



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

Requested Board Meeting Date: June 20, 2017

or Procurement Director Award

**Contractor/Vendor Name (DBA):** SER - Jobs for Progress of Southern Arizona, Inc.

**Project Title/Description:**

Workforce Assistance for the Homeless. The Pima County Sullivan Jackson Employment Center network to assist people experiencing homelessness in Pima County become self-sufficient.

**Purpose:**

This amendment allows SER - Jobs for Progress of Southern Arizona, Inc. to continue providing critical activities to homeless youth, veterans, families and individuals as part of the Pima County Sullivan Jackson Employment Center (SJEC) program.

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 shelter is made. Contractor also outreaches to shelters to identify those who are considered to be potentially employable.

Contractor will continue to provide case management and support services to participants engaged in SJEC's program. Support services are in addition to those not normally available through CSET's system such as bicycles and household goods for families and individuals moving into rapid rehousing.

Contractor will continue to provide intense, structured job seeking workshops. Contractor will initiate a new workshop 48 weeks of the year. Each workshop takes two weeks (unless a job is obtained before that). Workshops are 30 hours a week.

**Procurement Method:**

RFP-CSET-WFS-2016-06

**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 \$10.50 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

JUN0517R0156PC01EPR

To: CoB. 6-9-17 (1)  
PJS. - 7  
Addendum

**Original 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): THIS SECTION IS NOT REQUIRED FOR AMENDMENTS

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 16-358

Amendment No.: 1 AMS Version No.: 13

Effective Date: 6/6/17 New Termination Date: 6/30/18

Expense  Revenue  Increase  Decrease Amount This Amendment: \$521,515.50

Funding Source(s): U.S. Dept of Housing and Urban Development-Continuum of Care, AZ Dept of Economic Security and Pima County General funds

Cost to Pima County General Fund: \$47,261.00

Contact: Rise Hart

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

Department Director Signature/Date: *Susan M. Lopez, designee* 6/8/2017

Deputy County Administrator Signature/Date: *[Signature]* 6/8/2017

County Administrator Signature/Date: *[Signature]* 6/8/17  
*(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

Contract No: CT-CS-16-358

Amendment No: 01

Funding: U.S. Department of Housing and Urban  
Development-Continuum of Care (CoC),  
Arizona Department of Economic Security  
(ADES), and Pima County General funds

**CONTRACT**

No. CT-CS-16-358

AMENDMENT NO. 01

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

Award Date	Contract No.	CFDA	Program Description	National Funding	Pima County Award
2017	AZ0027L9T011609 AZ0032L9T011609 AZ0042L9T011609 AZ0167L9T011601	14.267	Continuum of Care Homeless Program	\$1,890,000,000.00	\$1,484,574.00
2016	DI17-002105	93.667	ADES Supportive Services Block Grant - Title 20	\$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

Awardee is a X Subrecipient    Contractor

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$472,610.50
Term Prior Amendment:	N/A	Prior Amended Amount:	N/A
Term This Amendment	06/30/18	Amount This Amendment:	\$521,515.50
		Revised Contract Amount:	\$994,126.00

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

**AMENDMENT ONE**

A. County, as Grantee, receives funds from the United States Department of Housing and Urban Development ("HUD") under the McKinney-Vento Act to provide employment assistance to homeless individuals. County is authorized to pass these funds to subrecipients, including Awardee. The HUD grant ends in 2018.

- B. County, as Subrecipient, receives funds from the Arizona State Social Services Block Grant (“SSBG”) for the provision of employment services. County is authorized to pass these funds through to other subrecipients, including Awardee.
- C. County, as Subrecipient, receives ECHO Permanent Supportive Housing Program funds from the City of Tucson and is authorized to pass these funds along to Awardee for the provision of services to the homeless.
- D. The Pima County Board of Supervisors finds that extending this Contract is in the best interests of the residents of Pima County and will improve employment opportunities for the homeless.
- E. County has reviewed Awardee’s performance and finds it satisfactory.

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

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

1.1 The termination date is changed:

FROM: June 30, 2017

TO: June 30, 2018

1.2 The number of available renewals is changed:

FROM: four (4) additional years or any portion thereof

TO: three (3) additional years or any portion thereof

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

2.1 **Paragraph 3.1** is deleted in its entirety and replaced with the following:

3.1 In consideration for the services specified in **Exhibit A** of this Contract, County agrees to pay Awardee **up to \$994,126 .00** (“the Maximum Allocated Amount”).

