



BOARD OF SUPERVISORS AGENDA ITEM REPORT

CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 4, 2019

* = 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:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts 16*358 in Doc_ID_AMS.

***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 at-risk 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, 2019 to June 30, 2020.

Attachment: Contract Number CT-CS-16-358 (Amendment 5)

***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.

TO: COB 5-28-2019
Vers.: 47
pgs.: 6

ADDENDUM 9

Procure Dept 05/28/19 PM09:04

MAY 28 19 PM 09:04 PCD KDF:HD
Cms

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.: 5 AMS Version No.: 47 R
Effective Date: 7/1/19 New Termination Date: 6/30/20
Prior Contract No. (Synergen/CMS): _____
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 589,835.47
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 \$ 59,503.96 % _____

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: [Signature] 5-24-19
Deputy County Administrator Signature/Date: [Signature] 5/24/19
County Administrator Signature/Date: C. R. [Signature] 5/24/19
(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services, Employment and Training Department**Project:** Workforce Assistance for the Homeless**Contractor:** SER-Jobs for Progress of Southern Arizona, Inc.
40 West 28th Street
Tucson, AZ 85713**Contract No.:** CT-CS-16*358**Contract Amendment No.:** 05

Original Contract Term:	07/01/17 – 06/30/18	Orig. Contract Amount:	\$472,610.50
Termination Prior Amendments:	06/30/19	Amount Prior Amendments:	\$1,223,607.02
Termination This Amendment:	06/30/20	Amount This Amendment:	\$589,835.47
		Revised Contract Amount:	\$2,286,052.99

DUNS No.: 964816636		SAM Registration Date: 3/19/19	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract Nos.:	AZ0027L9T011811 AZ0032L9T011811 AZ0042L9T011811 AZ0167L9T011803 DI18-002139 City of Tucson 18700 ADOH 563-17 ESG HUD 2017-22 Secure Futures	Award Date:	2019
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input type="checkbox"/> Federal	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
Status of Contractor:	<input checked="" type="checkbox"/> Subrecipient		<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
14.267	U.S. Department of Housing and Urban Development ("HUD") Continuum of Care Homeless Program ("CoC")	\$1,890,000,000.00	\$1,485,438.00
93.667	Arizona Department of Economic Security ("ADES") Social Services Block Grant - Title 20 ("SSBG")	\$1,700,000,000.00	\$39,906.00
14.267	City of Tucson ECHO Permanent Supportive Housing Program	\$1,890,000,000.00	\$66,763.00
N/A	State of Arizona Housing Program Fund ("AZHPF") Pima County Links Rapid Rehousing Project ("PCLRRP")	\$2,000,000.00	\$400,000.00
14.231	HUD Emergency Solutions Grant ("ESG")	\$310,000,000.00	\$235,286.00
14.267	HUD Secure Futures Rapid Rehousing	\$1,890,000,000.00	\$41,987.00

Pima County ("County"), a body politic and corporate of the State of Arizona and SER-Jobs for Progress of Southern Arizona, Inc. ("Contractor") have entered into the above-referenced contract to provide workforce development services for the homeless.

AMENDMENT FIVE

RECITALS

- A. Funds have been awarded to County from the grant programs set forth in the table above for services in FY2019-2020.
- B. The Pima County Board of Supervisors finds that that extending this Contract will improve employment opportunities for the homeless of Pima County.
- C. County has reviewed Contractor's performance of the services and finds it satisfactory.

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

1. SECTION 1.0 – TERM AND EXTENSIONS, paragraph 1.1 is amended as follows:

1.1 The termination date is changed:

FROM: June 30, 2019

TO: June 30, 2020

1.2 The number of available renewals is changed:

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

TO: one (1) additional year 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: \$1,696,217.52

TO: \$2,286,052.99

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

Funding Source	Maximum Amount Allocated				Total Anticipated Expenditure per Funding Source
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	July 1, 2019 – June 30, 2020	
HUD CoC	\$376,696.50	\$353,962.50	\$386,633.46	\$368,195.10	\$1,485,487.56
Secure Futures	-0-	-0-	-0-	\$2,000.00	\$2,000.00
SSBG	\$40,000.00	\$40,000.00	\$40,000.00	\$30,400.00	\$150,400.00
ECHO	\$8,653.00	\$75,748.00	\$75,556.39	\$67,741.60	\$227,698.99
PCLRRP	-0-	\$43,190.00	\$41,204.00	\$37,994.81	\$122,388.81
HUD ESG	-0-	\$20,000.00	\$24,000.00	\$24,000.00	\$68,000.00
LEAP-2	-0-	-0-	\$25,000.00	-0-	\$25,000.00
Pima County General Funds (“PCGF”)	\$47,261.00	\$47,261.00	\$51,051.67	\$59,503.96	\$205,077.63
Anticipated Allocations TOTAL	\$472,610.50	\$580,161.50	\$643,445.52	\$589,835.47	\$2,286,052.99

2.3 Paragraph 3.4 is deleted in its entirety and replaced with the following:

- 3.4. Each monthly request for reimbursement must be submitted to County by the 15th working day of each month for the previous month of service and must:

- 3.4.1. Reference this contract number.
- 3.4.2. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Subrecipient to insure proper internal financial controls.
- 3.4.3. Be for services and costs as identified in **Exhibit A**, as amended.
- 3.4.4. Include the amount of:
 - 3.4.4.1. WIOA accrued expenditures, if any;
 - 3.4.4.2. Program Income, as defined by the federal awarding agency; and
 - 3.4.4.3. All other fiscal resources applied to expenses incurred in providing services under this Contract.
- 3.4.5. Be accompanied by documentation which must include, but is not limited to:
 - 3.4.5.1. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A**, as amended.
 - 3.4.5.2. Copies of invoices, receipts or checks (front and back) to support all purchases of goods or services.
 - 3.4.5.3. If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.
 - 3.4.5.4. Any other documentation requested by County.
- 3.4.6. If reimbursement is authorized for personnel costs, be accompanied, at a minimum, by the following documentation for each pay period:
 - 3.4.6.1. Time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Contract, that specify the days, hours per day and total hours worked on the grant(s); and
 - 3.4.6.2. Accounting system report(s) specifying rate of pay and costs of employer paid benefits.

