



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 9/15/2015

or Procurement Director Award

Contractor/Vendor Name: YWCA Southern Arizona
(DBA):

Project Title/Description:
YWCA Southern Arizona program "South Tucson Community Services"

Purpose:
This contract amendment is to transition Our Family Services program "South Tucson Community Services" to the YWCA of Southern Arizona which will allow the YWCA to continue providing children (ages 5-17) who have been homeless or are currently homeless with special developmental, social and academic needs to include homework tutoring sessions, guided play and reading activities. The YWCA recently purchased the property where this prevention program has taken place for many years and has taken the House of Neighborly Services under their management. The YWCA will retain the same direct staff as their employees and contract requirements that Our Family Services agreed on.

Procurement Method:
N/A

Program Goals/Predicted Outcomes:
The goal is to utilize the Outside Agency funding for the provision of improved wellbeing and social competence and improve better physical condition.

Public Benefit:
This program preserves the health of the County residents through the provision of activities for at-risk children and youth that are designed to promote community and family bonding, positive perceptions of self, personal achievement and to support the healthy interpersonal relationships.

Metrics Available to Measure Performance:
Eight children who are or have been homeless will participate in various program activities and demonstrate social skill development for positive interaction with others and four homeless children will receive homework tutoring that supports the academic needs and fosters positive attitude towards school and other issues.

Retroactive:
No

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):
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

COB: 9-3-15
BOS: 9-15-15 Addendum

12pgs(1)

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Document Type: CT Department Code: CD Contract Number (i.e.,15-123): 1500000000000000254

Amendment No.: 2

AMS Version No.: 4

Effective Date:

New Termination Date:

Expense Revenue Increase Decrease

Amount This Amendment: \$66,500

Funding Source(s): Approved by BOS on 6/16/15

Cost to Pima County General Fund: \$66,500

Contact: Ana Durazo, Program Coordinator

Department: Community Development & Neighborhood Conservation

Telephone: 724-6750

Department Director Signature/Date:

Margaret M. Kue 09-01-2015

Deputy County Administrator Signature/Date:

J. W. 9-2-15

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

C. P. 9/2/15

Pima County Outside Agency Program Fiscal Year 2015-16

EXHIBIT A1

Community Development and Neighborhood Conservation Department

Agency: YWCA of Southern Arizona	Program: Women's Counseling Network
Program Address: 525 N. Bonita , Tucson, AZ 85745	Program Contact: Kelly Fryer Telephone 520-884-7810 Email kfryer@ywcatuson.org
Program Service Category : Support Services, Shelter Domestic Violence	Program Award: \$ 19,000.00

I. Program Overview: YWCA's Women's Counseling Network recruits volunteer counselors to provide free counseling to low income women. The clients are screened by the program director who is a licensed counselor. The client's mental health is assessed and appropriate services are recommended. The client is referred to a licensed volunteer therapists, if appropriate.

II. Program Purpose: This contract promotes the health of Pima County low income women through providing counseling at no cost. Staff, recruit volunteer counselors, partial salary is paid through this contract.

III. Program Requirements:

A. Activities; Agency shall:

1. Recruit volunteer counselors to provide free counseling to low income women.
2. Provide client screening and assessment.
3. Provide referrals to recommended appropriate services.
4. Provide referral to lincensed volunteer therapist, if appropriate.
5. Provide casemangement for clients to assist with other needs.

B. Program Operations:

Monday through Friday 9:00AM through 5:00PM. Therapy- evening hours available.

C. Target Population: This program shall serve low income, unemployed, battered and/or homeless women in

Pima County.

