



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: September 6, 2022

*\* = Mandatory, information must be provided*

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

U.S. Department of Housing and Urban Development passed through Our Family Services, Inc.

**\*Project Title/Description:**

Employment for Homeless Youth

**\*Purpose:**

Sullivan Jackson Employment Center (SJEC) will provide employment and education services to Pima County homeless youth. This amendment is to extend the term to 6/30/23 and add funds of \$31,987.00.

Attachment: Our Family Services, Inc. Amendment 3 (GTAM-CR-23-009)

Indirect cost rate: 10%

**\*Procurement Method:**

Not applicable to grant awards.

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

SJEC will serve up to seventeen homeless youth.

70% of participants receiving education services will obtain a high school diploma or GED credential.

70% of participants receiving workforce and job training will obtain full-time employment.

**\*Public Benefit:**

This program supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

**\*Metrics Available to Measure Performance:**

Monthly performance reports.

**\*Retroactive:**

Yes. The county received a notice from Our Family Services, Inc. on July 29, 2022 to extend the contract. Due to delays in processing the amendment, the next available Board of Supervisors' meeting to submit the amendment is September 6, 2022. If the amendment is not approved, SJEC will not be able to provide employment and education services to Pima County homeless youth,

*6mI approved  
(per) 8/19/22*

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement 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 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_  
☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_  
Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

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

Document Type: GTAM Department Code: CR Grant Number (i.e., 15-123): 23-009  
Commencement Date: 7/1/22 Termination Date: 6/30/23 Amendment Number: 3  
☒ Match Amount: \$ \$7,996.75 ☒ Revenue Amount: \$ \$31,987.00

**\*All Funding Source(s) required:** U.S. Dept of Housing & Urban Development (HUD) Continuum of Care

**\*Match funding from General Fund?** ☒ Yes ☐ No If Yes \$ \$7,996.75 % \_\_\_\_\_

**\*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)?**

Passed through Our Family Services, Inc.

Contact: Rise Hart/Jenifer Darland

Department: Community & Workforce Development

Telephone: 724-5723/724-7312

Department Director Signature/Date: [Signature] 8/16/22

Deputy County Administrator Signature/Date: [Signature] 8/22/22

County Administrator Signature/Date: [Signature] 8/22/22

(Required for Board Agenda/Addendum Items)

**PIMA COUNTY COMMUNITY & WORKFORCE DEVELOPMENT – Sullivan Jackson Employment and Training (SJEC)**

**PROJECT:** Sullivan Jackson Employment and Training (SJEC) – Employment for Homeless Youth

**AGENCY:** Our Family Services, Inc.  
2590 N. Alvernon Way  
Tucson, AZ 85712

**REVENUE TO COUNTY:** \$31,987.00

**Contract No.:** GTAM-CR-23-009 (Amendment 3) GTAW 19-117 (Original contract)

**Contract Amendment No:** THREE

Original Contract Term:	07/01/19 – 06/30/20	Orig. Contract Amount:	\$41,987.00
Termination Date Prior Amendment:	06/30/22	Prior Amendments Amount:	\$63,974.00
Termination Date This Amendment:	06/30/23	This Amendment Amount:	\$31,987.00
		Revised Contract Amount:	\$137,948.00

**GENERAL SERVICES CONTRACT (REVENUE TO COUNTY)  
AMENDMENT THREE**

**1. BACKGROUND AND PURPOSE.**

1.1 Background. On July 2, 2019, Pima County ("County") and Our Family Services, Inc. ("Grantor") entered into the above-referenced contract to provide funds to County for workforce development services for homeless youth. Grantor received funds from U.S. Department of Housing & Urban Development ("HUD") Continuum of Care funds (CFDA 14.267) to support the Secure Futures Rapid Rehousing Program for homeless youth ages 18-24 in Pima County ("the Grant"). The Grant is intended to help homeless youth achieve sustainable permanent housing and financial stability.

1.2 Purpose. Pima County operates Sullivan Jackson Employment Center ("SJEC") which provides employment training for homeless men and women seeking to enter the workforce. Grantor wishes to use a portion of its Grant funds to continue to collaborate with County, through SJEC, to provide workforce development services to homeless youth.

**2. TERMS AND EXTENSIONS.** Pursuant to Paragraph 2.2, County exercises the third of four available extension options. This Agreement changes the performance period to July 1, 2022 through June 30, 2023.

**3. SCOPE OF SERVICES.** The Commencement Date for Scope of Services in this Amendment No. 3 is July 1, 2022. In addition:

3.1 The table in Exhibit A, Paragraph 5.1 is deleted in its entirety and replaced with the following:

<b>Supportive Services</b>	<b>Level of Service</b>	<b>Amount allocated 2022-2023</b>
Education	Up to 30 TABE exams @ \$15.00/exam	\$450.00
Employment	0.58 FTE Education CM Specialist @ 33,000 + 33% ERE	\$25,489.00
	10% Indirect costs	\$2,548.00
Transportation	Transit passes at daily, weekly, and monthly rates for up to 17 participants. 76 monthly passes @ \$18/pass	\$1,368.00
Administration	Total allocation	\$1,939.00
	10% Indirect costs	\$193.00
<b>*TOTAL</b>		<b>\$31,987.00</b>

3.2 The table for the County's non-federal matching funds amounts in Exhibit A, Paragraph 5.2 is deleted in its entirety and replaced with the following:

<b>2022-2023</b>
<b>\$7,996.75</b>

**SIGNATURE PAGE TO FOLLOW**

All other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

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PIMA COUNTY

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

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

GRANTOR



\_\_\_\_\_  
Ms. Jamie Snyder, Chief Executive Officer  
Our Family Services

Date: August 16, 2022

ATTEST:

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

APPROVED AS TO CONTENT:

 8/16/22  
*Deputy* Director, Community & Workforce Development

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Deputy County Attorney