1.1 Paragraph 3.5 is amended to read:

If Contractor is required to provide matching funds under the terms of the federal awarding agency, Contractor must also provide the documentation described in Paragraph 3.4 for the matching funds.

1.2 Paragraphs 3.10 through 3.13 are deleted in their entirety and replaced with the following:

- 3.10. Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:
 - 3.10.1. The change may not increase or decrease the maximum allocated amount.
 - 3.10.2. Agency must submit a written request for the line item change on or before May 15 of the contract year. The written request must contain a detailed explanation of:
 - 3.10.2.1. The reason the change is necessary; and
 - 3.10.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Contract will continue to be met, despite the requested change.

- 3.10.3. The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Agency prior to approval of the written request for a budget line item change.
- 3.10.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.
- 3.11. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.
- 3.12. Program Income: Contractor must comply with all provisions of the federal awarding agency regarding Program Income.
- 3.13. Disallowed Charges or Cost principles will be as follows:
 - 3.13.1. Pursuant to 2 CFR §2900.4, the cost principles set forth in 2 CFR part 200, Subpart E, as supplemented by 2 CFR part 2900, and as may be further modified by amendments and additions, will be used to determine whether reimbursement of an incurred cost funded by a DOL grant will be reimbursed under this Contract.
 - 3.13.2. Pursuant to 2 CFR §2400.101, unless excepted under 24 CFR chapters I through IX, the cost principles set forth in 2 CFR part 200, Subpart E, as may be modified by amendments and additions, will be used to determine whether reimbursement of an incurred cost funded by a HUD grant will be reimbursed under this Contract.
 - 3.13.3. **Contractor must reimburse County for improper, unallowable or unsubstantiated costs discovered as a result of audit or otherwise within thirty (30) days following demand for reimbursement by County.**
- 3. **SECTION 6.0 – COMPLIANCE WITH LAWS, paragraph 6.2.3 is amended to read:**
Lobbying to influence the outcome of any election or the award of any federal contract, grant, loan or cooperative agreement (see Federal Standard Form LLL, “Disclosure of Lobbying Activities);
- 4. **SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION is deleted in its entirety.**

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

5. 2019-2020 Budgets for Work Statements 1, 2, 3, 4 are set forth in the attached Exhibit B.

All other provisions of this Contract, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

This amendment is effective on July 1, 2019.

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: _____

ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

CONTRACTOR:

Authorized Signature

Printed Name & Title

Date: 24 May 2019

EXHIBIT B
Workforce Assistance for the Homeless
Work Statements No. 1, 2, 3, 4 - Budgets 2019-2020

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

Budget Item	Funding Source	Projected Amount July 1, 2019 - June 30, 2020
Salary and ERE (No Overtime)	HUD CoC	\$186,617.11
	ECHO	\$48,219.19
	HPF - PCLRRP	\$27,326.14
	OSRRH	\$31,101.55
	SSBG	\$17,862.20
	PCGF	\$6,925.58
Staff Development	PCGF	\$2,467.31
Travel	HUD CoC	\$2,537.81
	SSBG	\$2,537.80
	PCGF	\$2,537.80
Equipment/Supplies	n/a	\$0.00
Communications	n/a	\$0.00
Operating Costs	PCGF	\$11,135.98
TOTAL		\$339,268.47

WORK STATEMENT NO. 2 -- SUPPORTIVE SERVICES

Budget Item	Funding Source	Projected Amount July 1, 2019 - June 30, 2020
Support Services	HUD CoC	\$17,875.12
	ECHO	\$7,454.17
	HPF - PCLRRP	\$3,301.80
	OSRRH	\$1,069.64
	PCGF	\$34,037.29
Operating Costs	HUD CoC	\$2,875.02
	ECHO	\$828.24
	OSRRH	\$118.85
	HPF - PCLRRP	\$366.87
TOTAL		\$67,927.00

WORK STATEMENT NO. 3 -- EMPLOYABILITY SKILLS WORKSHOPS

Program	Funding Source	Projected Amount July 1, 2019 - June 30, 2020
Employability skills for homeless	HUD CoC	\$120,000.00
Maximum number of workshops = 80	ECHO	\$11,240.00
Maximum number of workshop hours = 40	HPF - PCLRRP	\$7,000.00
Cost per workshop + \$1,953.00	OSRRH	\$6,000.00
	SSBG	\$10,000.00
	SF	\$2,000.00
TOTAL		\$156,240.00

WORK STATEMENT NO. 4 --EMERGENCY SERVICES MOTEL VOUCHERS

Program	Funding Source	Projected Amount July 1, 2019 - June 30, 2020
Motel Vouchers	ESG	\$24,000.00
Operating Costs	PCGF	\$2,400.00
TOTAL		\$26,400.00

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
ESG = HUD Emergency Solutions Grant
SF = HUD Secure Futures
PCGF = Pima County General Funds