



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

Award  Contract  Grant

Requested Board Meeting Date: June 23, 2020

\* = 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:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CR-20\*422 (formerly CS-17\*009) in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, SER-Jobs for Progress of Southern Arizona, Inc., is designed to continue workforce development services to Pima County adult and dislocated worker job seekers (Work Statement 1) and youth 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, 2020 to June 30, 2021.

Attachment: Contract Number CT-CR-20-422 (Amendment 06)

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WFS-2016-06 was conducted with delegated authority.

**\*Program Goals/Predicted Outcomes:**

The program's goal is to prepare job seekers for current and projected demand occupations that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.

Annual number served:

Enrolled - 360 Adult/dislocated worker participants and 120 youth participants

Placed on job - 144 Adult/dislocated worker participants and 48 youth participants

**\*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:**

SER will submit monthly summary reports which include the number of persons served, completed, exited, placed on a job, placed into Workforce Investment Board target industries, and the average wage at placement.

**\*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: CT Department Code: CR Contract Number (i.e., 15-123): 20-422  
Amendment No.: 6 AMS Version No.: 1  
Commencement Date: 6/30/20 7-1-20 DL New Termination Date: 6/30/21  
Prior Contract No. (Synergen/CMS): CT-CS-17-009

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 885,899.48  
Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_  
**\*Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act and Health Profession Opportunity Grant  
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: Rise Hart  
Department: Community Services Telephone: 724-5723  
Department Director Signature/Date: [Signature] 6-15-20  
Deputy County Administrator Signature/Date: [Signature] 15 June 2020  
County Administrator Signature/Date: C. R. DeLuca 6/15/20  
*(Required for Board Agenda/Addendum Items)*

**Pima County Department of Community Services, Employment and Training Department**

**Project:** Workforce Development Services

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

**Contract No.:** CT-CS-17-009 (CT-CR-20-422 from and after July 1, 2020)

**Contract Amendment No.:** Six (6)

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$775,954.00
Termination Date Prior Amendment:	06/30/20	Prior Amendments Amount:	\$2,512,044.72
Termination Date This Amendment:	06/30/21	This Amendment Amount :	\$885,899.48
		Revised Contract Amount:	\$4,173,898.20

<b>DUNS No.:</b> 964816636		<b>SAM Registration Date:</b> 3/17/20	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal or State Contract No.:</b>		DI19-002205 PCC2015-2020	<b>Award Date:</b> PY2020 2015-2020
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
<b>Status of Contractor:</b>		<input checked="" type="checkbox"/> Subrecipient	<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
17.258	U.S. Department of Labor (“DOL”)/Arizona Department of Economic Security (“ADES”) Workforce Innovation and Opportunity Act (“WIOA”)-Adult	\$854,649,000.00	\$2,309,890.00
17.278	WIOA-Dislocated Worker	\$1,322,912,000.00	\$4,987,021.00
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00
93.093	Health Profession Opportunity Grant (“HPOG”)	\$85,000,000.00	\$601,926.00

**AMENDMENT SIX (6)**

**1. BACKGROUND AND PURPOSE.**

1.1 Background.

1.1.1. On June 7, 2016, Pima County (“County”) and SER-Jobs for Progress of Southern Arizona, Inc. (“Awardee”), entered into the above-referenced contract to provide workforce development services for adult, dislocated worker and youth job seekers.

1.1.2. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible workforce development services. The WIOA grant ends June 30, 2023.

- 1.1.3. County is the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College and is authorized to pass those funds along to other entities, including Awardee.
- 1.2 County Organization. Effective July 1, 2020:
- 1.2.1. Pima County Community Services, Employment and Training Department and Pima County Community Development and Neighborhood Conservation Department are restructured to form the Community and Workforce Development Department.
- 1.2.2. This Agreement will be renumbered to CT-CR-20-422, but all terms and conditions remain unchanged.
- 1.2.3. Any reference in the Agreement to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community and Workforce Development Department (“CWD”).
- 1.3 Purpose.
- 1.3.1. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
- 1.3.2. County finds that it is in the best interests of the Pima County residents to continue to provide workforce development services to the residents of Pima County.
- 1.3.3. County has reviewed Awardee’s performance of the services and finds it satisfactory.

