allocation(s)			
Transitional Job Wages*	\$22,720.00	\$29,920.00	\$22,720.00
TOTAL BUDGET	\$292,081.03	\$309,489.00	\$307,881.35

4.3.2. **Paragraph 3.4** is added to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, HPOG and HVRP funds, by activity is set forth in Exhibit A of this Amendment 4.

5. **EXHIBIT A-1 – SCOPE OF WORK, WORK STATEMENT NO. 2 – WORKFORCE DEVELOPMENT SERVICES FOR YOUTH**, is amended as follows:

5.1. **SECTION 1.0 – PROGRAM ACTIVITIES**, paragraph 1.2.8 is deleted in its entirety and replaced with the following:

1.2.8 Refer participants to either or both of the following:

1.2.8.1 Training program(s) that will provide needed jobs skills and issue industry-recognized credential(s); and

1.2.8.2 Job openings in the demand industries as defined by the WIB Planning Committee.

5.2. **Section 2.0 – Outcomes**, is amended as follows:

5.2.1. **Paragraph 2.4** is added to read:

In addition to the service levels stated in paragraph 2.1 above, during contract year 2017-2018, at least four (4) youth will receive transitional job wages from the WIOA youth funds provided through this Amendment.

5.2.2. **Paragraph 2.5** is added to read:

80% of participants attending job skills training will receive an industry-recognized credential.

5.2. Section 3.0 – BUDGET, Paragraph 3.3 is amended to delete the table in its entirety and replace with the following:

Budget Line Item	WIOA Youth July 1, 2016 through June 30, 2017	Projected WIOA Youth July 1, 2017 through June 30, 2018	Projected WIOA Youth July 1, 2018 through June 30, 2019
Operating Budget			
Salary and Fringe (No overtime)	\$34,250.00	\$34,935.00	\$35,633.70
Staff Development	-0-	-0-	-0-
Travel	\$400.00	\$408.00	\$416.16
Equipment	-0-	-0-	-0-
Supplies	\$200.00	\$204.00	\$208.08
Communications	\$286.00	\$291.00	\$296.82
Contractual	\$600.00	\$612.00	\$624.24
Other Operating	\$8,694.00	\$8,868.00	\$9,045.36
Total Operating Budget	\$44,430.00	\$45,318.00	\$46,224.36
Other Allocation(s)			
Work Experience Wage for Youth*	\$64,000.00	\$80,623.00	\$56,800.00
TOTAL BUDGET	\$108,430.00	\$125,941.00	\$103,024.36

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are 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:

AWARDEE:

Chairman, Pima County Board of Supervisors

Deborah L. Embry
Authorized Signature

Date: _____

Deborah L Embry
Printed Name & Title

ATTEST:

Date: 5/8/18

Clerk of the Board Date

APPROVED AS TO CONTENT:

Charles Cury
Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar
Karen S. Friar, Deputy County Attorney

PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING SOURCE

July 1, 2017 – June 30, 2018					
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	Projected HVRP	TOTAL
Operating Budget					
Salary and Fringe (No overtime)	\$116,686.66	\$81,087.34	\$13,820.00	\$3,072.00	\$214,666.00
Staff Development	-0-	-0-	-0-	-0-	-0-
Travel	\$615.96	\$428.04	\$73.00	\$16.00	\$1,133.00
Equipment	\$886.18	\$615.82	\$105.00	\$23.00	\$1,630.00
Supplies	\$666.11	\$462.89	\$79.00	\$18.00	\$1,226.00
Communications	\$1,625.45	\$1,129.55	\$193.00	\$43.00	\$2,991.00
Contractual	\$2,003.05	\$1,391.95	\$237.00	\$53.00	\$3,685.00
Space	\$1,120.41	\$778.59	\$133.00	\$29.00	\$2,061.00
Other Operating	\$28,361.89	\$19,709.11	\$3,360.00	\$746.00	\$52,177.00
Total Operating Budget	\$151,965.71	\$105,603.29	\$18,000.00	\$4,000.00	\$279,569.00
Other Allocation(s)					
Transitional Job Wages*	\$29,920.00	-0-	-0-	-0-	\$29,920.00
TOTAL BUDGET	\$181,885.71	\$105,603.29	\$18,000.00	\$4,000.00	\$309,489.00

July 1, 2018 – June 30, 2019					
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	Projected HVRP	TOTAL
Operating Budget					
Salary and Fringe (No overtime)	\$118,720.99	\$82,501.01	\$13,763.42	\$3,058.54	\$218,043.96
Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$679.78	\$472.39	\$78.80	\$17.51	\$1,248.48
Equipment	\$849.72	\$590.48	\$98.51	\$21.89	\$1,560.60
Supplies	\$623.13	\$433.02	\$72.24	\$16.05	\$1,144.44
Communications	\$1,657.78	\$1,152.02	\$192.19	\$42.71	\$3,044.70
Contractual	\$2,039.32	\$1,417.16	\$236.42	\$52.54	\$3,745.44
Space	\$1,144.26	\$795.17	\$132.65	\$29.48	\$2,101.56
Other Operating	\$29,550.22	\$20,534.90	\$3,425.77	\$761.28	\$54,272.17
Total Operating Budget	\$155,265.20	\$107,896.15	\$18,000.00	\$4,000.00	\$285,161.35
Other Allocation(s)					
Transitional Job Wages*	\$22,720.00	-0-	-0-	-0-	\$22,720.00
TOTAL BUDGET	\$177,895.20	\$107,896.15	\$18,000.00	\$4,000.00	\$307,881.35

END EXHIBIT A OF AMENDMENT 4