



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

Award Contract Grant

Requested Board Meeting Date: December 12, 2017

* = Mandatory, information must be provided

or Procurement Director Award

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

SER - Jobs for Progress of Southern Arizona, Inc.

***Project Title/Description:**

Work Assistance for the Homeless -- A part of the Pima County Sullivan Jackson Employment Center (SJEC) network to assist people experiencing homelessness in Pima County to become self-sufficient. The original contract and amendments may be found under CT-16*358. Search for contract number 16*358 in eContracts.

***Purpose:**

This amendment allows SER - Jobs for Progress of Southern Arizona, Inc. to continue providing critical workforce activities to homeless youth, veterans, families and individuals as part of the SJEC program.

The county has received two new grants (Emergency Solutions Grant funds from the U.S. Department of Housing and Urban Development (HUD) and Pima County Links Rapid Rehousing Project from the Arizona Department of Housing) to provide services to the homeless.

Contractor will continue to provide an outreach function to individuals and families living in washes, cars and other sites by responding to contacts under County Homeless Protocol. As part of the outreach, basic assessment is conducted and a search for Permanent Housing is made. Contractor also provides emergency shelter/motel vouchers for families to maintain family unity and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning youth for the purpose of safety.

Contractor will continue to provide case management and support services to participants engaged in SJEC's program. Support services are in addition to those normally available through CSET's system such as bicycles and household goods for families and individuals moving into Rapid Rehousing. Rapid Rehousing is considered by HUD to be Permanent Housing that maintains a "Transition-in-Place" approach to housing people experiencing homelessness.

Contractor will continue to provide intense, structured employability skills workshops.

Attachment: Contract Number CT-CS-16-358 (Amendment 2)

***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:**

SER - Jobs for Progress of Southern Arizona, Inc. will ensure that 80% of homeless participants who enter SJEC enroll in employability skills workshops and 50% will find employment and earn at least \$12.00 per hour.

***Public Benefit:**

The program provides a path for people experiencing homelessness in Pima County to find and maintain employment and housing.

***Metrics Available to Measure Performance:**

SER - Jobs for Progress of Southern Arizona, Inc. will report monthly numbers of participants who completed the program and average wage of placement.

***Retroactive:**

No.

To: COB- 11-21-17
jgs- 6

Procure Dept 11/20/17 PM0409

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): 16-358

Amendment No.: 2 AMS Version No.: 23

Effective Date: 12/12/17 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 58,646.00

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

***Funding Source(s) required:** U.S. Department of Housing and Urban Development, Arizona Department of Economic Security, State of Arizona Housing Program Fund, City of Tucson, and Pima County General Funds

Funding from General Fund? Yes No If Yes \$ 47,261.00 % _____

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: *Charles Long* 11/15/17

Deputy County Administrator Signature/Date: *Dany* 11/16/17

County Administrator Signature/Date: *C. P. ...* 11/16/17
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Assistance for the Homeless

Awardee: SER-Jobs for Progress of Southern Arizona, Inc.
40 West 28th Street
Tucson, AZ 85713

DUNS: 964816636

SAM Registration Date: 3/30/17

Contract No: CT-CS-16-358

Amendment No: 02

Funding: U.S. Department of Housing and Urban Development ("HUD"), Arizona Department of Economic Security ("ADES"), State of Arizona Housing Program Fund ("AZHPF"), City of Tucson, and Pima County General Funds

CONTRACT
NO. <u>CT-CS-16-358</u>
AMENDMENT NO. <u>02</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Award Date	Contract No.	CFDA	Program Description	National/State Funding	Pima County Award
2017	AZ0027L9T011609 AZ0032L9T011609 AZ0042L9T011609 AZ0167L9T011601	14.267	Continuum of Care Homeless Program ("CoC")	\$1,890,000,000.00	\$1,484,574.00
2016	DI18-002139	93.667	ADES Social Services Block Grant - Title 20 ("SSBG")	\$1,700,000,000.00	\$40,000.00
2016	City of Tucson 18383	14.267	ECHO Permanent Supportive Housing Program	\$1,890,000,000.00	\$101,129.00
2017	ADOH 563-17	N/A	Pima County Links Rapid Rehousing Project ("PCLRRP")	\$2,000,000.00	\$464,250.00
2017	ESG HUD 2017-18	14.231	Emergency Solutions Grant ("ESG")	\$310,000,000.00	\$235,286.00

Awardee is a X Subrecipient Contractor

Match NO Indirect Costs NO

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$472,610.50
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$521,515.50
Term This Amendment:	N/A	Amount This Amendment:	\$58,646.00
		Revised Contract Amount:	\$1,052,772.00

Pima County ("County"), a body politic and corporate of the State of Arizona, and SER-Jobs for Progress of Southern Arizona, Inc. ("Awardee"), a non-profit corporation registered to do business in the State of Arizona entered into the above-referenced contract to provide workforce development services to eligible homeless individuals.