2. **TERM AND EXTENSIONS, SECTION 1.0.** Pursuant to **paragraph 1.2**, County is exercising the last available extension option. This Agreement will terminate on **June 30, 2021**.

3. **COMPENSATION AND PAYMENT, SECTION 3.0** is amended as follows:

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

FROM: \$3,287,998.72

TO: \$4,173,898.20

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

Funding Source	Maximum Amount Allocated					Total Anticipated Expenditure per Funding Source
	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	7/1/2019 – 6/30/2020	7/1/2020 – 6/30/2021	
WIOA grant	\$652,954.00	\$657,182.00	\$789,500.24	\$835,899.48	\$835,899.48	\$3,771,435.20
HPOG	\$43,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$50,000.00	\$233,000.00
HVRP	-0-	-0-	\$9,463.00	-0-	-0-	\$9,463.00
Pima County General Funds	\$80,000.00	\$80,000.00	-0-	-0-	-0-	\$160,000.00
<b>Anticipated Allocations TOTAL</b>	<b>\$775,954.00</b>	<b>\$782,182.00</b>	<b>\$843,963.24</b>	<b>\$885,899.48</b>	<b>\$885,899.48</b>	<b>\$4,173,898.20</b>

3.3 **Paragraph 3.9.5** is added to read:

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

3.4 Paragraph 3.13.1 is deleted in its entirety and replaced with the following:

The cost principles set forth in 2 CFR part 200, Subpart E, as may be modified by amendments and additions of the Awarding Agency, will be used to determine whether an incurred cost will be reimbursed under this Agreement as follows:

Grant Title	Federal Agency	Applicable Modification to 2 CFR § 200, Subpart E
WIOA	Department of Labor	As supplemented by 2 CFR part 2900
HPOG	Department of Health & Human Services	As codified with HHS-specific amendments in 45 CFR part 75

4. EXHIBIT A-1 – SCOPE OF WORK is amended as follows:

4.1 GENERAL PROVISIONS, PROGRAM COMPONENTS, SECTION 3.0, the table is deleted in its entirety and replaced with the following:

Work Statement	Workforce Development Services	Amount				
		7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	7/1/2019 – 6/30/2020	7/1/2020 – 6/30/2021
1	Adults and dislocated workers	\$644,856.00	\$649,599.00	\$659,864.58	\$670,334.85	\$670,334.85
2	Youth	\$131,098.00	\$132,583.00	\$184,098.66	\$215,564.63	\$215,564.63

4.2 WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS, BUDGET, SECTION 3.0 is amended as follows:

4.2.1. Paragraph 3.1, the table is deleted in its entirety and replaced with the following:

Budget Line Item	Amount Allocated				
	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	7/1/2019 – 6/30/2020	7/1/2020 – 6/30/2021
<b>Operating Budget</b>					
Salary and ERE (No overtime)	\$481,376.00	\$485,738.00	\$493,119.00	\$502,980.76	\$502,980.76
Staff Development	\$2,700.00	\$2,754.00	\$2,809.08	\$2,865.26	\$2,865.26
Travel	\$7,289.00	\$7,435.00	\$9,752.22	\$9,947.26	\$9,947.26
Equipment	-0-	-0-	-0-	-0-	-0-
Supplies	-0-	-0-	-0-	-0-	-0-
Communication	-0-	-0-	-0-	-0-	-0-
Other Operating	\$17,171.00	\$17,352.00	\$17,864.28	\$18,221.57	\$18,221.57
Space	-0-	-0-	-0-	-0-	-0-
<b>Total Operating Budget</b>	<b>\$508,536.00</b>	<b>\$513,279.00</b>	<b>\$523,544.58</b>	<b>\$534,014.85</b>	<b>\$534,014.85</b>
<b>Other Allocation(s)</b>					
Transitional Job Wages*	\$136,320.00	\$136,320.00	\$136,320.00	\$136,320.00	\$136,320.00
<b>TOTAL BUDGET</b>	<b>\$644,856.00</b>	<b>\$649,599.00</b>	<b>\$659,864.58</b>	<b>\$670,334.85</b>	<b>\$670,334.85</b>

4.2.2. Paragraph 3.4 is revised to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, and HPOG funds, by activity, for the current contract year is set forth in **Exhibit A** of this Amendment 6.

