



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 09/06/2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Helping Ourselves Pursue Enrichment, Inc. (HOPE, Inc.)

***Project Title/Description:**

Transitioning HEAT Program to Helping Ourselves Pursue Enrichment, Inc.

***Purpose:**

On 9/13/2021, County entered into a year-long contract with HOPE, Inc. to implement and coordinate the HEAT (Habilitation Empowerment Accountability Therapy) program, which included the provision of a program facilitator. During the first year of the contract, the HEAT program came to fruition, started accepting referrals, and enrolling individuals in the program. As the program is still in the early stages, a continuation of services and enrollments are needed. Under this amendment, an additional 0.5 part-time equivalent (PTE) position will be added in order to increase program capacity and outreach.

The original contract provided the Jail Population Review (JPR) Committee with a Peer Support, certified as a Recovery Support Specialist (RSS). An amendment would allow this individual to continue to provide peer support for referrals, coordinate care with healthcare homes and other service providers, and transportation (as appropriate and available). The added PTE position will also increase JPR peer support capacity.

County created new Contract number, CT-JS-23*005, due to an internal systems change. Justice Services is requesting to extend this contract for an additional year and increase funds in the amount of \$90,000 for a not-to-exceed amount of \$180,000.

***Procurement Method:**

Direct Select per Board of Supervisors Policy D 29.6, 111-C.

***Program Goals/Predicted Outcomes:**

The goals and anticipated outcomes are a reduction in the jail population and recidivism, reduction in racial and ethnic disparities and disproportionalities (RED&D), community connectivity improvements, increased access to treatment and other resources, and improved outcomes for individuals in the program.

***Public Benefit:**

Pima County and its residents will benefit by improving outcomes for young, justice-involved African American men (the focus of the HEAT program), and via jail cost savings by reducing recidivism of those in the HEAT program and JPR.

***Metrics Available to Measure Performance:**

Contractor will continue to provide demographic data and other relevant information regarding participants in programs. In addition, Justice Services will evaluate Contractor in the areas of program evaluation, process measures, and outcome measures as defined in the HEAT Evaluation Plan.

***Retroactive:**

No.

TO: COB 8-18-22 GJ
Vers.: 2
pgs.: 13

AUG18'22AM0941 PD

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

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: CT Department Code: JS Contract Number (i.e., 15-123): 23*005(FKA 22*070)

Amendment No.: 1 AMS Version No.: 2

Commencement Date: 09/13/2022 New Termination Date: 09/12/2023

Prior Contract No. (Synergen/CMS): CT-CA-22*078

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 90,000

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required: John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge grant**

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

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☒ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement 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: McKenzie Derfus

Department: Justice Services

Telephone: 724-9933

Department Director Signature: Kase

Date: August 15, 2022

Deputy County Administrator Signature: Juni

Date: 16 Aug 2022

County Administrator Signature: Juni

Date: 16 Aug 2022

Pima County Department of Justice Services

Project: Transitioning HEAT Program to Helping Ourselves Pursue Enrichment, Inc.

Contractor: Helping Ourselves Pursue Enrichment, Inc. (HOPE, Inc.)

Contract No.: CT-JS-23*005 (FKA CT-CA-22*078)

Contract Amendment No.: 01

Orig. Contract Term: 09/13/2021 – 09/12/2022	Orig. Amount:	\$ 90,000.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$ 0.00
Termination Date This Amendment: 09/12/2023	This Amendment Amount:	\$ 90,000.00
	Revised Total Amount:	\$180,000.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. Background and Purpose.

1.1. Background. On 09/13/2021, County and Contractor entered into the above referenced agreement to provide Transitioning HEAT Program to Helping Ourselves Pursue Enrichment, Inc. Further background information can be found in **Exhibit A** (1 page).

1.2. Purpose. County requires additional and a continuation of services provided under the first year of contract. Contractor will continue to facilitate Habilitation Empowerment Accountability Therapy (HEAT) program, including providing program facilitator(s). Contractor will continue to provide Peer Support(s), via a Recovery Support Specialist(s) (RSS), for the Jail Population Review (JPR) Committee. County created new contract number, CT-JS-23*005, due to an internal systems change.