AMENDMENT TWO

RECITALS

- A. County, as Subrecipient, has received new grant funds from various sources to provide services to the homeless. These new grants include:
1. Emergency Solutions Grant (“ESG”) funds from the U.S. Department of Housing and Urban Development (“HUD”); and
 2. Pima County Links Rapid Rehousing Project (“PCLRRP”) from the Arizona Department of Housing (“ADOH”);
- B. County will provide funds from the new grants to enhance the services currently being provided by Awardee to the homeless of Pima County.
- C. The Pima County Board of Supervisors finds that increasing services to the homeless is in the best interests of the residents of Pima County and will improve employment opportunities for the homeless.
- D. County has reviewed Awardee’s performance and finds it satisfactory.

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

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

1.1 **Paragraph 3.1** is amended to increase the Maximum Allocated Amount:

FROM: \$994,126.00

TO: \$1,052,772.00

1.2 **Paragraph 3.2**, the allocation table is deleted in its entirety and replaced with the following:

Funding Source	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	Maximum Amount Allocated
HUD CoC	\$376,696.50	\$353,962.50	\$730,659.00
SSBG	\$40,000.00	\$40,000.00	\$80,000.00
ECHO	\$8,653.00	\$75,748.00	\$84,401.00
PCLRRP	-0-	\$43,190.00	\$43,190.00
HUD ESG	-0-	\$20,000.00	\$20,000.00
Pima County General Funds (“PCGF”)	\$47,261.00	\$47,261.00	\$94,522.00
Allocated Amount	\$472,610.50	\$580,161.50	\$1,052,772.00

2. EXHIBIT A – SCOPE OF WORK is amended as follows:

2.1 **SECTION 3 – PROGRAM COMPONENTS**, is amended as follows:

2.1.1 **Paragraph 3.1** is amended to increase the number of Awardee’s personnel at SJEC:

FROM: 4.5 FTEs

TO: 5 FTEs

2.1.2 **Paragraph 3.4** is added to read:

- 3.4. WORK STATEMENT NO. 4: ESG Motel Vouchers to provide immediate housing when traditional shelters are unavailable or inappropriate.

2.2 WORK STATEMENT NO. 1 – OUTREACH, CASE MANAGEMENT & GENERAL ADMINISTRATION SERVICES is amended as follows:

2.2.1 SECTION 1 – ONE-STOP OPERATIONS – General, paragraph 1.1.4, subparagraphs 1.1.4.1 and 1.1.4.2 are deleted in their entirety and replaced with the following:

1.1.4.1 One and one-half (1.5) FTE Homeless Case Manager (“HCM”);

1.1.4.2 One and one-half (1.5) FTE Homeless Outreach Specialist (“HOS”);

2.2.2 SECTION 2 – STAFF ACTIVITIES, Paragraph 2.1.2 is amended to increase the monthly case load of active participants at SJEC:

FROM: 60

TO: 110

2.2.3 SECTION 3 – BUDGET – WORK STATEMENT NO. 1 paragraph 3.1 is deleted and replaced with the Budget is set forth in the attached **EXHIBIT B**. The remaining paragraphs are renumbered to conform.

2.3 WORK STATEMENT NO. 2 – SUPPORTIVE SERVICES is amended as follows:

2.3.1 SECTION 1 – ONE STOP OPERATIONS – General, Paragraph 1.1.4, subparagraph 1.1.4.1 is deleted in its entirety and replaced with the following:

1.4.1.1 Furnishings/household goods (maximum of \$200.00 per household); and

2.3.2 SECTION 2 – BUDGET – WORK STATEMENT NO. 2 is deleted and replaced with the Budget is set forth in the attached **EXHIBIT B**.

2.4 WORK STATEMENT NO. 3 -- EMPLOYABILITY SKILLS WORKSHOPS, SECTION 3 – BUDGET – WORK STATEMENT NO. 3 is deleted and replaced with the Budget is set forth in the attached **EXHIBIT B**.

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3. **EXHIBIT A-2 --WORK STATEMENT NO. 4 – EMERGENCY SERVICE MOTEL VOUCHERS** attached hereto is added.

4. **EXHIBIT B – Work Statement Nos. 1, 2, 3 – Budget** attached hereto is added.

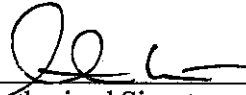
Any other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

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:

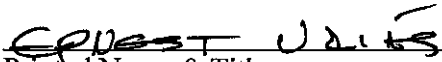
AWARDEE:

Chair, Pima County Board of Supervisors



Authorized Signature

Date: _____



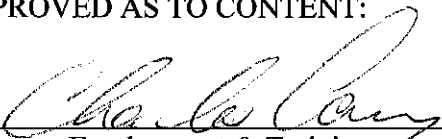
Printed Name & Title

ATTEST:

Date: 14 Nov 2017

Clerk of the Board Date

APPROVED AS TO CONTENT:



Director, Employment & Training

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

WORK STATEMENT NO. 4 – EMERGENCY SERVICES MOTEL VOUCHERS

SECTION 1 – PROGRAM OVERVIEW To help people experiencing homeless move towards a stable lifestyle, the Motel Voucher Program (“the Program”) will provide emergency shelter primarily for:

- 1.1. Homeless families with children, to avoid separating family members; and
- 1.2. Youths identifying as Lesbian, Gay, Bisexual, Transgender, Queer/Questioning in order to provide a safe alternative to separate-gender shelters.

SECTION 2 -- PROGRAM ACTIVITIES Awardee will:

- 2.1. Provide emergency service motel vouchers to **up to sixty (60) unduplicated families and individuals**. Length of stay will be between one (1) night and thirty (30) nights, as appropriate to the circumstances.
- 2.2. Ensure that at least 67% of the families and individuals that receive emergency service motel vouchers secure permanent housing at the conclusion of the motel stay.

SECTION 3 – BUDGET – WORK STATEMENT NO. 4

Awardee will be paid on a Cost Reimbursement basis as follows:

Budget Item	Funding Source	Amount allocated for October 1, 2017 – June 30, 2018
ESG Motel Vouchers	HUD ESG	\$20,000.00
Administration Costs (10%)	General Funds	\$ 2,000.00
TOTAL		\$22,000.00

END OF WORK STATEMENT NO. 4

EXHIBIT B
Workforce Assistance for the Homeless
Work Statements No. 1, 2, 3 - Budgets

WORK STATEMENT NO. 1 – OUTREACH, CASE MANAGEMENT & GENERAL ADMINISTRATION SERVICES

Budget Item	Funding Source	Amount Allocated for July 1, 2017 - June 30, 2018
Salary and Fringe (No Overtime)	HUD CoC	\$171,046.50
	ECHO	\$45,000.00
	AZHPPF - PCLRRP	\$25,000.00
	SSBG	\$20,000.00
	PCGF	\$699.50
Staff Development	PCGF	\$1,827.00
Travel	HUD CoC	\$3,384.00
	AZHPPF - PCLRRP	\$1,550.00
Equipment/Supplies	n/a	\$0.00
Communications	n/a	\$0.00
Administrative Costs	HUD CoC	\$13,324.00
	ECHO	\$2,800.00
	AZHPPF - PCLRRP	\$2,500.00
	PCGF	\$17,540.50
TOTAL		\$304,671.50

WORK STATEMENT NO. 2 – SUPPORT SERVICES

Budget Item	Funding Source	Amount Allocated for July 1, 2017 - June 30, 2018
Support Services	HUD CoC	\$25,206.00
	ECHO	\$7,352.00
	AZHPPF - PCLRRP	\$2,000.00
	PCGF	\$25,194.00
Administration Costs	HUD CoC	\$4,002.00
	ECHO	\$596.00
	AZHPPF - PCLRRP	\$1,395.00
TOTAL		\$65,745.00

WORK STATEMENT NO. 3 – WORKSHOPS AND JOB SEARCH AND JOB PLACEMENT

Program	Funding Source	Maximum Payment
Employability skills for homeless	HUD CoC	\$137,000.00
Maximum number of workshops = 50	ECHO	\$20,000.00
Maximum number of workshop hours = 80	AZHPPF - PCLRRP	\$10,745.00
Cost per workshop + \$3,754.90	SSBG	\$20,000.00
TOTAL		\$187,745.00

Key: HUD CoC = U.S. Department of Housing and Urban Development (HUD)-Continuum of Care Program - CASA Coalition Assisting Self-Sufficiency Attainment, La Casita, Project Advent, One Stop Rapid Rehousing
ECHO = City of Tucson ECHO Permanent Supportive Housing Program
AZHPPF - PCLRRP = State of Arizona Housing Program Fund - Pima County Links Rapid Rehousing Project
SSBG = Arizona Department of Economic Security - Social Services Block Grant
PCGF = Pima County General Funds