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

3.2 Payment, up to the Maximum Allocated Amount, will be made from federal and state grants County received from various agencies (collectively the federal awarding agency”) and Pima County general funds. Funds not expended during a contract year may not be carried over for use in a subsequent contract year. Anticipated expenditures from each source are as follows, but the actual amount of grant funds utilized may vary based on the eligibility of program participants:

<b>Funding Source</b>	<b>July 1, 2016 – June 30, 2017</b>	<b>July 1, 2017 – June 30, 2018</b>	<b>Maximum Amount Allocated</b>
HUD	\$376,696.50	\$376,254.50	\$752,951.00
SSGB	\$40,000.00	\$40,000.00	\$80,000.00
ECHO	\$8,653.00	\$58,000.00	\$66,653.00
Pima County General Funds	\$47,261.00	\$47,261.00	\$94,522.00
<b>Allocated Amount</b>	<b>\$472,610.50</b>	<b>\$521,515.50</b>	<b>\$994,126.00</b>

2.3 **Paragraph 3.4** is amended to add paragraph 3.4.8 to read:

3.4.8 Documentation provided pursuant to paragraph 3.4.3.4, must be signed by the employee and the employee’s immediate supervisor with direct knowledge of the employee’s efforts.

**3. SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION** is added as follows:

Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by County up to and including termination of this Agreement.

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

**4.1 SECTION 1 – PROGRAM OVERVIEW** is deleted in its entirety and replaced with the following:

1.1 Awardee will provide outreach, case management, supportive services and employment skills training to homeless youth and adults to help homeless families gain a more stable life. Services will be provided in concert with the Pima County ARIZONA@WORK -- Sullivan Jackson Employment Center (“SJEC”).

1.2 Unless otherwise specified herein, participation in programs and activities financially assisted in whole or in part by this Contract must be open to citizens of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

**4.2 SECTION 3 – PROGRAM ACTIVITIES COMPONENTS, paragraph 3.1 – WORK STATEMENT NO. 1** is amended to increase the number of Awardee’s personnel at SJEC:

FROM: 4 FTEs

TO: 4.5 FTEs

**4.3 SECTION 4 – OUTCOMES, paragraph 4.4.** is amended to increase the minimum hourly pay when exiting the program:

FROM: \$9.50

TO: \$10.50

**4.4 SECTION 7 – SJEC OPERATIONS – GENERAL** is amended as follows:

**4.4.1 Paragraph 7.1** is deleted in its entirety and replaced with the following:

7.1 County will:

7.7.1 Certify program eligibility of individuals seeking services at SJEC;

7.7.2 Provide necessary contact information for SJEC personnel; and

7.7.3 Provide workspace, phone, computer and office supplies for Awardee’s personnel providing services at SJEC pursuant to this Contract.

**4.4.2 Paragraph 7.7** is deleted in its entirety.

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

**4.5.1 SECTION 1 – ONE-STOP OPERATIONS – General**

**4.5.1.1. Paragraph 1.1.1.** is deleted in its entirety and replaced with the following:

1.1.1. Provide qualified personnel (collectively “staff”) dedicated to and housed at SJEC for the positions set forth in paragraph 1.1.4 below.

**4.5.1.2. Paragraph 1.1.3.** is deleted in its entirety and replaced with the following:

1.1.3 [Reserved.]

**4.5.1.3. Paragraph 1.1.4,** subparagraph 1.1.4.1 is amended to increase the number of HOS:

FROM: One (1) FTE

TO: One and one-half (1.5) FTEs (one FTE will provide services for 12 months and one will provide services for 6 months).

4.5.1.4. **Paragraph 1.1.6.** is deleted in its entirety and replaced with the following:

1.1.6 Ensure that staff assigned to work at SJEC:

1.1.6.1 Are familiar with federal program requirements and Pima County ARIZONA@WORK policies, procedures and programs;

1.1.6.2 Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity;

1.1.6.3 Work scheduled hours (personnel may not be assigned to work during hours that the county location is not open for business); and

1.1.6.4 Inform both Awardee and assigned County contact the morning of an absence due to illness or necessary appointments.

4.5.1.5. **Paragraph 1.1.7** is deleted in its entirety and replaced with the following:

1.1.7 Notify County contact in advance of any meetings or other activities of Awardee which will result in an absence from the Pima County SJEC location.

4.5.1.6. **Paragraph 2.2.** Homeless Outreach Specialist (“HOS”) is deleted in its entirety and replaced with paragraph 2.2 attached as **Attachment 1** to this Amendment.

4.6 **SECTION 3 – BUDGET WORK STATEMENT NO. 1**, the table is deleted and replaced with the following:

<b>Budget Item</b>	<b>Amount allocated for July 1, 2016 – June 30, 2017</b>	<b>Amount allocated for July 1, 2017 – June 30, 2018</b>
Salary and Fringe (No overtime)	\$220,828.00	\$249,352.50
Staff Development	\$1,200.00	\$1,827.00
Travel	\$5,438.00	\$4,934.00
Equipment/Supplies	-0-	-0-
Communications	-0-	-0-
Other Operating	\$7,632.00	\$9,730.00
<b>TOTAL</b>	<b>\$235,098.00</b>	<b>\$265,843.50</b>

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

4.7.1 **SECTION 1 – PROGRAM ACTIVITIES** is amended as follows:

4.7.1.1. **Paragraph 1.1.2.6.** is amended to include “Clothing.”