2. Term. The County is exercising the first extension option to renew the contract for one additional year commencing on September 13, 2022 and terminating on September 12, 2023. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. Compensation and Payment

3.1. Rates; Adjustment. County will pay Contractor at the rates set forth in **Exhibit C** (1 page). Those rates will remain in effect during an Extension Option period unless Contractor, at least 90 days before the end of the then-existing Term, or at the time the County informs Contractor that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.

3.2. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$90,000. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$180,000.

3.3. Sales tax. The payment amounts or rates in **Exhibit C** do not include sales tax. Contractor may invoice County for sales taxes that Contractor is required to pay under this Contract. Contractor will show sales taxes as a separate line item on invoices.

3.4. Timing of Invoices. Contractor will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit C**. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County. County may refuse to pay for any product or service for which Contractor does not timely invoice the County and, pursuant to A.R.S. § 11- 622(C), will not pay for any product or service invoiced more than 6-months late. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County, except for the request for services provided in the month of June 2023. The June 2023 request will be submitted no later than July 8, 2023.

3.5. Content of invoices. Contractor will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item. Request for payment will be submitted on the form attached in **Exhibit D** (1 page).

4. **Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit B** (5 pages). Contractor will report quarterly on the progress on the Scope of Work in Exhibit B. Reports will be submitted on the form attached in **Exhibit E** (2 pages) no later than 30 days after the end of the quarter.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Kathryn Ore

Print DCA Name

August 12, 2022

Date

CONTRACTOR



Authorized Officer Signature

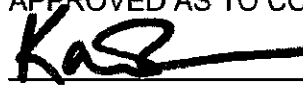
Daniel Lee Haley - CEO

Printed Name and Title

8/15/22

Date

APPROVED AS TO CONTENT



Department Head

August 15, 2022

Date

Exhibit A (1 page)

Background

BACKGROUND

Pima County is a recipient of a MacArthur Foundation Safety and Justice Challenge (SJC) grant. Selected among the first 10 SJC Implementation Sites nationally, Pima County's SJC goals primarily center around two core objectives: 1) safely reducing the jail population, and 2) reducing racial and ethnic disparities and disproportionalities (RED&D) throughout the justice system. The Pima County Department of Justice Services (DJS) oversees implementation of SJC strategies. This includes collaborating with system partners to create or modify a variety of programs and processes and creating contractual relationships with qualified entities.

The Habilitation Empowerment Accountability Therapy (HEAT) program is a trauma-informed, culturally responsive, developmentally targeted program for young African American men who have justice involvement and substance use disorders. HEAT is a proprietary program created by Mr. Darryl Turpin and Mr. Guy Wheeler to improve outcomes in justice programs (e.g. diversion programs, drug courts, and probation) using Afrocentric principles that focus on the individual, family, community, and spirituality. Mr. Turpin and Mr. Wheeler developed a 72-session (twice weekly for 36 weeks) facilitated groups program; the facilitator is a qualified individual who is certified to lead HEAT groups by completing a trainer-certification program.

In February 2021, DJS contracted with Mr. Turpin and Mr. Wheeler (via their company, Pinwheel Group) to host a local certification training for four qualified individuals. DJS now plans to implement a HEAT groups program with a licensed community treatment provider who specializes in peer support and has experience collaborating with the criminal justice system. The goals of the local HEAT program will be reducing recidivism for individuals who are referred to HEAT, improving community connectivity, increasing access to treatment and other resources, providing skills to support long-term recovery, and improving outcomes for participants, as well as reducing RED&D in Pima County's justice system.

Pima County's SJC program also created a Jail Population Review (JPR) Committee to support the goal of safely reducing the jail population. Each week, the Jail Population Coordinator identifies individuals who have been detained in the jail for more than 10 days and who have eligible charges (non-violent felonies, primarily substance use or minor property offenses). The Jail Population Coordinator then forwards a list of names to the JPR Committee for review. The multi-disciplinary team (facilitated by DJS staff and includes but not limited to prosecutor, public defenders, jail staff, law enforcement, housing providers, community behavioral health, pretrial services, adult probation, individuals with lived experience, and community members) identifies individuals who are appropriate for release. Pretrial Services or Adult Probation then supervises a coordinated release plan, which includes community supervision, coordination with treatment providers and other resources, and identifying housing options (if needed).

In order to reduce recidivism by, and improve the outcomes of, individuals who have been released via JPR, DJS contracted with a licensed treatment provider for a Recovery Support Specialist (RSS, also known as a "JPR Peer Support" or "JPR Peer Navigator"). The RSS participates as a team member of JPR, and works with referred individuals who are being released from custody and provide guidance, prosocial engagement, connectivity to treatment and other services, coordination with community supervision, and encourage recovery.

Exhibit B (5 pages)
Scope of Services
Commencement Date: September 13, 2022

RESPONSIBILITIES OF CONTRACTOR. Contractor will:

1. Provide 1.0 full-time equivalent (FTE) staff member(s) to serve the functions of HEAT program facilitator and Peer Support.
2. Provide 0.5 part-time equivalent (PTE) staff member(s) to assist with HEAT Program, Peer Support, and outreach.
3. Provide 0.05 part-time equivalent (PTE) staff member(s) to serve the function of Staff Supervision.
4. Provide 0.01 part-time equivalent (PTE) staff member(s) to serve the function of marketing of HEAT program.
5. HEAT facilitator(s)/JPR Peer Support(s)/Staff Supervision/Marketing Manager will be employees of Contractor; the position(s) cannot be subcontracted without prior written approval by DJS. Contractor will determine the appropriate classification for the position within their organization based on experience and responsibilities, and may create a functional job title(s) at their discretion.
6. Responsibilities of each position include:
 - a. HEAT Facilitator Responsibilities:
 - i. Under guidance of Contractor, and with final approval by DJS, begin and continue facilitating HEAT groups;
 - ii. The number of cohorts Contractor is able to accommodate is left to the best discretion of Contractor, however a minimum of one (1) cohort is required at any time;
 - iii. Contractor determines schedule, frequency, number of active cohorts, and location of HEAT groups (within the parameters of the HEAT proprietary guidelines);
 - iv. HEAT facilitator is responsible for any clinical documentation required by licensure or Contractor policy;
 - b. JPR Peer Support Responsibilities:
 - i. Attend weekly the JPR Committee meetings (currently 10:30 am to approximately noon every Wednesday);
 - ii. Initiated peer support services for any individuals referred to JPR Peer Support;
 - iii. Assist in coordinated reentry planning for individuals released via JPR;
 - iv. Assist Pretrial Services, Probation, and/or other justice system or treatment partners to coordinate services (such as treatment) and resources (such as housing and transportation);
 - v. Provide on-going peer support to and maintain regular communication with individuals under pretrial supervision, until sentencing or other logical conclusion (such as transition of care to other program that includes peer support, like Housing First, or participant does not wish to continue participation);
 - vi. JPR Peer Support is encouraged to assist participants by sending reminders of court appearances or treatment appointments, as well as create a plan with client on transportation;
 - vii. Assist with transportation when approved, and approved by Contractor;
 - viii. Document referrals made for each participant (for evaluation purposes);

- c. Marketing Manager
 - i. Market HEAT Program, as deemed appropriate by Contractor, with the purpose of increasing referrals, engagement, participation, and enrollment of HEAT program;
 - d. Staff Supervision
 - i. Supervise staff, as deemed appropriate by Contractor and licensure.
- 7. Provide supervision of contracted staff, including clinical supervision as required by Contractor's licensure.
- 8. Hire qualified individual(s) to fill the position(s) of HEAT Coordinator(s)/Peer Support(s)/Staff Supervisor(s)/Marketing Manager.
 - a. HEAT facilitator(s) must be a certified facilitator (via Pinwheel Group);
 - b. JPR Support(s) must be a certified Recovery Support Specialist (RSS);
 - c. The total staff time of HEAT Coordinator(s) and JPR Peer Support(s) shall not exceed 1.5 FTE (1 FTE and 1 0.5 PTE); the division of time between these two programs is at the discretion of Contractor and may vary week to week depending on workload;
 - d. The total staff time of Staff Supervision shall not exceed 0.05 PTE;
 - e. The total staff time of Marketing Manager shall not exceed 0.01 PTE.
- 9. Contractor may hire individuals to complete the duties of the HEAT, JPR, Supervision, and Marketing Manager. Ongoing staffing decisions, including hiring and termination, will remain at the discretion of Contractor. Individuals hired by Contractor for the positions listed above will be selected with input from DJS (excluding Marketing Manager and Staff Supervision).
 - a. Contractor will ensure staff meet appropriate licensure requirements and have adequate training;
 - b. If concerns arise regarding staff, Contractor agrees to take corrective action with the employee and/or remove the employee from the program if appropriate;
 - c. Contractor retains sole discretion on employee termination; Contractor shall notify DJS of any termination within two business days (excluding Marketing Manager and Staff Supervision);
 - d. At conclusion of this contract, it is at Contractor discretion to retain or release employee(s) who are funded by this agreement.
- 10. When possible, incorporate evidence-based best practice standards in therapeutic interventions as it applies to the HEAT or JPR programs.
- 11. Obtain release-of-information authorization from participants (if not already acquired) as well as any releases specific to Contractor needed to permit fluid communication with DJS for the purpose of data collection, and/or participant coordination with other services or resources (example: helping to coordinate housing, if grant resources are available, or linking a JPR participant with other resources connected to the program).
- 12. Contractor shall continue coordination with DJS on a mutually agreed upon data collection plan (such as rate of program completion), for the purpose of evaluation and reporting to grant funder (tentative HEAT Evaluation plan included at end of Exhibit).
 - a. Contractor shall submit required data no less than once per quarter;
 - b. Coordinate with DJS and/or Outside Evaluator and provide data necessary for grant reporting requirements and program outcome assessment (in accordance with confidentiality requirements).
- 13. Notify DJS as soon as reasonably possible of any urgent situations relating to JPR participants or the HEAT program.
- 14. Maintain licensure and accreditation with Arizona Department of Health Services (ADHS); any changes to licensure/accreditation shall be reported to DJS within 2 business days.

15. Invoice DJS on a monthly basis. Invoices will include and itemization of direct costs, supporting documentation as required, and indirect costs; and
16. Upon mutual agreement with DJS, may elect to retain operation of the HEAT program after the conclusion of this agreement.

RESPONSIBILITIES OF DJS. DJS will:

1. Work with Contractor to maintain mutually agreed upon policies and protocols for the HEAT program.
2. Work with Contractor to maintain mutually agreed upon policies and protocols for the JPR Peer Support program (within the parameters of Contractor's licensure requirements).
3. Work with Contractor to maintain data metrics and ongoing data collection (in a HIPAA compliant manner) to measure program progress and success.
4. Conduct internal evaluation and/or work with outside evaluators to measure success of both HEAT program and JPR peer support services (tentative HEAT Evaluation plan included at end of Exhibit).
5. DJS shall preserve any personally identifiable information provided by Contractor in a HIPAA-compliant manner; any personally-identifiable information will be aggregated and/or de-identified prior to any distribution outside DJS.
6. DJS will provide Contractor with all evaluation reports, when available.
7. Support Contractor in the creation of referral process, and work with Contractor to identify multiple referrals sources.
8. Coordinate monthly (or less frequently, as mutually agreed upon) coordination meetings to ensure regular communication.
9. Provide final approval of staff Contractor identifies for HEAT Facilitator and/or JPR Peer Support.
10. Ensure that HEAT and JPR program caseloads remains of manageable size given number of contracted staff.
11. Reimburse Contractor for pre-approved training and/or conference travel.
12. Coordinate and pay Pinwheel Group for additional HEAT trainings (whether it be new HEAT facilitators, or adding on an additional HEAT program such as HEAT for women or youth), as approved by DJS and until Pinwheel Group contract termination.
13. Reimburse Contractor's staff for mileage and other associated travel costs for purpose of transporting participants.
14. Submit authorization and request for payment to the Pima County Finance Department within 30 days of receiving and approving final invoice from Contractor.
15. Monitor contract compliance of Contractor; and
16. May elect to retain operation of the HEAT program/groups at the conclusion of this contract.

HEAT Evaluation Plan

Background

36 modules, 80 sessions over 9 months -- corresponds with duration of most correctional programs that address substance abuse

- Pre-reqs to join group: Two orientations then peer learning assignment
 - Orientations: resolving potential barriers to treatment success
 - Peer learning assignment: research a culturally relevant topic, present to group
 - Gauges readiness to engage with peers
- Once pre-reqs completed, program sessions are 90 min, 2x a week that cover the following areas:
 - The Self
 - Myths, stereotypes, misconceptions of AA manhood presented in media/held by society
 - The Family
 - Historical trauma of Black families, separation during slavery
 - Father absenteeism
 - The Community
 - Threats to AA neighborhoods
 - Limited access to healthy food, healthcare, etc
 - Spirituality

Current Data Collection

- Date
- Name
- DOB
- Age
- R/E
- # sessions attended per month
- JPR release (yes/no)