4.3 WORK STATEMENT NO. 2, SECTION 3.0, paragraph 3.3, the table is deleted in its entirety and replaced with the following:

Budget Line Item	MAXIMUM ALLOCATED AMOUNT				
	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	7/1/2019 – 6/30/2020	7/1/2020 – 6/30/2021
<b>Operating Budget</b>					
Salary and ERE (No overtime)	\$67,032.00	\$68,373.00	\$69,740.46	\$71,135.27	\$71,135.27
Staff Development	\$300.00	\$306.00	\$312.12	\$318.36	\$318.36
Travel	\$1,851.00	\$1,888.00	\$1,925.76	\$1,964.28	\$1,964.28
Equipment	\$250.00	\$255.00	\$260.10	\$265.30	\$265.30
Supplies	\$400.00	\$408.00	\$416.16	\$424.48	\$424.48
Communications	\$488.00	\$498.00	\$507.96	\$518.12	\$518.12
Space	\$2,068.00	\$2,109.00	\$2,151.18	\$2,194.20	\$2,194.20
Other Operating	\$1,909.00	\$1,946.00	\$1,984.92	\$2,024.62	\$2,024.62
<b>Total Operating Budget</b>	<b>\$74,298.00</b>	<b>\$75,783.00</b>	<b>\$77,298.66</b>	<b>\$78,844.63</b>	<b>\$78,844.63</b>
<b>Other Allocation(s)</b>					
Work Experience for Youth Wages*	\$56,800.00	\$56,800.00	\$106,800.00	\$136,720.00	\$136,720.00
<b>TOTAL BUDGET</b>	<b>\$131,098.00</b>	<b>\$132,583.00</b>	<b>\$184,098.66</b>	<b>\$215,564.63</b>	<b>\$215,564.63</b>

This amendment is effective on June 30, 2020.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be 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, Board of Supervisors

  
\_\_\_\_\_  
Authorized Signatory

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Printed Name & Title


**ATTEST:**

Date: 15 June 2020

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

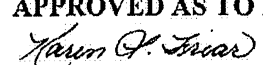
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT:**

  
\_\_\_\_\_  
Director  
Employment and Training

6-15-20  
Date

**APPROVED AS TO FORM:**

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

**PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING****WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS  
AND DISLOCATED WORKERS – PROJECTED BUDGET**

July 1, 2020 – June 30, 2021				
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	TOTAL
<b>Operating Budget</b>				
Salary and ERE (No overtime)	\$258,962.65	\$196,633.28	\$47,384.84	\$502,980.77
Staff Development	\$1,480.38	\$1,143.43	\$241.45	\$2,865.26
Travel	\$5,154.28	\$3,954.75	\$838.23	\$9,947.26
Equipment	-0-	-0-	-0-	-0-
Supplies	-0-	-0-	-0-	-0-
Communications	-0-	-0-	-0-	-0-
Space	-0-	-0-	-0-	-0-
Other Operating	\$9,441.72	\$7,244.36	\$1,535.48	\$18,221.56
<b>Total Operating Budget</b>	<b>\$275,039.03</b>	<b>\$208,975.82</b>	<b>\$50,000.00</b>	<b>\$534,014.85</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$136,320.00	-0-	-0-	\$136,320.00
<b>TOTAL BUDGET</b>	<b>\$411,359.03</b>	<b>\$208,975.82</b>	<b>\$50,000.00</b>	<b>\$670,334.85</b>

END EXHIBIT A OF AMENDMENT 6