



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

Requested Board Meeting Date: June 20, 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 subrecipient 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:

RFP-CSET-2015-6

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:

No

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*To: COB. 6-9-17 (1)
Pgs. 3
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): 16-306
Amendment No.: 2 AMS Version No.: 5
Effective Date: 6/20/17 New Termination Date: 6/30/18
 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: None

Contact: Rise Hart
Department: Community Services Telephone: 724-5723
Department Director Signature/Date: Sean M. Lopez designee
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
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. <u>CT-CS-16-306</u>
AMENDMENT NO. <u>02</u>
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

