



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: March 20, 2018

* = *Mandatory, information must be provided*

or Procurement Director Award

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

City of Tucson

***Project Title/Description:**

Continuum of Care - ECHO Supportive Housing Program

***Purpose:**

Provide employment assistance to the chronically homeless individuals with a disability in Pima County by providing access to the Sullivan Jackson Employment Center (SJEC) structured job development program and case management.

Under ECHO, Old Pueblo Community Service, CODAC, and Cope provide case management and housing services and SJEC provides employment services.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The goal is to provide employment opportunities for chronically homeless people in Pima County.

The predicted outcomes are that 80% of participants will complete the SJEC program and that 60% of enrolled participants will secure and maintain employment prior to exit.

***Public Benefit:**

The homeless population in Pima County will be provided with job development with the goal of self-reliance.

***Metrics Available to Measure Performance:**

Annual performance report generated through the Homeless Management Information System (HMIS) database.

***Retroactive:**

Yes, received the agreement from the city on February 9, 2018. There were several language changes and the final version was completed on March 5, 2018. If this IGA is not approved, the negative impact would be the homeless people in Pima County would not receive services from the ECHO Supportive Housing Program.

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

Amendment No.: _____ AMS Version No.: _____

Effective 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 Amendment

Document Type: GTAW Department Code: CS Grant Number (i.e.,15-123): 18-66

Effective Date: 10/1/17 Termination Date: 9/30/18 Amendment Number: _____

Match Amount: \$ 25,282.25 Revenue Amount: \$ 101,129.00

***All Funding Source(s) required:** United States Department of Housing and Urban Development Continuum of Care Program

***Match funding from General Fund?** Yes No If Yes \$ 25,282.25 % 25

***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 the City of Tucson

Contact: Rise Hart

Department: Community Services, Employment and Training Telephone: 724-5723

Department Director Signature/Date: *Charles Jones* 3/7/18

Deputy County Administrator Signature/Date: *[Signature]* 3/7/18

County Administrator Signature/Date: *C. Deulobay* 3/7/18
(Required for Board Agenda/Addendum Items)

Continuum of Care Program Agreement
INTERGOVERNMENTAL AGREEMENT FY17/18

CONTRACT PARTIES: This Agreement is made and entered into by and between the City of Tucson, a municipal corporation of the State of Arizona, hereinafter referred to as “**the City,**” and **Pima County,** a public body corporate of the State of Arizona, hereinafter referred to as “**the Subrecipient**” or “**the Agency**”.

WHEREAS, the City has received funding from the United States Department of Housing and Urban Development Continuum of Care Program 2016 allocation for the **ECHO Permanent Supportive Housing Program (“ECHO Program”)** primarily for homeless City of Tucson residents; and

WHEREAS, the Subrecipient, through its Pima County Sullivan Jackson Employment Center (“**SJEC**”) has agreed to provide certain supportive services to ECHO Program participants at its facility located at: 400 E. 26th St., Tucson AZ 85713

NOW THEREFORE, in consideration of the mutual promises and considerations set forth below, the Parties agree to the following:

CONTRACT TERMS

SCOPE OF SERVICES: The Subrecipient shall provide the services and activities described in Exhibit A.

LENGTH OF AGREEMENT: The term of this Agreement shall run from October 1, 2017 to September 30, 2018.

CONTRACT AMOUNT: The City shall pay the Subgrantee the sum of **\$101,129** as follows:
Supportive Services - **\$97,476** – Account # 076-114-9629-268-ECHO16 and
Administration **\$3,653** – Account #076-114-9629-ADMN-268-ECHO16

CONTRACT NUMBER: **18490**

SOURCE OF FUNDS: The United States Department of Housing and Urban Development McKinney-Vento Homeless Assistance Act of 1987, Title IV, as amended 42USC 11371-78 (CFDA#14.231)

AGREEMENT DOCUMENTS: The following list constitutes the Contract Documents incorporated as a part of this Agreement:

- General Conditions of the Contract
- Exhibit A Scope of Services
- Exhibit B Project Budget
- Exhibit C Payment Request Form
- Exhibit D Continuum of Care Interim Rule

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT, PROJECT COORDINATOR for this project is Dana Mellors, Planning & Community Development Division, whose phone number is 837-5343; the fax number is 791-2529.

