



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

Requested Board Meeting Date: June 20, 2017

or Procurement Director Award

**Contractor/Vendor Name (DBA):** Literacy Connects

**Project Title/Description:**

Literacy Services for job seekers

**Purpose:**

This amendment adds one year of pre-employment literacy classes to the contract with Literacy Connects (a subrecipient). Literacy Connects provides basic level literacy instruction to unemployed job seekers enrolled in One Stop programs that score at or below the 5th grade level on the Test for Adult Basic Education (TABE). Each participant sent to Literacy Connects by One Stop has an employment goal, which may include occupational training.

Instruction, which focuses on reading comprehension and math, uses a computer lab, traditional classes, and tutoring. Classes are small-typically not more than 15. Participants are scheduled for a minimum of 10 weeks of instruction for 22 hours a week. When they have reached their goal the participant leaves his/her activity and moves into training or employment search with his/her One Stop Career Counselor.

Most participants are funded by a grant, so a class may have participants from the Health Professional Opportunities Grant (HPOG), Workforce Innovations and Opportunities Act Adult, Dislocated Worker or Out-of-School Youth grants, the new Linking to Employment Activities Pre-Release (LEAP-2), or Housing and Urban Development (HUD) grants. Pima County General funds could be used for older youth who need literacy services and are participating in the Summer Youth Program which is funded with general funds.

Literacy Connects has been monitored by Pima County in the past two years. County asked them to make an adjustment in billings, which has been done.

**Procurement Method:**

Not applicable to amendments

**Program Goals/Predicted Outcomes:**

80% of participants will achieve grade levels required for employment or training goals targeted in their employment plan.

**Public Benefit:**

This activity impacts Pima County's economic development efforts by providing educationally challenged job seekers with the opportunity to gain basic skills and compete for better paying jobs.

**Metrics Available to Measure Performance:**

Monthly summary reports which include participant's progress and achievements for the preceding month's activities.

**Retroactive:**

No

TO: COB 6-7-17 (1)  
Vers.: 7 Pgs.: 4

**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): 16-428

Amendment No.: 1 AMS Version No.: 7

Effective Date: 6/20/17 New Termination Date: 6/30/18

Expense  Revenue  Increase  Decrease Amount This Amendment: \$73,169.00

Funding Source(s): US Dept of Labor, AZ Dept of Economic Security, US Dept of Housing & Urban Development, IGA with Pima Community College receipt of the HPOG and Pima County General Funds

Cost to Pima County General Fund: \$2,700.00

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: *Charles Camp* 5/29/17

Deputy County Administrator Signature/Date: *JW* 6/3/17

County Administrator Signature/Date: *C. DeLuca* 6/6/17  
*(Required for Board Agenda/Addendum Items)*

**PIMA COUNTY COMMUNITY SERVICES,  
EMPLOYMENT AND TRAINING DEPARTMENT  
PROFESSIONAL SERVICES CONTRACT**

Program Name: Literacy Services

Awardee: Literacy Connects  
200 E. Yavapai Road  
Tucson, AZ 85705

Contract No: CT-CS-16-428

Amendment No: 01

Funding: U.S. Department of Labor, Arizona  
Department of Economic Security, U.S.  
Department of Housing and Urban  
Development, Intergovernmental Agreement  
with Pima Community College recipient of  
the Health Profession Opportunity Grant, and  
Pima County General Funds

CONTRACT	
NO. <u>CT-CS-16-428</u>	
AMENDMENT NO. <u>01</u>	
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

Awardee is a X Subrecipient    Contractor

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2016	17.258	WIOA-Adult	\$776,736,000.00	\$2,053,646.00
DI16-002120	2016	17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$4,032,529.00
DI16-002120	2016	17.259	WIOA-Youth	\$831,842,000.00	\$2,325,706.00
PCC2015-2020	2016	93.093	HPOG*	\$58,000,000.00	\$587,205.00*
AZ0027L9T011609 AZ0032L9T011609 AZ0042L9T011609 AZ0167L9T011601	2017	14.267	Continuum of Care Program	\$1,800,000.00	\$1,235,960.00
LEAP-2 FAIN PE-29755-16-60-A-4	2016	17.270	Reintegration of Ex-Offenders	\$5,000,000.00	\$492,441.00

\*Pima County is receiving these funds from Pima Community College as a Subrecipient

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$73,169.00
Term Prior Amendment:	N/A	Prior Amended Amount:	N/A
Term This Amendment	06/30/18	Amount This Amendment:	\$73,169.00
		Revised Contract Amount:	\$146,338.00

Pima County, a body politic and corporate of the State of Arizona ("County") and Literacy Connects, a non-profit corporation registered to do business in the State of Arizona ("Awardee") have entered into the above-referenced contract to provide pre-employment literacy instruction in Pima County.

