



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 18, 2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Tucson Preparatory School

***Project Title/Description:**

United States Housing and Urban Development (USHUD) Continuum of Care Program (CoC) - La Casita, a Transitional Housing program for young adults experiencing homelessness in Pima County. The contract and amendments can be found in OnBase by searching Contracts 16*306 in Doc_ID_AMS.

***Purpose:**

La Casita addresses the high priority gap in housing and supportive services to Tucson's homeless, unaccompanied youth and parenting young adults ages 18 to 24. La Casita focuses on skill development in four areas: educational, vocational, social, and personal living that provide program participants with an individualized and integrated program of transitional housing, education, employment assistance and job training, intensive case management, life skills training and a comprehensive support system. A focus of the program will be to address the needs of youth who have not completed a high school education.

A standardized assessment tool is used to match participants to Sullivan Jackson Employment Center (SJEC). Program participants enter transitional housing and have up to twenty-four months to achieve educational and employment goals that will lead to self-sufficiency. Tucson Preparatory School, a subrecipient, works with clients to stabilize housing and enrolls them into high school. SJEC then works with participants to help them obtain employment and become self-sufficient.

This amendment will provide additional funding for the period July 1, 2019 to June 30, 2020.

Attachment: Contract Number CT-CS-16-306 (Amendment 5)

***Procurement Method:**

RFP-CSET- 2015-6 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

This program provides transitional housing to a minimum of twenty homeless young adults ages 18-24. All participants will complete Employability Skills Training and 70% will obtain a high school diploma.

***Public Benefit:**

The La Casita Program provides a method for homeless young adults to obtain housing, education, and employment.

***Metrics Available to Measure Performance:**

As a USHUD program, metrics are measured through the Homeless Management Information System (HMIS).

***Retroactive:**

No.

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To: COB- 6.10.19
Ver. 12

Procure Dept 06/10/19 PM08:17

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): 16-306

Amendment No.: 5 AMS Version No.: 12

Effective Date: 7/1/19 New Termination Date: 6/30/20

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 128,464.00

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

***Funding Source(s) required:** United States Housing and Urban Development (USHUD)-Continuum of Care (CoC) Program

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): _____

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: Sean M. Lopez 6/7/19 (designee)

Deputy County Administrator Signature/Date: [Signature] 6/7/2019

County Administrator Signature/Date: C. R. [Signature] 6/7/19
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training Department
SULLIVAN JACKSON EMPLOYMENT CENTER (SJEC)**

Project: United States Housing and Urban Development Continuum of Care Program – La Casita

Awardee: Tucson Preparatory School
104 E. Prince Road
Tucson, AZ 85705

Contract No.: CT-CS-16*306

Contract Amendment No.: 05

DUNS No.: 830086406		SAM Registration Date: 3/24/19	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:	AZ0032L9T011811	Award Date:	2019
Required Match:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Match Amount:	25%
Indirect Cost Rate:	<input type="checkbox"/>	<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	United States Housing and Urban Development ("USHUD") Continuum of Care Homeless Program ("CoC") – La Casita	\$1,890,000,000.00	\$200,199.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$134,517.00
Term Prior Amendment:	06/30/19	Prior Amended Amount:	\$269,664.00
Term This Amendment	06/30/20	Amount This Amendment:	\$128,464.00
		Revised Contract Amount:	\$532,645.00

Pima County ("County"), a body politic and corporate of the State of Arizona and Tucson Preparatory School ("Awardee") have entered into the above referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

AMENDMENT FIVE

RECITALS

- A. Funding for the contract is from the United States Housing and Urban Development ("HUD").
- B. HUD has awarded additional CoC Program funds to County for an additional year for case management, housing assistance, life skills training and supportive services to homeless youth.
- C. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to provide an additional year of La Casita services for the homeless.
- D. County has reviewed Awardee's performance and finds it satisfactory.
- E. Pursuant to HUD guidelines, Awardee is a "Subrecipient" of these CoC Program funds and will conduct all activities under this Agreement accordingly.

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, 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, paragraph 3.1, the table is deleted in its entirety and replaced with the following:

Dates of Services	Amount allocated
July 1, 2016 – June 30, 2017	\$137,973.00
July 1, 2017 – June 30, 2018	\$127,744.00
July 1, 2018 – June 30, 2019	\$138,464.00
July 1, 2019 – June 30, 2020	\$128,464.00
Maximum Allocated Amount	\$532,645.00

2.1 Paragraph 3.13 is deleted in its entirety and replaced with the following:

3.13. 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:

3.13.1. The change may not increase or decrease the maximum allocated amount.

3.13.2. 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:

3.13.2.1. The reason the change is necessary; and

3.13.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.

3.13.3. 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 written approval of the request for a budget line item change.

3.13.4. 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.

2.2 Paragraphs 3.14 is deleted in its entirety and replaced with the following:

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.

- 2.3 **Paragraph 3.15** is deleted in its entirety and replaced with the following:

Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.13 and 3.14 above will be at Agency's own risk.

- 2.4 **Paragraph 3.16.1** is deleted in its entirety and replaced with the following:

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 will be reimbursed under this Agreement

3. **EXHIBIT A – SCOPE OF WORK** is amended as follows:

- 3.1 **SECTION 5 – PROGRAM GOALS/PREDICTED OUTCOMES**, paragraph 5.1, the table is deleted in its entirety and replaced with the following:

Period of Service	Minimum number of participants served
July 1, 2016 – June 30, 2017	16
July 1, 2017 – June 30, 2018	16
July 1, 2018 – June 30, 2019	20
July 1, 2019 – June 30, 2020	16
Total served	68

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5:2 SECTION 6 – **BUDGET**, paragraph 6.1, the table is deleted in its entirety and replaced with the following table:

For services provided **July 1, 2019 through June 30, 2020**, Awardee will be paid in accordance to the following table:

BUDGET LINE ITEM	AMOUNT
Case Management	\$50,000.00
Rental Assistance	\$72,144.00
Transportation	\$1,150.00
Life Skills	\$850.00
Administrative Costs (5%)	\$4,320.00
Total Program Budget	\$128,464.00

All other provisions of this Agreement, 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:

AWARDEE:

Chairman, Pima County Board of Supervisors

Jody Sullivan
Authorized Signature

Date: _____

Jody Sullivan, Director
Printed Name & Title

ATTEST:

Date: 6/3/2019

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Sean M. Lopez (designee)
Director, Employment & Training

APPROVED AS TO FORM:

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