THIS AGREEMENT SHALL BE EXECUTED IN COUNTERPART.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

CITY OF TUCSON

PIMA COUNTY BOARD OF SUPERVISORS

Reviewed and Approved by Sally Stang,
Director and not Personally

Executed by Chairman, Pima County Board of
Supervisors and not Personally

Date: _____

Name and Title (typed/printed)

Executed by Mayor of Tucson and not Personally

Date _____

Date _____

Attested by Clerk of the Board of Supervisors
and not Personally

Date _____

Date _____

Attested by City Clerk and not Personally

Date: _____

Date: _____

Pursuant to A.R.S. § 11-952 (D), the attorneys for the parties have determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of this State to the parties.

City Attorney, not personally



Karen S. Friar, Deputy County Attorney, not
personally

GENERAL CONDITIONS

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1. SCOPE OF SERVICES: The Subrecipient shall provide those services as described in Exhibit A, attached hereto and by this reference made a part hereof.
2. ACTIVITIES FUNDED: The City shall provide funding for the services described in Exhibit A, Scope of Services, if, when and to the extent that adequate federal grant or other funds are available; and continued activities under this Agreement are conditioned upon continued full and timely City receipt of grant or other funds.
3. BUDGET: The City shall provide funding in accordance with this Agreement and Exhibit B, which is attached hereto and by this reference incorporated herein, unless subsequently amended. Only eligible expenditures (pursuant to OMB Circular A-122 cost principles for non-profit organizations) made under, as a part of and on behalf of the project can be reimbursed to the Subrecipient by the City.

No deviation from the approved project budget may be made by the Subrecipient without prior written authorization from the City. If the City determines payments exceeded actual project costs, the Subrecipient shall promptly refund the excess amount to the City.

4. BILLINGS: The Agency shall submit a billing to the Housing and Community Development Department by the 20th of each month and not more often than monthly. Funds not requested may be subject to reallocation. An expenditure detail is to be attached to each billing. *At a minimum*, this will include a copy of Agency's general ledger to support all labor and personnel charges as well as all purchased goods or services. Agency is also required to provide time worked records and corresponding general or subsidiary ledger for verification purposes. The ledgers will be examined by City staff relative to the corresponding time worked record as well as for fringe benefits. Time worked records are to be submitted for each employee included in Agency's billings. Note that time worked records must meet with the City of Tucson's approval prior to the beginning of the City's contract year. All payment requests must be received by the Housing and Community Development Department by the 30th day of the last month of the contract year. Each billing shall include a statement and description of all expenses to be reimbursed by the City. All contracted funds must be utilized as specified and requested by June 30th of the contracted year.
5. RECORDS: The Subrecipient shall maintain and retain thorough records of all project business transactions and activities for at least four years from the end of the contract year in which they (transactions, activities and expenditures) took place. It shall give the City and the U.S. Department of Housing and Urban Development, through any authorized representatives, access to and the right to examine and copy all records, books, papers or documents relating to or arising from all Subrecipient operations funded in whole or in part under this Agreement, during the term of this Agreement and for a period of four (4) years following the termination of this Agreement.
6. REPORTS: The City will require written reports on a monthly, quarterly and/or annual basis; such reports shall be submitted by the Subrecipient to the City in a form determined by the City within designated timeframes as established by the City. (Unless otherwise later modified in writing by the City.)