## RECITALS

- A. County is a local workforce area under the federal Workforce Innovation and Opportunity Act, Pub.L.113-128 ("WIOA") to operate the Pima County ARIZONA@WORK Career Center System Workforce Program.
- B. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible services. The WIOA grant ends June 30, 2020.
- C. County, as Grantee, receives U.S. Department of Labor Employment and Training Administration ("LEAP") grant funds and provides them to subrecipients, including Awardee, to provide eligible services.
- D. County is the Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to other entities, which may include the Awardee, for the continuation of services.
- E. County is the Subrecipient of Continuum of Care ("CoC") funds from the U.S. Department of Housing and Urban Development and is authorized to pass those funds along to other entities, which may include the Awardee, for the continuation of services.
- F. The Pima County Board of Supervisors finds, based on success and demand that it is in the best interests of the residents of Pima County to continue pre-employment literacy instruction provided by Awardee for an additional year.
- G. County has reviewed Awardee's performance on the services to be continued and finds it satisfactory.

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

### AMENDMENT NO. ONE

**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 renewals is changed:

FROM: four (4) additional years or any portion thereof

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

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

2.1 **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 **up to \$146,338.00** ("the Maximum Allocated Amount"). Funds not expended during the contract year may not be carried over for use in a subsequent contract year.

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

3.2 Payment, up to the Maximum Allocated Amount, will be made from federal and state grants County received from various agencies (collectively the federal awarding agency") and Pima County general funds. Anticipated expenditures from each source are as follows, but the actual amount of grant funds utilized may vary based on the eligibility of program participants:

<b>Funding Source</b>	<b>July 1, 2016 – June 30, 2017</b>	<b>July 1, 2017 – June 30, 2018</b>	<b>Anticipated Expenditure</b>
WIOA grant (U.S. Dept. of Labor and/or AZ Dept. of Economic Security)	\$66,079.00	\$60,079.00	\$126,158.00
HPOG grant	\$4,390.00	\$4,390.00	\$8,780.00
LEAP grant	\$0.00	\$2,000.00	\$2,000.00
CoC grant	\$0.00	\$4,000.00	\$4,000.00
Pima County General Funds	\$2,700.00	\$2,700.00	\$5,400.00

2.3 Paragraph 3.4 is amended to add paragraph 3.4.8 to read:

3.4.8 Documentation provided pursuant to paragraph 3.4.3.4, must be signed by the employee and the employee's immediate supervisor with direct knowledge of the employee's efforts.

3. SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION is added as follows:

Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by County up to and including termination of this Agreement.

4. **EXHIBIT A – SCOPE OF WORK, SECTION 2 - PROGRAM ACTIVITIES – GENERAL,** paragraph 2.1.2 is amended as follows to add the following staffing levels for **July 1, 2017 through June 30, 2018:**

<b>Position</b>	<b>Status</b>	<b>Number of Staff</b>	<b>Hours per week</b>
Basic Literacy (BL) Learning Center Coordinator	Staff	1	40
BL Program Coordinator	Staff	1	30
BL Program Director	Staff	1	4
BL Tutors	Volunteer	Varies (dependent on enrollment and needs)	24 total (min)

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4.1 SECTION 5 – BUDGET, paragraph 5.1 is amended to add the following:

BUDGET LINE ITEM	AMOUNT allocated for July 1, 2017 through June 30, 2018
Personnel	\$70,169.00
Supplies	\$ 3,000.00
<b>Total Program Budget</b>	<b>\$73,169.00</b>

Any other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on 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:

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

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

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

*Betty Starfler, Exec. Director*  
\_\_\_\_\_  
Printed Name & Title

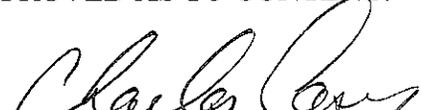
ATTEST:

Date: 5/24/17

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney