



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 22, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

U.S. Department of Housing and Urban Development passed through Our Family Services, Inc.

***Project Title/Description:**

Employment for Homeless Youth

***Purpose:**

Sullivan Jackson Employment Center (SJEC) will provide employment and education services to Pima County homeless youth. This amendment is to extend the term to 6/30/22 and add funds of \$31,987.00.

Attachment: Our Family Services, Inc. Amendment 2 (GTAM-CR-21-102)

Indirect cost rate: 10%

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

SJEC will serve up to seventeen homeless youth.

70% of participants receiving education services will obtain a high school diploma or GED credential.

70% of participants receiving workforce and job training will obtain full-time employment.

***Public Benefit:**

This program 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 performance reports.

***Retroactive:**

No.

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

Amendment No.: _____ AMS Version No.: _____

Commencement Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____Is there revenue included? ☐ Yes ☐ No If Yes \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____**Grant/Amendment Information** (for grants acceptance and awards)☐ Award ☒ AmendmentDocument Type: GTAM Department Code: CR Grant Number (i.e., 15-123): 21-102Commencement Date: 7/1/21 Termination Date: 6/30/22 Amendment Number: 2☒ Match Amount: \$ \$7,996.75 ☒ Revenue Amount: \$ \$31,987.00***All Funding Source(s) required:** U.S. Dept of Housing & Urban Development (HUD) Continuum of Care***Match funding from General Fund?** ☒ Yes ☐ No If Yes \$ \$7,996.75 % _____***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)?**Passed through Our Family Services, Inc.Contact: Rise Hart/Jenifer DarlandDepartment: Community & Workforce Development Telephone: 724-5723/724-7312Department Director Signature/Date: [Signature] 6/16/21Deputy County Administrator Signature/Date: [Signature] 6/16/21County Administrator Signature/Date: [Signature] 6/17/21

(Required for Board Agenda/Addendum Items)

**PIMA COUNTY COMMUNITY & WORKFORCE DEVELOPMENT – Sullivan Jackson
Employment and Training (SJEC)**

PROJECT: Sullivan Jackson Employment and Training (SJEC) – Employment for Homeless Youth

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

REVENUE TO COUNTY: \$31,987.00

Contract No.: GTAM-CR-21-102

Contract Amendment No: TWO

Original Contract Term:	07/01/19 – 06/30/20	Orig. Contract Amount:	\$41,987.00
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$31,987.00
Termination Date This Amendment:	06/30/22	This Amendment Amount:	\$31,987.00
		Revised Contract Amount:	\$105,961.00

**GENERAL SERVICES CONTRACT (REVENUE TO COUNTY)
AMENDMENT TWO**

1. BACKGROUND AND PURPOSE.

1.1 Background. On July 2, 2019, Pima County (“County”) and Our Family Services, Inc. (“Grantor”) entered into the above-referenced contract to provide funds to County for workforce development services for homeless youth. Grantor received funds from U.S. Department of Housing & Urban Development (“HUD”) Continuum of Care funds (CFDA 14.267) to support the Secure Futures Rapid Rehousing Program for homeless youth ages 18-24 in Pima County (“the Grant”). The Grant is intended to help homeless youth achieve sustainable permanent housing and financial stability.

1.2 Purpose. Pima County operates Sullivan Jackson Employment Center (“SJEC”) which provides employment training for homeless men and women seeking to enter the workforce. Grantor wishes to use a portion of its Grant funds to continue to collaborate with County, through SJEC, to provide workforce development services to homeless youth.

2. **TERMS AND EXTENSIONS.** Pursuant to Paragraph 2.2, County exercises the second of four available extension options. This Agreement will terminate on June 30, 2022.

