



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

Award  Contract  Grant

Requested Board Meeting Date: June 19, 2018

\* = 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:**

Work Assistance for the Homeless -- A part of the Pima County Sullivan Jackson Employment Center (SJEC) network to assist people experiencing homelessness in Pima County to become self-sufficient. The original contract and amendments may be found under CT-16\*358. Search for contract number 16\*358 in eContracts.

**\*Purpose:**

This amendment allows SER, a subrecipient, to continue providing critical workforce activities to homeless youth, veterans, families and individuals as part of the SJEC program.

SER 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 Permanent Housing is made. Contractor also provides emergency shelter/motel vouchers for families to maintain family unity and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning youth for the purpose of safety.

SER will continue to provide case management and support services to participants engaged in SJEC's program. Support services are in addition to those normally available through CSET's system such as bicycles and household goods for families and individuals moving into Rapid Rehousing. Rapid Rehousing is considered by HUD to be Permanent Housing that maintains a "Transition-in-Place" approach to housing people experiencing homelessness.

SER will continue to provide intense, structured employability skills workshops.

This amendment will provide additional funding for the period July 1, 2018 to June 30, 2019.

Attachment: Contract Number CT-CS-16-358 (Amendment 3)

**\*Procurement Method:**

RFP-CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

SER will ensure that 80% of homeless participants who enter SJEC enroll in employability skills workshops and 50% will find employment and earn at least \$12.00 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 will report monthly numbers of participants who completed the program and average wage of placement.

**\*Retroactive:**

No.

JUN 14 10 43 AM '18

*(Handwritten initials)*

*To: COB - 6-14-18*

*pgs - 5*

*(1)*

Revised 5/2018

*Addendum*

**Contract / Award 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) 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 22-73.*

**Amendment / Revised Award Information**

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 16-358  
Amendment No.: 3 AMS Version No.: 31  
Effective Date: 7/1/18 New Termination Date: 6/30/19  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 608,545.52  
Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** U.S. Dept of Housing & Urban Development, AZ Dept of Economic Security, State of AZ Housing Program Fund, City of Tucson, and Pima County General Funds  
Funding from General Fund?  Yes  No If Yes \$ 50,151.67 % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)  Award  Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e.,15-123): \_\_\_\_\_  
Effective 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: Charles Long 6/13/18  
Deputy County Administrator Signature/Date: Drew 6/13/18  
County Administrator Signature/Date: C. D. Delaney 6/13/18  
*(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

DUNS: 964816636

SAM Registration Date: 3/20/18

Contract No: CT-CS-16-358

Amendment No: 03

Funding: U.S. Department of Housing and Urban  
Development ("HUD"), Arizona Department  
of Economic Security ("ADES"), State of  
Arizona Housing Program Fund ("AZHPF"),  
City of Tucson, and Pima County General  
Funds

<b>CONTRACT</b>
NO. <u>CT-CS-16-358</u>
AMENDMENT NO. <u>03</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Is this a Research and Development Contract: No

Awardee is a X Subrecipient    Contractor

Match NO Indirect Costs NO

Award Date	Contract No.	CFDA	Program Description	National/State Funding	Pima County Award
2018	AZ0027L9T011609 AZ0032L9T011609 AZ0042L9T011609 AZ0167L9T011601	14.267	Continuum of Care Homeless Program ("CoC")	\$1,890,000,000.00	\$1,287,973.00
2018	DII8-002139	93.667	ADES Social Services Block Grant - Title 20 ("SSBG")	\$1,700,000,000.00	\$40,000.00
2017	City of Tucson 18490	14.267	ECHO Permanent Supportive Housing Program	\$1,890,000,000.00	\$101,129.00
2018	ADOH 563-17	N/A	Pima County Links Rapid Rehousing Project ("PCLRRP")	\$2,000,000.00	\$400,000.00
2017	ESG HUD 2017-18	14.231	Emergency Solutions Grant ("ESG")	\$310,000,000.00	\$235,286.00

Is this a Research and Development Contract: No

Awardee is a X Subrecipient    Contractor

Match NO Indirect Costs NO

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$472,610.50
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$580,161.50
Term This Amendment	06/30/19	Amount This Amendment:	\$608,545.52
		Revised Contract Amount:	\$1,661,317.52

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

**AMENDMENT THREE**

- A. The Pima County Board of Supervisors finds that that extending this Contract will improve employment opportunities for the homeless of Pima County.
- B. Funds have been awarded to County from HUD, ECHO, PCLRRP, and SSBG grants for services in FY2018-2019.
- C. County has reviewed Awardee’s performance of the services and finds it satisfactory.

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

**1. SECTION 1.0 – TERMS AND EXTENSIONS, Paragraph 1.1 is amended as follows:**

1.1 The termination date is changed:

FROM: June 30, 2018

TO: June 30, 2019

1.2 The number of available renewals is changed:

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

TO: two (2) additional years or any portion thereof

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

2.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount":

FROM: \$1,052,772.00

TO: \$1,661,317.52

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

Funding Source	Maximum Amount Allocated			
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Anticipated Expenditure
HUD CoC	\$376,696.50	\$353,962.50	\$386,633.46	\$1,117,292.46
SSBG	\$40,000.00	\$40,000.00	\$40,000.00	\$120,000.00
ECHO	\$8,653.00	\$75,748.00	\$75,556.39	\$159,957.39
PCLRRP	-0-	\$43,190.00	\$41,204.00	\$84,394.00
HUD ESG	-0-	\$20,000.00	\$15,000.00	\$35,000.00
Pima County General Funds (“PCGF”)	\$47,261.00	\$47,261.00	\$50,151.67	\$144,673.67
<b>Anticipated Expenditure TOTAL</b>	<b>\$472,610.50</b>	<b>\$580,161.50</b>	<b>\$608,545.52</b>	<b>\$1,661,317.52</b>

2.3 Paragraph 3.10 is amended as follows:

2.3.1 **Paragraph 3.10.1** is deleted in its entirety and replaced with the following:

Changes up to and including 15% of the Total Operating Budget for the current contract year may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Awardee must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**

2.3.2 **Paragraph 3.10.2** is deleted in its entirety and replaced with the following:

Changes of more than 15% of the total budget will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.**

2.3.3 **Paragraph 3.10.3** is added to read:

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

3. **SECTION 4.0 – INSURANCE**, paragraph 4.2 is amended as follows:

3.1. Paragraph 4.2.1.1, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00

TO: \$2,000,000.00

3.2. Paragraph 4.2.3.2, the level of Employers’ Liability insurance for:

3.2.1. “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.2.2. “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.3 **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

4. **SECTION 27.0 – COORDINATION** is amended to add the following:

Awardee’s contacts in this regard will be:

Steven Nelson

724-7306

[Steve.Nelson@pima.gov](mailto:Steve.Nelson@pima.gov)

5. **EXHIBIT A-1 – SCOPE OF WORK**, is amended as follows:

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

5.1.1. **SECTION 1 – ONE-STOP OPERATIONS – General**, Paragraph 1.1.4.1 is deleted in its entirety and replaced with the following:

1.1.4.1 Two (2) FTE Homeless Case Manager (“HCM”)

5.1.2. **SECTION 2 – STAFF ACTIVITIES**, Paragraph 2.1.2 is amended to decrease the monthly case load of active participants at SJEC:

FROM: 110

TO: 60 for each HCM

5.2 2018-2019 Budgets for Work Statements 1, 2, 3, 4 are set forth in the attached **Exhibit B**.

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, Pima County Board of Supervisors

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

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

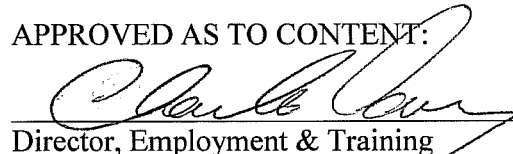
MIGUEL E. ROJAS CHAIRMAN  
Printed Name & Title

ATTEST:

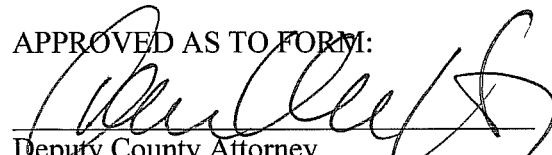
Date: 13 Jun 18

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

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Deputy County Attorney  
**CHARLES WESSELHOFT**

**EXHIBIT B**  
**Workforce Assistance for the Homeless**  
**Work Statements No. 1, 2, 3, 4 - Budgets 2018-2019**

**WORK STATEMENT NO. 1 – OUTREACH, CASE MANAGEMENT & GENERAL ADMINISTRATION SERVICES**

Budget Item	Funding Source	Projected Amount July 1, 2018 - June 30, 2019
Salary and Fringe (No Overtime)	HUD CoC	\$182,960.06
	ECHO	\$47,273.98
	HPF - PCLRRP	\$26,790.33
	OSRRH	\$30,491.72
	SSBG	\$17,511.96
	PCGF	\$6,789.78
Staff Development	PCGF	\$2,418.93
Travel	HUD CoC	\$2,488.05
	SSBG	\$2,488.04
	PCGF	\$2,488.04
Equipment/Supplies	n/a	\$0.00
Communications	n/a	\$0.00
Operating Costs	PCGF	\$10,917.63
<b>TOTAL</b>		<b>\$332,618.52</b>

**WORK STATEMENT NO. 2 – SUPPORTIVE SERVICES**

Budget Item	Funding Source	Projected Amount July 1, 2018 - June 30, 2019
Support Services	HUD CoC	\$24,861.20
	ECHO	\$7,598.08
	HPF - PCLRRP	\$2,066.94
	OSRRH	\$1,188.49
	PCGF	\$26,037.29
Operataing Costs	HUD CoC	\$3,888.94
	ECHO	\$684.33
	HPF - PCLRRP	\$1,601.73
<b>TOTAL</b>		<b>\$67,927.00</b>

**WORK STATEMENT NO. 3 – EMPLOYABILITY SKILLS WORKSHOPS**

Program	Funding Source	- June 30, 2019
Employability skills for homeless	HUD CoC	\$136,255.00
Maximum number of workshops = 50	ECHO	\$20,000.00
Maximum number of workshop hours = 80	HPF - PCLRRP	\$10,745.00
Cost per workshop + \$3,830.00	OSRRH	\$4,500.00
	SSBG	\$20,000.00
<b>TOTAL</b>		<b>\$191,500.00</b>

**WORK STATEMENT NO. 4 –EMERGENCY SERVICES MOTEL VOUCHERS**

Program	Funding Source	- June 30, 2019
Motel Vouchers	ESG	\$15,000.00
Operating Costs	PCGF	\$1,500.00
<b>TOTAL</b>		<b>\$16,500.00</b>

**Key:** HUD CoC = U.S. Department of Housing and Urban Development (HUD)-Continuum of Care Program  
ECHO = City of Tucson ECHO Permanent Supportive Housing Program  
HPF - PCLRRP =State of Arizona Housing Program Fund - Pima County Links Rapid Rehousing Project  
OSRRH = HUD One Stop Rapid Rehousing  
SSBG = Arizona Department of Economic Security Social Services Block Grant  
PCGF = Pima County General Funds  
ESG = HUD Emergency Solutions Grant