- benefit of third parties, unless otherwise agreed to in writing by authorized officers of the Parties.
7. **MONITORING:** The City shall have the authority to monitor Subrecipients to ensure compliance with applicable federal and local requirements and achievement of program performance goals; and the Subrecipient shall take all reasonable measures and efforts to cooperate with the City in its efforts to monitor contract compliance and service delivery.
 8. **INFORMATION:** Subject to such rules, regulations and restrictions of confidentiality that may apply by law to the parties and their personnel and clients, the City and the U.S. Department of Housing and Urban Development shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, materials or other information prepared under or in conjunction with this Agreement.
 9. **AUDIT:** The Subrecipient shall provide the Housing and Community Development Department, City of Tucson, P.O. Box 27210, Tucson, AZ 85726-7210, with a copy of any financial audit of the subject program, or portion thereof. Any such audit shall be prepared by an independent auditor in compliance with guidelines for financial and compliance audits of federally assisted programs as contained within OMB /Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations" as may be revised or amended. In addition, subrecipients are required to provide written certifications of compliance with OMB Circulars A-122 and A-133 at time of contract negotiation with the City.
 10. **CONFLICT OF INTEREST:** The Parties shall establish safeguards to prohibit their respective employees, board members, advisors and agents from using their positions for any purposes that are or give the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. Said safeguards should be substantially designed and executed to prevent actual violations of applicable conflicts of interest laws. Each party shall disclose in writing to the other any conflict of interest or potential conflict of interest described above, immediately upon discovery of such.
 11. **INDEPENDENT CONTRACTOR:** For the purpose of this Agreement, it is understood that the parties are independent contractors and no employee or agent of one is, for any purpose of this Agreement, an employee or agent of the other. Nothing contained herein, or any of the obligations of the parties hereunder, shall in any manner inure to the benefit of third parties, unless otherwise agreed to in writing by authorized officers of the Parties.
 12. **INDEMNIFICATION:** Each party (as Indemnitor) agrees to indemnify, defend and hold harmless to the other party (as Indemnitee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, agents, employees or volunteers.
 13. **INSURANCE:** The Parties will maintain insurance in amounts sufficient to cover their respective activities under this IGA. When requested, a party will provide the other party with proof of its worker's compensation, automobile, accident, property damage, and liability coverage or program of self-insurance.
 14. **INCORPORATED BY REFERENCE:** The Subrecipient shall administer this Agreement in compliance with all applicable federal, State of Arizona, local and City of Tucson laws, ordinances, and regulations, including but not limited to the federal regulations listed within the exhibits to this agreement.
 15. **REDUCTION IN ADMINISTRATIVE COMPENSATION:** In the event that the U.S Department of Housing and Urban Development should, for any reason, reduce or eliminate the City's funding under this Agreement, the City reserves the right to renegotiate the amount of compensation due the Subrecipient for the Activities Funded and Scope of Services due from the Subrecipient as provided herein, or to terminate this Agreement for cause pursuant to the paragraph entitled "Termination for Cause" herein below, in the event no amending agreement can be reached between the parties within sixty (60) days after notice of such change in anticipated funding.
 16. **TERMINATION FOR CAUSE:** The City shall have the right to terminate this Agreement for cause in the event: the Subrecipient fails to fulfill in timely or satisfactory manner any of the significant and substantial obligations set forth in its Scope of Services as set forth in Exhibit A (attached); the Subrecipient breaches or violates any covenant, agreement or assurance herein; the Subrecipient

fails to cure any such default, breach or violation no later than seven (7) days after receipt of the written notice from the City of such default or breach; and in the event any source of funding of this Agreement set forth in the paragraph above entitled "Reduction in Administrative Compensation" becomes impounded or otherwise unavailable, reduced or eliminated. In order to so terminate for cause, the City shall give the Subrecipient written notice by certified mail specifying the cause and the effective date of termination which may be effective upon the Subrecipient's receipt of notice, except as specifically provided above. In the event the City terminates this Agreement due to the Subrecipient's failure to cure any default, breach or violation as provided herein above or due to the Subrecipient's breach or violation of any covenant, agreement or assurance herein, the City may, at its option, make written demand for repayment of, and the Subrecipient shall immediately upon receipt of such written demand of the City, repay all sums received by the Subrecipient from the City under this Agreement as of the date of said demand for any services that were not performed fully, appropriately, legally, competently, adequately, timely or properly, plus interest thereon at the highest legal rate plus all expenses incurred by the City, including reasonable attorney's fees incurred in recovering said sums.