Evaluation Plan

1. Program Evaluation

a. Pre-/post-program survey

- i. Attitudes towards self, family, community, spirituality, substance abuse
- ii. Attitude towards HEAT program

iii. Pre-program interview

1. On a scale from Highly Unsatisfied (-3) to Highly Satisfied (+3), please rate how you currently feel about the following:
 - a. Yourself
 - b. Your family
 - c. Your community
 - d. Your faith and/or spirituality
 - e. Your substance abuse
2. What do you expect to learn from HEAT?
3. What do you want to learn from HEAT?
4. What else would help you succeed in HEAT?

iv. Post-program survey

1. On a scale from Highly Unsatisfied (-3) to Highly Satisfied (+3), please rate how you currently feel about the following:
 - a. Yourself
 - b. Your family
 - c. Your community

- d. Your faith and/or spirituality
 - e. Your substance abuse
 - f. Your experience in the HEAT program
 - g. What you learned while in the HEAT program
- 2. What are the top three most valuable things you learned from HEAT?
- 3. Has HEAT helped you to identify triggers or ways to reduce substance cravings?
- 4. What do you do now to avoid substance abuse when triggered?
- 5. What were the top three things you liked about HEAT?
- 6. What were the top three things you disliked about HEAT?
- 7. Was there anything more you wanted to learn from HEAT?
- 8. Was there any additional support you wish you had while in the HEAT program?
- 2. Process Measures
 - a. Referral source
 - b. Legal status at intake
 - c. # sessions attended
 - d. Time to completion
- 3. Outcome Measures
 - a. Participant discharge status (successful/unsuccessful)
 - b. Participant recidivism 6 months (and 12 months?) after program completion
 - i. Recidivism = re-booking into PCADC

Exhibit C (1 page)
Budget, Compensation & Payment
Commencement Date: September 13, 2022

Estimated actual costs by Contractor for one-year period of agreement:

Line Item (for Sept. 13, 2022 to Sept. 12, 2023)	Estimated Cost
Employee Rate (1 FTE @ \$19.98/hr)	\$ 41,558
Employee Rate (0.5 PTE @ \$16/hr)	\$ 16,640
Staff Supervision (0.05 PTE @ \$30.04/hr)	\$ 3,125
Marketing Manager (0.01 PTE @ \$26.32/hr)	\$ 526
Employee Related Expenses (Benefits) @ 25%	\$ 15,464
Materials and Supplies	\$ 500
Technology (Cell phone, laptop)	\$ 2,530
Local Mileage Reimbursement (Jail Transports, etc.)	\$ 590.18
Marketing Costs	\$ 835
Meeting Costs or Conference/Training /Tabling	\$ 50
Direct Costs	\$ 81,818.18
Indirect Costs (De Minimum @10%)	\$ 8,181.82
Total Year 2 Estimated Project Costs	\$ 90,000

Line items are estimates only. Contractor may use reasonable discretion to deviate from projected figures as long as the variance is not more than 20% of the total budget value, and the total amount invoiced does not exceed the Year 2 allocated amount of \$90,000 and the total NTE amount of \$180,000. County will make payments based on Contractor's actual expenditures. Contractor must provide supporting documentation for reimbursement of each cost-type. County may request additional supporting documentation, as needed.

Per grant requirements, County remuneration for employee salaries is for actual Contractor expenditures. Contractor shall include supporting documentation to verify hours worked during the invoiced period and the amount paid to employees based on official accounting records, which Contractor will maintain for purposes of audit. Contractor may not bill for Medicaid-covered services when Contractor pays employees with grant funding under this Contract. Grant-funded staff may only work on programs and activities included in Exhibit B, Scope of Work, and other duties may only be added if mutually agreed to by DJS and Contractor.

County must approve Contractor travel and training opportunities in advance. County will reimburse mileage utilizing the state or federal rate and Contractor must include supporting documentation in invoicing.

County must receive invoices from Contractor no more than 30 days from the date of service delivery. County may withhold payment for late submissions. County may refuse to pay for any service for which Contractor does not timely invoice County, and pursuant to A.R.S. § 11-622, will not pay for any service invoiced more than six months late.

Contract No.: CT-JS-23*005

PIMA COUNTY INVOICE REQUEST**MacArthur Foundation Safety and Justice Challenge (SJC)**

Invoice For The Month Of _____, 2022-2023

This invoice is to be used for submitting all billing to Pima County

PLEASE SEND INVOICE TO THE ATTENTION (AGENCY INVOICE IS FOR:

FISCAL YEAR: 2022-2023

Department of Justice Services
 ATTN: Mayra Ramos
 Deputy Director
 201 N. Stone, 2nd Floor
 Tucson, AZ 85701

Helping Ourselves Pursue Enrichment, Inc. (HOPE) A
 ATTN: Daniel Lee Haley
 1200 North County Club Rd
 Tucson, AZ 85716

INVOICE DATE: _____

AGENCY CONTRACT #: CT-JS-23*005

PROGRAM NAME: Transitioning HEAT Program to Helping Ourselves Pursue Enrichment, Inc.

INVOICE #: T-JS-23*00

MAJOR PROGRAM/PROGRAM: GJS001/GJS00001

APPROVED BUDGET & BILLING DETAILS

PAYMENT TERMS: Net 30	APPROVER	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	AR TO DATE	REMAINS TO
	BUDGET	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	Billed Amt	TOTALS	BE SPENT
Personnel and Fringe	77,313.00													-	77,313.00
Supplies	500.00													-	500.00
Other Costs	4,005.18													-	4,005.18
Indirect Costs	8,181.82													-	8,181.82
TOTAL CONTRACT BLD	88,999.99														88,999.99

By signing this report, I certify that to the best of my knowledge: (1) the information reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the HEAT Program and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit; and (2) the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for

REQUIRED SUBRECIPIENT SIGNATURE(S):

Agency Preparer Signature - please print & sign _____ Date _____ Contact Phone Num/E: _____

Agency Approver Signature - please print & sign _____ Date _____ Contact Phone Num/E: _____

NOTE: QUARTERLY REPORT DUE WITH NOVEMBER, FEBRUARY, MAY AND AUGUST INVOICES.
 IF YOU DO NOT SUBMIT YOUR QUARTERLY REPORT, YOUR INVOICE WILL NOT BE PAID.

ENTER YES ENTER NO

Quarterly Report 1 has been submitted with the November Invoice	
Quarterly Report 2 has been submitted with the February Invoice	
Quarterly Report 3 has been submitted with the May Invoice	
Quarterly Report 4 has been submitted with the August Invoice	

FOR PIMA COUNTY USE ONLY

_____ Date bill rec'd/Initials _____ Date rmd for corrections/Initials _____ Date rec'd & submitted for payment/Initials _____

Reviewer Signature - please print & sign _____

Date _____

Authorized Approver Signature - please print & sign _____

Date _____

Exhibit D (1 page)
 Invoices
 Commencement Date: September 13, 2022

Exhibit E (2 pages)
Quarterly Report
Commencement Date: September 13, 2022

HEAT Program & Jail Population Review (JPR) Peer Support
Quarterly Report Form
YEAR 02 (2022-2023)

AGENCY: HOPE, Inc.
CONTRACT NUMBER: CT-JS 23*005

AGENCY CONTACT NAME: _____ **TITLE:** _____

SIGNATURE: _____

REPORT FOR THE QUARTER ENDING:

☐ DECEMBER 2022 ☐ MARCH 2023 ☐ JUNE 2023 ☐ SEPTEMBER 2023

Program Updates: Please share any modifications or new elements of programming during this quarter.

Challenges or Concerns: Please share any challenges or barriers you encountered during this quarter. Was this resolved? Do you need support from Justice Services?

Success Stories: Please share your good news! This can be programmatic successes, or individual.

Other Notes: Please share anything else that it would be important to discuss further with Justice Services, or items relevant to note in routine reporting to the MacArthur Foundation.

Data Reporting: Please provide a separate excel document (in a format mutually agreed upon by Justice Services and HOPE, Inc.) that includes: Date, Name, Date of Birth, Age, Race and Ethnicity, Number of sessions per month, if the individual is a JPR release, and other agreed upon data collection areas. Additionally, please provide data as defined in the HEAT Evaluation Plan regarding program evaluation, process measures, and outcome measures (in a format mutually agreed upon by Justice Services and HOPE, Inc.).

Email to: Justice Services, Pima County
Staff: Mayra Ramos, (Mayra.ramos@pima.gov)

REVIEWED BY: _____ RECEIVED DATE: _____

SIGNATURE: _____