4.7.1.2. **Paragraph 1.1.3.** is deleted in its entirety and replaced with the following:

1.1.3 [Reserved]

4.7.1.3. **Paragraph 1.1.4.** is deleted in its entirety and replaced with the following:

1.1.4 Stability.

1.1.4.1 Emergency Shelter/Motel Voucher Program; and

1.1.4.2 Transportation.

4.7.1.4. **Paragraph 1.2.1.** is deleted in its entirety and replaced with the following:

- 1.2.1 Use the established voucher system. Vouchers must:
  - 1.2.1.1 Fully describe the supportive services to be covered;
  - 1.2.1.2 Indicate the funding source(s) for each service;
  - 1.2.1.2 Be reviewed and signed by a supervisor; and
  - 1.2.1.3 Adhere to agency procurement policy.

4.7.2 **SECTION 2 – BUDGET WORK STATEMENT NO. 2**, the table is deleted and replaced with the following:

<b>Budget Item</b>	<b>Amount allocated for July 1, 2016 – June 30, 2017</b>	<b>Amount allocated for July 1, 2017 – June 30, 2018</b>
Supportive Services	\$61,752.00	\$61,752.00
Administration Costs	\$6,175.00	\$6,175.00
<b>TOTAL</b>	<b>\$67,927.00</b>	<b>\$67,927.00</b>

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

4.8 **WORK STATEMENT NO. 3 – EMPLOYABILITY SKILLS WORKSHOPS, SECTION 3 – BUDGET** table is deleted in its entirety and replaced with the following:

Program	Maximum number of workshops	Maximum number of workshop hours	Cost per delivered workshop		Maximum payment	
			7/1/16 – 6/30/17	7/1/16 – 6/30/18	7/1/16 – 6/30/17	7/1/16 – 6/30/18
Employability skills for homeless	50	80	\$3,681.27	\$3,754.90	\$184,063.50	\$187,745.00


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:

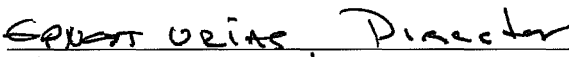
PIMA COUNTY:

AWARDEE:

\_\_\_\_\_  
Chair, Pima County Board of Supervisors

  
\_\_\_\_\_  
Authorized Signature

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

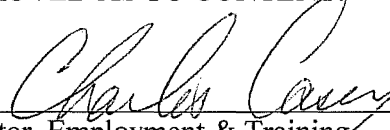
  
\_\_\_\_\_  
Printed Name & Title

ATTEST:

Date: 22 May 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. 1 – OUTREACH, CASE MANAGEMENT & GENERAL ADMINISTRATION SERVICES

### Paragraph 2.2 is replaced with the following:

- 2.2. Homeless Outreach Specialist (“HOS”). Awardee will provide two qualified individuals to provide services as follows:
- 2.2.1. One (1) HOS (12 months) will:
- 2.2.1.1. Regularly visit homeless shelters and other areas where the homeless congregate and contact approximately **500 homeless youth and adults**. With the individuals contacted:
    - 2.2.1.1.1. Administer the Vulnerability Index Service Prioritization and Decision Assistance Tool (“VI-SPDAT”).
    - 2.2.1.1.2. Identify the services needed to secure or maintain employment and refer to SJEC for enrollment in appropriate program(s).
    - 2.2.1.1.3. When possible, provide immediate on-site assistance, including, but not limited to:
      - 2.2.1.1.3.1. Bus passes;
      - 2.2.1.1.3.2. Directory of Pima County Homeless Programs; and
      - 2.2.1.1.3.3. Referral to RAPP Team or Crisis Response Center.
  - 2.2.1.2. Maintain contact and working relationships with the faith-based community and the Federal and State Prison Re-Entry Committee to locate homeless and, when possible, refer to SJEC programs.
- 2.2.2. One HOS (6 months) will provide services under the ECHO program. This HOS will spend a majority of time in the field to locate clients who have been referred to the ECHO program and ranked highest on the Coordinated Entry list (collectively “clients”). In performance of this work, the HOS will:
- 2.2.2.1. Work with ECHO case managers and attend outreach sessions, case conferencing and ECHO program meetings.
  - 2.2.2.2. Be familiar with sites where homeless congregate or may be located and the resources available for locating homeless individuals.
  - 2.2.2.3. Administer the Service Prioritization and Decision Assistance Tool (“SPDAT”) and assist individuals in attaining services.
  - 2.2.2.4. Provide bus passes or transport clients to appointments, if needed.
  - 2.2.2.5. Assist clients in attaining Bridge housing wherever and whenever possible.
  - 2.2.2.6. For maximum impact, visit shelters and other sites on weekends and evenings, when determined appropriate.
  - 2.2.2.7. Act with compassion and respect.
  - 2.2.2.8. Perform other related work, as required.