17. TERMINATION WITHOUT CAUSE: The City, without cause, may terminate this Agreement by giving the Subrecipient 30 day's written notice by certified mail. The Subrecipient may appeal such termination without cause by requesting reconsideration by the Mayor and Council, in writing, within thirty (30) days after written notice is delivered to the Subrecipient, said appeal to be filed in writing with the City Clerk and with the Housing and Community Development Director. The appeal to the Mayor and Council shall be scheduled as soon as is reasonably possible. The Subrecipient shall receive notice of the appeal hearing and opportunity to supplement its written appeal. Termination shall be suspended until the effective date of the Mayor and Council ruling on the Subrecipient's appeal. If and when this Agreement is terminated under this Section, the Subrecipient shall be paid in full for all actual services and activities performed in a satisfactory manner, together with eligible out-of-pocket expenses incurred but unbilled at the time of termination, providing there are no grounds for termination or disallowance for cause as set forth herein above.

18. OFFSETTING CLAIM: Notwithstanding any provision appearing to the contrary, the Subrecipient

shall not be relieved of liability to the City of damages sustained by the City by virtue of any breach of this Agreement by the Subrecipient, its officers, agents, managers or employees. The City may withhold payment of compensation to the Subrecipient for the purpose of an offsetting claim, until such time as the full amount of damage incurred by the City which is then due from the Subrecipient is determined and paid. Such damages may include the U.S. Department of Housing and Urban Development disqualification of Activities Funded because of the Subrecipient's failure to properly administer audit or report activities, services and/or expenditures.

19. INTEGRATED DOCUMENT: This Agreement, and the following referenced and/or attached Exhibits including attachments and references thereto embody the entire Agreement between the City and the Subrecipient for the scope of services and their terms and conditions: Exhibit A - Scope of Services/Performance Measures; Exhibit B - 1. Project Budget, 2. Rental Billing Information Form; Exhibit C - Payment Request Form; Exhibit D - Continuum of Care Grant Federal Regulations. No verbal agreements or conversation with any officer, agent or employee of the City prior to or after the execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon the City.

20. AMENDMENTS: This Agreement may be amended only by prior written agreement of the parties hereto signed by duly authorized officers of each party.

21. SEVERABILITY OF PROVISIONS: If any provisions of this Agreement are held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law and if, in the judgment of the City, such remainder will suffice to adequately and timely achieve the purpose and goals of the Project and of this contract.

22. NON-ASSIGNABILITY: The Subrecipient shall not assign any rights, obligations or other interests in this Agreement, and shall not transfer any interest in this Agreement without prior written consent of the City thereto.

23. SUCCESSORS: The Subrecipient covenants that the provisions of this Agreement shall be binding upon heirs, successors, subcontractors, representatives and agents.

upon heirs, successors, subcontractors, representatives and agents.

24. **NONDISCRIMINATION:** The Subrecipient, in its employment policies and practices, in its public accommodations and in its provision of services shall obey all relevant and applicable, federal, state, and local laws, regulations and standards relating to discriminations, biases, and/or limitations, such as, but not limited to, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Arizona Civil Rights Act, the Human Relations provisions of the Tucson Code, and the Mayor and Council policy adopted on September 25, 2000, prohibiting the direct or indirect grant of discretionary City funds to organizations that have a policy of exclusionary discrimination on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status or marital status. "Administrative Guidance Regarding the Non-Discrimination Policy for Programs Funded by the City of Tucson" is incorporated herein as follows:

On September 25, 2000 the Mayor and Council approved a policy prohibiting the direct or indirect granting of discretionary City funds to organizations that have a policy of exclusionary discrimination on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status or marital status.