3. **SCOPE OF SERVICES.** The Commencement Date for Scope of Services in this Amendment No. 2 is July 1, 2021. In addition:

3.1 The table in Exhibit A, Paragraph 5.1 is deleted in its entirety and replaced with the following:

Supportive Services	Level of Service	Amount allocated		
		2019-2020	2020-2021	2021-2022
Education	Up to 30 TABE exams @ \$15.00/exam	\$450.00	\$450.00	\$450.00
Employment	0.85 FTE Education CM Specialist @ 33,000 + 33% ERE	\$37,314.00	\$28,037.00	\$28,037.00

Transportation	Transit passes at daily, weekly, and monthly rates for up to 17 participants. 76 monthly passes @ \$18/pass	\$1,360.00	\$1,368.00	\$1,368.00
Administration	Total allocation	\$2,863.00	\$2,132.00	\$2,132.00
TOTAL		\$41,987.00	\$31,987.00	\$31,987.00

3.2 The table in Exhibit A, Paragraph 5.2 is deleted in its entirety and replaced with the following:

2019-2020	2020-2021	2021-2022
\$10,497.00	\$7,996.75	\$7,996.75

SIGNATURE PAGE TO FOLLOW

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

PIMA COUNTY

GRANTOR

Sharon Bronson
Chair, Pima County Board of Supervisors

Beth Morrison, Chief Executive Officer
Our Family Services

Date: _____

Date: _____

ATTEST:

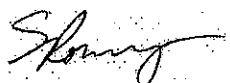
Clerk of the Board Date

APPROVED AS TO CONTENT:



Director, Community & Workforce Development

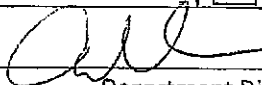
APPROVED AS TO FORM:



Stacey Roseberry, Deputy County Attorney

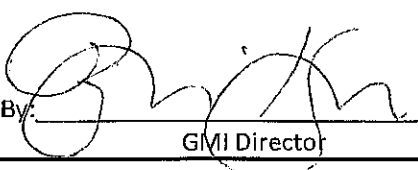

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Community & Workforce Development	Date: 6/1/21
Contact information:	Name: Jenifer Darland/Rise Hart	Telephone: 724-7312
Funding opportunity title:	Secure Futures Rapid Rehousing Program	
Link to opportunity:	https://www.hudexchange.info/programs/coc/	
Funding agency:	U.S. Dept of Housing & Urban Development - Passed through Our Family Services, Inc.	
Amount to be requested:	\$ 31,987.00	
Due date and time:	6/3/2021 AM	
What are you going to spend the money on?	Funds will provide comprehensive housing and supportive services for homeless youth and young adults in Pima County including TABE exams and transit passes. Funds will be used for employment/education staffing support in execution of the Secure Futures contracted services. Pima County is the sub-recipient on this grant and the sub award comes from Our Family Services, Inc. Period of performance is 7/1/21 to 6/30/22.	
What will be the benefit to Pima County?	Participants will develop and, as necessary, revise an employment and education case plan focused on obtaining financial stability and self-sufficiency. Participants receiving education services will obtain a high school diploma or GED credential. Participants receiving workforce and job training will obtain full-time employment.	
Indirect costs – check one:	<input checked="checked" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By: 	Date: 6/4/2021	
Department Director or Designee		

GRANT COST/BENEFIT ANALYSIS

To be completed by GMI staff

CFDA No.	14.276		
Competitive Criteria:	Secure Futures is a Continuum of Care Program subaward. The local Tucson Pima Collaboration to End Homelessness determines funding through a process which includes competitively rating and ranking awardees. Pima County is the subrecipient to Our Family Services for this grant. This GAAR represents a new program year, but not a new grant award.		
Other Factors:	Match will be captured from general funds. See attached match commitment letter from Community and Workforce Development.		
Number of Awards:	Total amount to be awarded:		
Match Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If required what is the amount/percent: 7,996.75		
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	Pima County will comply with all applicable provisions of 24 CFR 578, 2 CFR 200, and Tucson Pima Collaboration to End Homelessness written standards, including any amendments made during the term of the contract. The current period of performance is 7.1.2021 to 6.20.2022.		
Will this project require additional office/project space?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this project require staff time that cannot be paid for by the grant?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will your project require any equipment items over \$5,000 per item?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the proposal use a fixed price contract?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this project subject to Human Subjects compliance?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this project involve subrecipients?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a Statutory Funding Preference from the funding agency?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Allowable Indirect Rate: 10 If Indirect is not allowed, attach documentation.			
List any other proposal or funder specific requirements:	Secure Futures provides housing, education, and employment services for homeless youth and young adults. Josh Cohn		
GMI notes & recommendations: DH			
By: 		Date: 6/10/21	
GMI Director			
County Administrator Approval Request			
Approved: <u>1</u> Not Approved: _____ Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.			
By: 		Date: 6/10/2021	
County Administrator or Designee			