



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

Requested Board Meeting Date: June 6, 2017

or Procurement Director Award

Contractor/Vendor Name (DBA): Tucson Preparatory School, Inc.

Project Title/Description:

United States Housing and Urban Development (USHUD) Continuum of Care Program (CoC) - La Casita, a Transitional Housing program for young adults experiencing homelessness in Pima County.

Purpose:

This amendment with Tucson Preparatory School, a sub recipient under La Casita, is designed to assist at least 16 homeless young adults become self-sufficient through the Sullivan Jackson Employment Center for the Homeless (SJEC) during the period July 1, 2017 to June 30, 2018.

La Casita addresses the high priority gap in housing and supportive services to Tucson's homeless, unaccompanied youth and parenting young adults ages 18 to 24. La Casita focuses on skill development in four areas: educational, vocational, social, and personal living that provide program participants with an individualized and integrated program of transitional housing, education, employment assistance and job training, intensive case management, life skills training and a comprehensive support system. A focus of the program will be to address the needs of youth who have not completed a high school education.

A standardized assessment tool is used to match participants to SJEC. Program participants enter transitional housing and have up to 24 months to achieve educational and employment goals that will lead to self-sufficiency. Tucson Preparatory School works with clients to stabilize housing and enrolls them into high school. SJEC then works with participants to help them obtain employment and become self-sufficient.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

This program provides Transitional Housing to a minimum of 16 homeless young adults ages 18-24. All participants will complete Employability Skills Training and 70% will obtain a high school diploma.

Public Benefit:

The La Casita Program provides a method for homeless young adults to obtain housing, education, and employment.

Metrics Available to Measure Performance:

As a USHUD program, metrics are measured through the Homeless Management Information System (HMIS).

Retroactive:

N/A

To: COB - 5-19-17 (1)
Pgs. - 7

Procure Dept 05/18/17 PM12:07

Original Information

Document Type: N/A Department Code: N/A Contract Number (i.e.,15-123): _____

Effective Date: N/A Termination Date: N/A Prior Contract Number (Synergen/CMS): N/A

Expense Amount: \$ _____ Revenue Amount: \$ _____

Funding Source(s): Not applicable 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): 16-306

Amendment No.: 2 AMS Version No.: 5

Effective Date: Upon execution New Termination Date 6-30-2018

Expense Revenue Increase Decrease Amount This Amendment: \$127,744.00


Funding Source(s): United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) Program

Cost to Pima County General Fund: N/A

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date:  5/12/17

Deputy County Administrator Signature/Date:  5/17/2017

County Administrator Signature/Date:  5/18/17
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY COMMUNITY SERVICES,
EMPLOYMENT AND TRAINING DEPARTMENT
SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC)
PROFESSIONAL SERVICES CONTRACT**

Program Name: United States Housing and Urban
Development Continuum of Care Program –
La Casita

Awardee: Tucson Preparatory School, Inc.
104 E. Prince Road
Tucson, AZ 85705

Contract No: CT-CS-16-306

Amendment No: 02

Funding: United States Housing and Urban
Development (USHUD)-Continuum of Care
(CoC) Program

CONTRACT

NO. CT-CS-16-306

AMENDMENT NO. 02

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

Original Contract Term:	7/1/16 – 6/30/17	Orig. Contract Amount:	\$134,517.00
Term Prior Amendment:	n/a	Prior Amended Amount:	\$3,456.00
Term This Amendment	6/30/18	Amount This Amendment:	\$127,744.00
		Revised Contract Amount:	\$265,717.00

Pima County, a body politic and corporate of the State of Arizona ("County") and Tucson Preparatory School, Inc., an Arizona non-profit corporation ("Awardee") have entered into the above referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

AMENDMENT TWO

- A. Funding for the contract is from the United States Housing and Urban Development ("HUD").
- B. HUD has awarded additional CoC Program funds for an additional year for La Casita case management, housing assistance, life skills training and transportation services to the homeless.
- C. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to provide another year of La Casita services.
- 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 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 extensions is changed:
 FROM: four (4) 12-month periods or any portion thereof
 To: three (3) 12-month periods or any portion thereof

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

Dates of Services	Amount allocated
July 1, 2016 – June 30, 2017	\$137,973.00
July 1, 2017 – June 30, 2018	\$127,744.00
Maximum Allocated Amount	\$265,717.00

Any funds not expended by June 30 of the current calendar year, must be returned to County.

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

3.1 **SECTION 2 - PROGRAM ACTIVITIES – AWARDEE**

- 3.1.1 Case Management is amendment as follows:

- 3.1.1.1 Paragraph 2.1.1 is deleted in its entirety and replace with the following:
 2.1.1 Employ a minimum of **one (1) FTE qualified case manager and one-half (0.5) FTE supervisor** to provide services under this Agreement.

- 3.1.1.2 Paragraph 2.1.3 is deleted in its entirety and replaced with the following:

- 2.1.3 Reimburse case managers for mileage, at approved county rate, for visiting and monitoring program participants.

- 3.1.2 Housing Assistance is amended as follows:

- 3.1.2.1 The first sentence of paragraph 2.1.4 is deleted and replaced with the following:

Awardee will provide assistance to the number of participants set forth in paragraph 5.1 below. Housing selected must be appropriate to the individual’s household size, needs and potential earned income (while in school and after graduation).

- 3.1.2.2 Paragraph 2.1.4.3, the second sentence is deleted in its entirety and replaced with the following:

Rental payments by program participants paid directly to the landlord are not to be considered “match” with regards to the cash match requirements of Continuum of Care (CoC) programs.

3.2 **SECTION 5 – PROGRAM GOALS/PREDICTED OUTCOMES**, paragraph 5.1 is deleted in its entirety and replaced with the following:

- 5.1 Awardee will provide Transitional Housing, case management and associated services to participants as follows (a homeless family is considered one (1) participant).

Period of Service	Minimum number of participants served
July 1, 2016 – June 30, 2017	16
July 1, 2017 – June 30, 2018	16
Total served	32

3.2 SECTION 6 – BUDGET, paragraph 6.1 is amended to add:

For services provided July 1, 2017 through June 30, 2018, Awardee will be paid in accordance to the following table:

BUDGET LINE ITEM	AMOUNT
Rental Assistance	\$71,424.00
Case Management	\$50,000.00
Life Skills	\$850.00
Transportation	\$1,150.00
Administrative Costs (3.5%)	\$4,320.00
Total Program Budget	\$127,744.00

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

Jody Sullivan
Authorized Signature

Date: _____

Jody Sullivan, Director
Printed Name & Title

ATTEST:

Date: 3/24/2017

Clerk of the Board Date

APPROVED AS TO CONTENT:

Charles Cay
Director, Employment & Training

APPROVED AS TO FORM:

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

**Tucson/Pima County HMIS
 Clients Served Summary for All Selected Programs
 For the Period from 7/1/16 to 4/30/17**

Output	Persons in HH without Children	Persons in HH with Children	Total Persons
Unduplicated Clients Served	19	6	25
Duplicated Clients (# of Entries)	19	6	25
Clients Exiting During Period	12	6	18
Clients in Program at Beginning of Period	5	6	11
Clients in Program at End of Period	7	0	7
New Clients During Period	0	0	0
Average Number of Clients Served	8.20	2.81	11.01
Total Number of Bednights (shelter and housing programs only)	2,485	850	3,335

**Tucson/Pima County HMIS
Clients Served Summary by Program
For the Period from 7/1/16 to 4/30/17**

Tucson Prep - La Casita(227)

Output	Persons in HH without Children	Persons in HH with Children	Total Persons
Unduplicated Clients Served	19	6	25
Duplicated Clients (# of Entries)	19	6	25
Clients Exiting During Period	12	6	18
Clients in Program at Beginning of Period	5	6	11
Clients in Program at End of Period	7	0	7
New Clients During Period	0	0	0
Average Number of Clients Served	8.20	3	11.01
Total Number of Bednights (shelter and housing programs only)	2,485	850	3,335

**Tucson/Pima County HMIS
Clients Served Detail
For the Period from 7/1/16 to 4/30/17**

Tucson Prep - La Casita(227)

Client Last Name	Client First Name	Client ID	Household ID	Entry Date	Exit Date	New Client
Anaya	Adriana	51068		3/13/17	4/26/17	No
Ayala	Reyna	41726		7/1/16		No
Benally	Latasha	50609		3/15/17		No
Cubberley	Micaela	27031		5/31/16	3/13/17	No
Devito	Nastacia	37552		1/2/15	12/31/16	No
Frazier	Stephen	45878		5/9/16	9/30/16	No
Garcia	Andrea	40194	5202	6/3/15	10/31/16	No
Garcia	Esteban	39693	5204	7/10/15	1/31/17	No
Gaspar	Nestor	49345		12/7/16		No
Goodine	Dale	46889		9/2/16	3/3/17	No
Hatcher	Ashley	39762	5204	7/10/15	1/31/17	No
Howell	Mikael-Jai	15664		11/2/16	12/28/16	No
Ingram	Robin	34981		7/1/16	8/31/16	No
Lopez	Jayme	40641	5202	6/3/15	10/31/16	No
Martin	Seth	42271		7/1/16	9/1/16	No
McCann	Alexander	48636		11/17/16		No
Moran	Reanna	48785		11/2/16	2/1/17	No
Narcho	Jamia	38298	5859	6/12/15	10/1/16	No
Narcho	Leannabelle	45354	5859	6/12/15	10/1/16	No
Tapia	Joshua	48094		10/4/16	11/10/16	No
Valles Fuentes	Esteban	43334		2/2/17		No
Varela	Christian	49951		1/13/17		No
Vazquez-Zavala	Yenia	15732		2/18/15	10/31/16	No
Walker	Hayley	42706		7/1/16	12/7/16	No
Youngs	Brian	41749		9/9/15		No

**Tucson/Pima County HMIS
Clients Served Report
Additional Information**

User Prompt	Value(s) Selected
Select Provider:	Tucson Prep - La Casita(227)
Enter Start Date:	7/1/16
Enter End Date PLUS 1 Day:	5/1/17