Consistent with policies expressed throughout federal, state, and local law, it is clear that the Mayor and Council did not intend to prohibit funding to all social service organizations that may have certain restrictive policies. This document provides administrative guidance for differentiating between the legitimate targeting/restriction of services and prohibited exclusionary discriminatory policies. The following practices will not preclude an organization from receiving funding:

1. Restricting program participation to persons of a particular age group such as kindergartens, nurseries, day care centers, nursing homes, housing for older persons, etc., provided such programs do not discriminate on the basis of other criteria listed above.
2. Restricting program participation to individuals with physical or mental disabilities provided such programs do not discriminate on the basis of other criteria listed above.
3. Restricting program participation to individuals of a single sex if the program provides dormitory-

lodging facilities or residential housing, such as transitional housing, group homes, domestic violence shelters, etc., provided such programs do not discriminate on the basis of other criteria listed above.

4. Requiring volunteers, employees, and or program participants to meet federal, state, or local licensing restrictions (e.g., requiring volunteers to be at least 18 years of age).
5. Restricting voluntary youth service organizations, that have traditionally been limited to persons of one sex and principally to persons of less than nineteen years of age, to individuals of a single sex, provided such programs do not discriminate on the basis of other criteria listed above.

25. **LEGAL AUTHORITY:** Neither party warrants to the other its legal authority to enter into this IGA. If a court, at the request of a third person, should declare that either party lacks authority to enter into this IGA, or any part of it, then the IGA, or parts of it affected by such order, shall be null and void, and no recovery may be had by either party against the other for lack of performance or otherwise.

26. **WORKER'S COMPENSATION:** Each party shall comply with the notice of A.R.S. § 23-1022 (E). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the operations of protocol in place, and said party shall have the sole responsibility for the payment of Worker's Compensation benefits or other fringe benefits of said employees.

27. **NO JOINT VENTURE:** It is not intended by this IGA to, and nothing contained in this IGA shall be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between Agency and any City employees, or between the City and any Agency employees. Neither party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

28. **NO THIRD PARTY BENEFICIARIES:** Nothing in the provisions of this IGA is intended to create duties or obligations to or rights in third parties not parties to this IGA or effect the legal liability of either party to the IGA by imposing any standard of care with respect to the maintenance of public facilities different from the standard of care imposed by law.

29. PROCUREMENT OF RECOVERED MATERIALS

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, The contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where:

- (1) the Contractor purchases in excess of \$10,000 of the item under this contract, or
- (2) during the preceding Federal fiscal year, the Contractor (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

**CONTINUUM OF CARE PROGRAM
ECHO PERMANENT SUPPORTIVE HOUSING
SCOPE OF SERVICES
FY 2017/2018**

1. **Agency Name:** Pima County Sullivan Jackson Employment Center

2. **Project Activity: (check appropriate box)**

- Housing and Support Services
 Employment, Training, Placement
 Permanent Housing Placement Services & Follow-up

3. **Service Location(s):** What is the service location? If there are multiple sites, please list each location.

400 East 26th Street, South Tucson, Arizona 85713

4. **Project Timeline:**

ECHO is a Permanent Supportive Housing program using a Housing First approach for chronically homeless individuals. Referrals into the program will exclusively use coordinated entry component of the HMIS Project. Program participants selected using coordinated entry will be chronically homeless and with a disability. The Project Timeline will develop a cohort process of eight to ten individuals in each cohort for the "Job Offer Academy." It is estimated that a cohort of ECHO enrolled program participants would occur every six weeks, sooner if the cohort reaches ten enrolled program participants.

Upon completion of the Job Offer Academy, program participants will be enrolled in a structured Job Development using the self-directed job search methodology. Program participants will be in charge of their job search activities with added direction from the Employability Skills Instructors.

