



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 6/19/18

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Literacy Connects

***Project Title/Description:**

Literacy Services for job seekers. The original contract and amendments may be found under CT-16*428. Search for contract number 16%428 in eContracts.

***Purpose:**

This amendment provides additional funding through June 30, 2019 to the contract with subrecipient Literacy Connects for pre-employment literacy classes. Literacy Connects provides basic level literacy instruction to unemployed job seekers enrolled in ARIZONA@WORK 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 Community Services, Employment and Training (CSET) 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. 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 CSET Career Counselor.

Most participants are funded by a grant; thus, 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 Linking to Employment Activities Pre-Release (LEAP-2), or Housing and Urban Development (HUD) grants. Pima County General funds could be used for youth adults who not eligible for grant funds. CSET wants to be able to offer this activity to anyone in the ARIZONA@WORK program that needs this service. An example: A person leaving the jail who would benefit from and be interested in improving their math and literacy skills.

Attachment: Contract Number CT-CS-16-428.

***Procurement Method:**

RFP-CSET-LS-2016-07 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***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- 6.4.18
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(1)

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***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): 16-428Amendment No.: 2 AMS Version No.: 14Effective Date: 7/1/18 New Termination Date: 6/30/19

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 74,222.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** 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 FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ 2,700.00 % _____**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 HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date: *Charles Gay* 6/28/18Deputy County Administrator Signature/Date: *Chris* 6/1/2018County Administrator Signature/Date: *C. R. D. McElroy* 6/1/18
(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	
DUNS: 961940934	
SAM Registration Date: 6/28/17	
Contract No: CT-CS-16-428	
Amendment No: 02	
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 (HPOG), and Pima County General Funds	

CONTRACT

NO. CT-CS-16-428

AMENDMENT NO. 02

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

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2017	17.258	Workforce Innovation and Opportunity Act (WIOA)- Adult	\$776,736,000.00	\$2,052,758.00
DI16-002120	2017	17.278	WIOA - Dislocated Worker	\$1,015,530,000.00	\$3,261,667.00
DI16-002120	2017	17.259	WIOA -Youth	\$831,842,000.00	\$2,213,733.00
PCC2015-2020	2017	93.093	HPOG	\$58,000,000.00	\$593,993.00
AZ0027L9T011710 AZ0032L9T011710 AZ0042L9T011710 AZ0167L9T011702	2018	14.267	Continuum of Care Program	\$1,800,000.00	\$1,269,454.00
LEAP-2 FAIN PE-29755-16-60-A-4	2016	17.270	Reintegration of Ex-Offenders	\$5,000,000.00	\$492,441.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$73,169.00
Term Prior Amendment:	6/30/18	Prior Amended Amount:	\$73,169.00
Term This Amendment	06/30/19	Amount This Amendment:	\$74,222.00
		Revised Contract Amount:	\$220,560.00

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

AMENDMENT NO. TWO (2)

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-2") 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:

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: \$146,338.00

TO: \$220,560.00

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

Funding Source	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Anticipated Expenditure
WIOA grant (U.S. Dept. of Labor and/or AZ Dept. of Economic Security)	\$66,079.00	\$60,079.00	\$61,132.00	\$187,290.00
HPOG grant	\$4,390.00	\$4,390.00	\$4,390.00	\$13,170.00
LEAP-2 grant	\$0.00	\$2,000.00	\$2,000.00	\$4,000.00
CoC grant	\$0.00	\$4,000.00	\$4,000.00	\$8,000.00
Pima County General Funds	\$2,700.00	\$2,700.00	\$2,700.00	\$8,100.00

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:

Adult Workforce Development Services: Michael Gates, 724-5063, Michael.Gates@pima.gov.

Dislocated Worker Workforce Development Services: Peggy Castano, 724-6706,
Peggy.Castano@pima.gov.

Youth Workforce Development Services: Daphanie Conner, 724-5724, Daphanie.Conner@pima.gov.

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5. **EXHIBIT A – SCOPE OF WORK, SECTION 5 – BUDGET**, is amended as follows:

5.1 **Paragraph 5.1**, the table is deleted in its entirety and replaced with the following:

Activity	Amount allocated for 7/1/2016 through 6/30/2017	Amount allocated for 7/1/2017 through 6/30/2018	Amount allocated for 7/1/2018 through 6/30/2019
Personnel	\$70,169.00	\$71,222.00	\$71,222.00
Supplies	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL	\$73,169.00	\$74,222.00	\$74,222.00

5.2 **Paragraph 5.5** is added to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth, CoC, LEAP-2, HPOG and Pima County General funds, by activity is set forth in Exhibit A of this Amendment 2.

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:

Chairman, Pima County Board of Supervisors

Date: _____

AWARDEE:



Authorized Signature

Betty Stauffer, Executive Director

Printed Name & Title

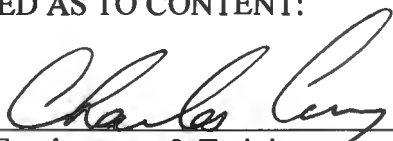
ATTEST:

Date: _____

Clerk of the Board

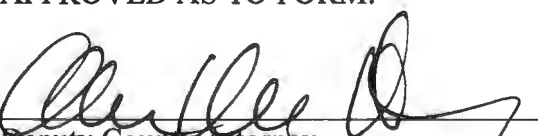
Date

APPROVED AS TO CONTENT:



Director, Employment & Training

APPROVED AS TO FORM:



Deputy County Attorney
CHARLES WESSELHOFT

PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE

Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected WIOA Youth	Projected HPOG	Projected CoC	Projected LEAP-2	Projected General Funds	TOTAL
Operating Budget								
Salary and Fringe (No overtime)	\$38,807.36	\$6,365.86	\$13,487.87	\$4,212.56	\$3,838.32	\$1,919.16	\$2,590.87	\$71,222.00
Staff Development	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Travel	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Supplies	\$1,634.64	\$268.14	\$568.13	\$177.44	\$161.68	\$80.84	\$109.13	\$3,000.00
Communications	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Space	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Other Operating	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Total Operating Budget	\$40,442.00	\$6,634.00	\$14,056.00	\$4,390.00	\$4,000.00	\$2,000.00	\$2,700.00	\$74,222.00