D. A1-Deliverables and Public Benefits

<p>Deliverable 1: Counseling Client</p> <p>Units: 288 (#)</p> <p><input checked="" type="checkbox"/> Hours</p> <p><input type="checkbox"/> Classes</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Items (Describe: _____)</p> <p><input type="checkbox"/> Nights (housing or shelter)</p> <p><input type="checkbox"/> Dollars</p> <p><input type="checkbox"/> Repairs/structural modifications</p> <p><input type="checkbox"/> Screenings or Assessments</p>		<p>Delivered to:</p> <p>12 (#)</p> <p><input checked="" type="checkbox"/> unduplicated individuals</p> <p><input type="checkbox"/> unduplicated households</p> <p><input type="checkbox"/> unduplicated housing units</p>	<p>Public Benefit 1: Increased Individual Stability: Individuals or Families</p>
<p>Deliverable 2: Screenings/Assessment</p> <p>Units: 24 (#)</p> <p><input type="checkbox"/> Hours</p> <p><input type="checkbox"/> Classes</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Items (Describe: _____)</p> <p><input type="checkbox"/> Nights (housing or shelter)</p> <p><input type="checkbox"/> Dollars</p> <p><input type="checkbox"/> Repairs/structural modifications</p> <p><input checked="" type="checkbox"/> Screenings or Assessments</p>		<p>Delivered to:</p> <p>12 (#)</p> <p><input checked="" type="checkbox"/> unduplicated individuals</p> <p><input type="checkbox"/> unduplicated households</p> <p><input type="checkbox"/> unduplicated housing units</p>	<p>Public Benefit 2: Improved Health and Safety: Access to Essential Services</p>
		<p>Metric:</p> <ul style="list-style-type: none"> • Self-Report • Survey 	<p>Expected Performance:</p> <p>A minimum of 8 participants will report improvement in the ability to understand and address their personal issues as a result of the counseling services obtained.</p>
		<p>Metric:</p> <ul style="list-style-type: none"> • Client Follow Up • Client Reports 	<p>Expected Performance:</p> <p>A minimum of 10 participants will receive a screening to assess mental health needs and be provided adequate therapeutic community services.</p>

Pima County Outside Agency Budget Detail-A1

Agency: Young Women's Christian Association Southern Arizona (YWCA)

Program Name: Women's Counseling Network

Section I Salaries & Training Specific to OA Budget								
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs	
Dr. Women's Counseling Network	25%	\$32.00	\$4.16	525.44			\$19,000.00	
Section I Total	\$19,000.00							
Section II General Program Costs Determination								
Program shares space, equipment with other programs?								
Total Program Space is divided by TOTAL AVAILABLE SPACE								
Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's								
Other Method. Please Describe:								
Costs	Yearly Agency Total	Yearly Program Total	Description					
Rent								
Utilities								
Operating								
Section II Total								
Section III All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization								
Type	Amount							
Support Services	\$	Direct Support for Clients						
Materials & Supplies								
Travel	\$							
Section III Total	\$							
Section IV Program Administration Costs								
A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.								
Section IV Total								
Total OA Program Budget			\$19,000.00					

Community Development and Neighborhood Conservation Department

Agency: YWCA of Southern Arizona	Program: YWorks Employment Education, Training & Support Services
Program Address: 525 N. Bonita , Tucson, AZ 85745	Program Contact: Kelly Fryer Telephone 520-884-7810 Email kfryer@ywcatucson.org
Program Service Category : Support Services, Shelter Domestic Violence	Program Award: \$ 19,100.00

I. Program Overview: Agency's "YWorks" ("the Program") is an employment readiness program which provides education, vocational training, employment assistance financial literacy education and other related services to low income women who have identified barriers to obtain employment through professional services. The employment barriers include, but are not limited to, a history of incarceration, domestic violence, sexual assault, no high school degree, unemployed or inadequate English language skills.

II. Program Purpose: The Program promotes the economic welfare of unemployed, low income women in Pima County and who are seeking to improve their employability skills. The Contract provides job retention for three employees.

III. Program Requirements:

A. Activities; Agency shall provide:

6. Training classes for vocational English as a Second Language.
7. Training classes on employment readiness.
8. Assistance with job searches and interviewing skills.
9. Financial literacy education classes.
10. Childcare for participants attending training or special events focused on employment.
11. Referrals for community programs and services that will help to meet identified needs.

B. Program Operations:

Monday through Friday 8:00AM through 5:00PM. Saturday 9AM to 2PM.

C. Target Population: Agency shall serve low income women in Pima County who have identified barriers to employment.

A2-Deliverables and Public Benefits

<p>Deliverable 1: Case Management</p> <p>Units: 25 (#)</p> <p><input checked="" type="checkbox"/> Hours</p> <p><input type="checkbox"/> Classes</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Items (Describe: _____)</p> <p><input type="checkbox"/> Nights (housing or shelter)</p> <p><input type="checkbox"/> Dollars</p> <p><input type="checkbox"/> Repairs/structural modifications</p> <p><input type="checkbox"/> Screenings or Assessments</p>		<p>Delivered to:</p> <p>25 (#)</p> <p><input checked="" type="checkbox"/> unduplicated individuals</p> <p><input type="checkbox"/> unduplicated households</p> <p><input type="checkbox"/> unduplicated housing units</p>		<p>Public Benefit 1: Increased Individual Stability: Individuals or Families</p>	
		<p>Metric:</p> <ul style="list-style-type: none"> • Pre and Post Employment Achieve Goal • Skill-based Assessment • Monthly Evaluations 		<p>Expected Performance:</p> <p>A minimum of 20 participants will develop a case plan that identifies barriers to employment and will report achieving the identified goals within 9 months.</p>	
<p>Deliverable 2: Training-Skill Development</p> <p>Units: 39 (#)</p> <p><input checked="" type="checkbox"/> Hours</p> <p><input type="checkbox"/> Classes</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Items (Describe: _____)</p> <p><input type="checkbox"/> Nights (housing or shelter)</p> <p><input type="checkbox"/> Dollars</p> <p><input type="checkbox"/> Repairs/structural modifications</p> <p><input type="checkbox"/> Screenings or Assessments</p>		<p>Delivered to:</p> <p>39 (#)</p> <p><input checked="" type="checkbox"/> unduplicated individuals</p> <p><input type="checkbox"/> unduplicated households</p> <p><input type="checkbox"/> unduplicated housing units</p>		<p>Public Benefit 1: Acquired New Knowledge or Skill</p>	
		<p>Metric:</p> <ul style="list-style-type: none"> • Self-Report • Survey 		<p>Expected Performance:</p> <p>A minimum of 35 participants will report gaining new employment skills and knowledge related to their career goals and employment options.</p>	

Pima County Outside Agency Budget Detail-A2

Agency: YWCA of Southern Arizona

Program Name: Yworks Employment Education, Training and Support Services

Section I Salaries & Training Specific to OA Budget								
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs	
Director of Women's Center for Economic Opportunities	12%	\$32.00	\$4.16	267.50			\$9,673.00	
Director Latina Leadership Initiative	14%	\$27.00	\$3.50	309.08			\$9,427.00	
Section I Total	\$19,100.00							
Section II General Program Costs Determination								
Program shares space, equipment with other programs?								
Total Program Space is divided by TOTAL AVAILABLE SPACE								
Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's								
Other Method. Please Describe:								
Costs	Yearly Agency Total	Yearly Program Total	Description					
Rent								
Utilities								
Operating								
Section II Total								
Section III All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization								
Type	Amount							
Support Services	\$							
Materials & Supplies								
Travel	\$							
Section III Total	\$							
Section IV Program Administration Costs								
A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.								
Section IV Total								
Total OA Program Budget			\$19,100.00					

Pima County Outside Agency Program Fiscal Year 2015-16**EXHIBIT A3**

Community Development and Neighborhood Conservation Department

Agency: YWCA of Southern Arizona	Program: South Tucson Community Services
Program Address: The House of Neighborly Service (HNS) 243 W 33 rd St. South Tucson, AZ 85725 YWCA mailing address: 525 N. Bonita Tucson, AZ 85745	Program Contact: Kelly Fryer Telephone 520-884-7810 Email kryer@ywcatuson.org
Program Service Category: Youth, Young Adult and Family Support	Program Award: \$66,500.00

I. Program Overview: Agency's "South Tucson Community Services" ("the Program" promotes a strong, positive, cohesive community across generations for South Tucson's most vulnerable families. The program operates at the House of Neighborly Services and provides a continuum of care and support services that address family pressures that lead to low academic achievement, poor social skills among children and isolation and poor nutrition among seniors.

II. Program Purpose: This Program preserves the health of the low-income County residents by providing nutritional snacks for low-income children and nutritonal congregate meals for low-income seniors and enhances the economic development of the County through educational activities. The Contract provides job retention for four employees.

III. Program Requirements:

A. Activities: Agency shall operate The House of Neighborly Service and offer the following services at that location:

1. An after-school program for children (K-3) three days per week which provides:
 - a. Nutritious snacks for the children;
 - b. Guided play and reading activities for young children;
 - c. Enrichment activities and prevention education; and
 - d. Transportation to and from the after-school program.
2. Senior Program two days per week which provide:
 - a. Recreational and educational activities;
 - b. Nutritious congregate meals; and
 - c. Transportation to and from the House of Neighborly Service.

B. Program Operations:

1. After-School Program: Tuesdays and Thursdays, 1:00 PM to 6:00 PM and Wednesdays, 12:00 PM to 6:00 PM.
2. Seniors Program: Mondays and Thursdays, 7:30 AM to 2:00 PM

C. Target Population: The Agency shall serve low-income children and seniors in South Tucson.

D. A3 -Deliverables and Public Benefits

<p>Deliverable 1: Education</p> <p>Units: 2,625 (#)</p> <p><input checked="" type="checkbox"/> Hours</p> <p><input type="checkbox"/> Classes</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Items (Describe: _____)</p> <p><input type="checkbox"/> Nights (housing or shelter)</p> <p><input type="checkbox"/> Dollars</p> <p><input type="checkbox"/> Repairs/structural modifications</p> <p><input type="checkbox"/> Screenings or Assessments</p>		<p>Delivered to:</p> <p>25 (#)</p> <p><input checked="" type="checkbox"/> unduplicated individuals</p> <p><input type="checkbox"/> unduplicated households</p> <p><input type="checkbox"/> unduplicated housing units</p>	<p>Public Benefit 1: Improved Wellbeing: Increased Social Competence</p> <p>Metric:</p> <ul style="list-style-type: none"> • Pre and Post Tests • Staff Observation based on OST results <p>Expected Performance:</p> <p>A minimum of 20 children (K-3) will participate in organized after-school activities and improve their social competency promoting positive social interaction.</p>
<p>Deliverable 2: Professional Services</p> <p>Units: 8,820 (#)</p> <p><input checked="" type="checkbox"/> Hours</p> <p><input type="checkbox"/> Classes</p> <p><input type="checkbox"/> Days</p> <p><input type="checkbox"/> Items (Describe: _____)</p> <p><input type="checkbox"/> Nights (housing or shelter)</p> <p><input type="checkbox"/> Dollars</p> <p><input type="checkbox"/> Repairs/structural modifications</p> <p><input type="checkbox"/> Screenings or Assessments</p>		<p>Delivered to:</p> <p>42 (#)</p> <p><input checked="" type="checkbox"/> unduplicated individuals</p> <p><input type="checkbox"/> unduplicated households</p> <p><input type="checkbox"/> unduplicated housing units</p>	<p>Public Benefit 2: Improved Health: Better Physical Condition</p> <p>Metric:</p> <ul style="list-style-type: none"> • Pre and Post Service Surveys <p>Expected Performance:</p> <p>A minimum of 27 senior participants will report that the program activities they attend are their primary source of social interaction.</p>

Pima County Outside Agency Budget Detail-A3

FY2015-2016

Agency: YWCA of Southern Arizona

Program Name: South Tucson Community Services

Section I Salaries & Training Specific to OA Budget								
Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Costs to OA	Total FY Program Position Costs	
Program Assistant	38%	\$11.42	\$2.17	790.36			\$10,741.00	
Prevention Specialist	52%	\$15.56	\$2.96	1081.37			\$20,027.00	
Prevention Specialist	25%	\$11.92	\$2.26	520.16			\$7,376.00	
Prevention Specialist	40%	\$14.92	\$2.83	832.33			\$14,774.00	
Program Supervisor	5%	\$17.78	\$3.38	104			\$2,200.00	
Section I Total	\$42,637.00							
Section II General Program Costs Determination								
Program shares space, equipment with other programs?								
Total Program Space is divided by TOTAL AVAILABLE SPACE								
Total PROGRAM FTE's is divided by TOTAL Agency/Site FTE's								
Costs	Yearly Agency Total	Yearly Program Total	Description					
Rent		729.00	Rent or mortgage and the associated utilities (electric, gas, water and trash pickup) used by Program staff					
Operating		9,425.00	Telephone, alarm, janitorial, landscaping, internet, insurance etc. used by Program staff; Maintenance agreements; Travel (mileage); vehicle (van) maintenance & gas (including car washes & gratuity); HNS rent @ \$6,345; hardware for minor van/building repairs (e.g. light bulbs, doorknobs); recognition/celebratory supplies (e.g. gifts; wrapping paper)					
Section II Total	\$10,154.00							
Section III All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization								
Type	Amount							
Travel	\$400.00	Out of town travel for staff training and conferences, staff mileage reimbursement @ .45/mile for program related travel						
Materials & Supplies	\$3,768.00	Consumable supplies and materials: office; cleaning supplies; general supplies (timers, serving dishes, plates, plastic ware, containers, small gifts/prizes, etc.) art supplies; school supplies; education/literacy supplies; food; outings (includes overnight field trips to Flandreau & Reid Park Zoo entrance/event package fees, & Youth Mentor overnight**); special events (volunteer appreciation meals out, family literacy, holiday, etc.); etc. **Youth Mentor Retreat is an annual leadership retreat for middle and high school youth to develop their mentor skills, bond, and build relationships with one another. Expenses include overnight facility, food/beverages, printed tee shirts and/or tote bags, workshop materials like note books, pens, activities.						

Staff Development	\$300.00	Staff trainings and conferences
Section III Total	\$4,468.00	
Section IV	Program Administration Costs	
A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, and maintenance for overall operations. Maximum of 15% of OA request.		
Section IV Total		\$10,507.00
Total OA Program Budget		\$66,500.00