Once the first cohort is in progress, the timeline will be estimated at a new cohort every six weeks, or sooner if demand exists.

5. **Population served:**

The Program will consist of referrals from the ECHO Housing Providers of people who are chronically homeless with a disability that are seeking employment assistance and job training to secure financial stability. SJEC outreach will assist all participating agencies—with outreach/navigation to program participants and enrollment in SSI/SSDI Outreach, Access and Recovery (SOAR) services.

6. **Agency plan for assisting clients in accessing mainstream services:**

The Sullivan Jackson Employment Center is a satellite facility of the One-Stop Services Center, and as such, all enrolled program participants will be co-enrolled in the services of the

Workforce Innovation and Opportunity Act (WIOA) of the Department of Labor. This is a mainstream service of Employment Assistance and Job Training that will be available to all program participants.

A case manager at SJEC will also be assigned to prepare SOAR applications for all clients enrolled in ECHO who are in need of the service.

7. Major Project Activities:

1. Participate in the TPCP Coordinated Assessment System
2. Intake and Assessment of participant needs.
3. Modules in the Job Offer Academy
4. Job Development/Job Placement
5. Employment-related Case Management
6. Job Retention
7. Outreach and navigation
8. Connection to SOAR services

Vocational Assessments are a Module within the Job Offer Academy Workshop. A total of 25 unduplicated program participant served annually within each activity. We anticipate that 20 % or ten program participants will wish to take the Job Offer Academy Modules twice annually. Services will be tracked in Case Management Employment Development Plans and HMIS.

The Job Offer Academy consists of eleven modules of instruction on such topics as: building a personal skill profile for better applications, resumes and interviews, quality career choices clinic, potential employer database building, interview that get job offers, and the job hunter game plan for job development activities. In addition, the workshop instruction will consist of vocational assessment, The Adult Basic Education (TABE) testing of individuals grade level skills in reading, writing, math and spelling and group instruction on self-directed job search methodology.

8. Estimated Outputs:

Estimated Outputs will be 25 program participants to be enrolled in the Job Offer Academy and an additional ten program participants may take the Workshop twice annually. SJEC outreach will make contact with all participants when requested by a participating agency or directed by the City of Tucson. Additionally, SJEC will provide SOAR services to all program participants in the program referred by a participating agency or directed by the City of Tucson.

9. Measurement Tools:

Outputs will be measured by attendance records.
Outcomes will be measured by Job Placement Verification and follow-up Job Retention verification at three weeks, one month, and six month intervals.

Outreach outcomes and SOAR outcomes will be measured by increased placement in housing and connection to SOAR services.

10. Predicted Outcomes: Outcomes are an assessment of change in client or community conditions resulting from project activities.

The first Outcome Measurement will be the number of enrolled program participants that complete the Job Offer Academy Course. This will be measured by attendance records and enrollment into the Job Development component of the program.

The second Outcome Measurement will be placement into employment. This will be measured by a direct call to the employer to verify Job Placement and monitoring program participant check stubs received from earned income.

It is estimated that 70% of enrolled program participants will complete the Job Offer Academy. It is estimated that 60% of enrolled program participants will participate in SOAR services. It is estimated that 100% of outreach, navigation, and SOAR requests will be addressed and completed.

11. Measurement Tools: Outcomes measurement tools will consist of Employment verification from direct contact with employer and check stub verification of employment earned income.

SOAR outcomes will be measured by clients with increased income.

All information and outcomes will be tracked in HMIS.

12. Required Documentation:

1. Copies of the Client Intake/Exit forms (Exhibit E1) shall be submitted for each participant, upon Entering and upon Exiting from the program, with the monthly Payment Request Form (Exhibit C).
2. Copy of the Homeless Certification Form (Exhibit E2) and back-up documentation to verify homelessness shall be submitted on a monthly basis for newly enrolled program participants.
3. Copy of the Tenant Income Certification form (Exhibit E4) shall be submitted on a monthly basis for newly enrolled program participants, and annually for clients in the program for up to 2 years.
4. Quarterly Progress Report (Exhibit D) shall be submitted each quarter as listed above.

13. Community Impact: What community problems/indicators will this project affect in the long term? Examples include: homeless rates; number of transients; panhandling; crime; juvenile drop-out/ detention rates.

1. To increase the level of job skills/increase in income of people experiencing homelessness.
2. To increase the number of formerly homeless people into permanent housing.
3. To allow for career development and economic security of formerly homeless individuals and families.

4. To outreach to potential program participants and assist in navigation.
5. Connect participants with mainstream benefits, including SSDI

14. Homeless Management Information System (HMIS):

Agency will enter all ECHO clients into the HMIS database within 2 days of client entering or exiting the program. Agency will participate in the Tucson Pima Collaboration to End Homelessness - HMIS Committee.

**CITY OF TUCSON
ECHO PERMANENT SUPPORTIVE HOUSING PROGRAM
BUDGET FISCAL YEAR 2017/2018**

Agency Name: SULLIVAN JACKSON EMPLOYMENT CENTER
 Project Name: ECHO PERMANENT SUPPORTIVE HOUSING
 Contract Number: #18490

**SOURCES: ECHO Budget Inclusive of All Planned
Funding Sources and Amounts Contributed**

Budget Categories	CoC Funds	State Match Sources	Total
PERSONNEL COSTS	\$ 87,000		\$ 87,000
DIRECT SERVICES	\$ 10,476		\$ 10,476
ADMINISTRATIVE COSTS	\$ 3,653	\$ -	\$ 3,653
TOTAL SERVICES COSTS	\$ 101,129	\$ -	\$ 101,129

*NOTE: Other fund sources listed will be considered MATCH.
 All requests for budget changes are required to be submitted in writing and approved by Community Services. Changes will only be allowed as long as the total dollar amount contracted for remains the same and the costs are eligible.

The above budget is correct as shown.

Agency Authorized Signature _____ Date _____

CITY OF TUCSON
CONTINUUM OF CARE PROGRAM - ECHO PSH PROGRAM
PAYMENT REQUEST FORM

Send original signed request and copy of general ledger to:
 Dana Mellors, Project Coordinator - City of Tucson, HCDD/PCDD, P.O. BOX 27210, TUCSON, AZ 85726

AGENCY NAME: Sullivan Jackson Employment Center Contract Total: \$101,129

CONTRACT SERVICE (s): ECHO Permanent Supportive Housing Program

CONTRACT NUMBER: 18490 VENDOR NUMBER: C001320

REIMBURSEMENT PERIOD (include month, day, year) _____ to _____

BUDGET LINE ITEMS	SERVICES PROJECT BUDGET		EXPENDITURES FOR SERVICES		CITY COSTS City CoC Costs to Date	BALANCE City CoC Balance
	Total Service Budget	City CoC Funding Amount	Total Cost This Month	Current Request City CoC Portion		
1. Personnel Costs		\$ 87,000	\$ -	\$ -	\$ -	\$ 87,000.00
2. Direct Services	\$ -	\$ 10,476	\$ -	\$ -	\$ -	\$ 10,476.00
3. Administrative Costs		\$ 3,653	\$ -	\$ -	\$ -	\$ 3,653.00
Total Budget Amount	\$ -	\$ 101,129				
		Total Expenditures	\$ -	\$ -	\$ -	\$ 101,129.00

* Monthly expenditures for services column must demonstrate agency's compliance with the CoC 25% match requirement.

Prepared by: _____ Phone: _____

Certified Correct: _____ Date: _____

Signed - Executive or Project Director

FOR CITY OF TUCSON USE ONLY:

Account #: 076-114-9629-268-ECHO16 Amount Approved for Payment \$ _____

Account #: 076-114-9629-ADMN-268-ECHO16 Amount Approved for Payment \$ _____

CSD Approval _____ Date _____