



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

☐ Award ☒ Contract ☐ Grant

**Requested Board Meeting Date:** August 6, 2019

**\* = Mandatory, information must be provided**

**or Procurement Director Award** ☐

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

Catholic Community Services of Southern Arizona, Inc.

**\*Project Title/Description:**

Workforce Development Services. A Health Profession Opportunity Grant (HPOG) has been obtained by Pima Community College to provide training in health career pathways to low income individuals. County, through Community Services Employment and Training (CSET) was asked to provide eligibility determination and case management for participants in the program as part of the One Stop Center's delivery system. CSET provides this service delivery through agencies. The contract and amendments can be found in OnBase by searching Contracts 17\*445 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, Catholic Community Services of Southern Arizona, Inc., is designed to continue workforce development services to Pima County job seekers. Catholic Community Services of Southern Arizona, Inc. has extensive experience working with the Refugee Resettlement Program and will provide case management services to persons, including refugees, seeking healthcare careers. This amendment provides Catholic Community Services of Southern Arizona, Inc. with additional funding for the period October 1, 2019 to September 30, 2020.

Attachment: Contract Number CT-CS-17-445 (Amendment 3)

**\*Procurement Method:**

RFP No. CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

**\*Program Goals/Predicted Outcomes:**

The program's goal is to prepare job seekers for current and projected demand occupations that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.

100 participants will be enrolled in the healthcare training program and 40 participants will be placed in jobs.

**\*Public Benefit:**

This program increases the supply of trained individuals for healthcare occupations that are in demand locally; assist refugees to attain family-supporting careers in healthcare.

**\*Metrics Available to Measure Performance:**

Catholic Community Services of Southern Arizona, Inc. will submit monthly summary reports:

Number of participants enrolled into training for healthcare careers;

Number of participants placed into healthcare jobs;

Average wage at placement.

**\*Retroactive:**

No.

To: COB - 7-1-19  
Ver. 11  
PJS - 5  
(11)

Procure Dept 06/27/19 PM03:30

**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): 17-445Amendment No.: 3 AMS Version No.: 11Effective Date: 10/1/19 New Termination Date: 9/30/20

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 59,669.60Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** Intergovernmental Agreement (IGA) with Pima Community College recipient of the Health Profession Opportunity GrantFunding 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 HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date: [Signature] 6-26-19Deputy County Administrator Signature/Date: [Signature] 6-27-2019County Administrator Signature/Date: [Signature] 6/27/19  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training Department**

**Project:** Workforce Development Services

**Awardee:** Catholic Community Services of Southern Arizona, Inc.

Administrative Office  
140 W. Speedway Blvd, #230  
Tucson, AZ 85705-6534

Community Outreach Program for the Deaf ("COPD")  
268 W Adams St.  
Tucson, AZ 85705-6534

**Contract No.:** CT-CS-17\*445

**Contract Amendment No.:** 03

Original Contract Term:	07/12/17 – 12/31/17	Orig. Contract Amount:	\$32,113.00
Termination Date Prior Amendment:	09/30/19	Prior Amendments Amount:	\$103,570.36
Termination Date This Amendment:	09/30/20	This Amendment Amount:	\$59,669.60
		Revised Total Amount:	\$195,352.96

<b>DUNS No.:</b> 114439730		<b>SAM Registration Date:</b> 2/13/19	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Contract No.:</b>		PCC2015-2020	<b>Award Date:</b> 2019
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
<b>Status of Contractor:</b>		<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor	

CFDA	Grant Program	National Funding	Pima County Award
93.093	Health Profession Opportunity Grant ("HPOG")	\$58,000,000.00	\$594,493.00

**AMENDMENT THREE**

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

**1. . . BACKGROUND AND PURPOSE.**

- 1.1. **Background.** On July 11, 2017, Pima County ("County") and Catholic Community Services of Southern Arizona, Inc. ("Awardee"), entered into the above-referenced contract to provide workforce development services for refugees seeking employment in the healthcare industry.
- 1.2. **Purpose.** The Health Profession Opportunity Grant ("HPOG"), administered by the Administration for Children and Families, U.S. Department of Health & Human Services, was created as part of the Affordable Care Act. HPOG provides education and training to low-income individuals for healthcare occupations that pay well and are in high demand.
  - 1.2.1. County is the Subrecipient of HPOG funds from Pima Community College and is authorized to pass those funds along to other entities, including Awardee, for the continuation of services.
  - 1.2.2. Awardee provides activities under this agreement through the collaborative Community Outreach Program for the Deaf.

2. **TERM, EXTENSIONS and AMENDMENTS, SECTION 1.0.** Paragraph 1.1 is amended as follows:

2.1. The termination date is changed:

FROM: September 30, 2019

TO: September 30, 2020

2.2. The number of available renewals is changed:

FROM: three (3) months plus two (2) additional periods of up to one (1) year each

TO: three (3) months plus one (1) additional period of up to one (1) year

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

3.1. Paragraph 3.1 is amended to increase “the Maximum Allocated Amount”:

FROM: \$135,683.36

TO: \$195,352.96

3.2. Paragraph 3.5 is deleted in its entirety and replaced with the following:

3.5. Each monthly request for reimbursement must be submitted to County by the 15<sup>th</sup> working day of each month for the previous month of service and must:

3.5.1. Reference this contract number.

3.5.2. 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.

3.5.3. Be for services and costs as identified in **Exhibit A**.

3.5.4. Include the amount of:

3.5.4.1. Accrued expenditures, if any;

3.5.4.2. Program Income, as defined by the federal awarding agency; and

3.5.4.3. All other fiscal resources applied to expenses incurred in providing services under this Agreement.

3.5.5. Be accompanied by documentation which must include, but is not limited to:

3.5.5.1. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A** of this Agreement.

3.5.5.2. Copies of invoices, receipts or checks (front and back) to support all purchases of goods or services.

3.5.5.3. If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.

3.5.5.4. Any other documentation requested by County.

3.5.6. If reimbursement is authorized for personnel costs, be accompanied, at a minimum, by the following documentation for each pay period:

3.5.6.1. Time sheets or other records, signed by the employee and the employee’s immediate supervisor with direct knowledge of employee’s efforts for this Agreement, that specify the days, hours per day and total hours worked on the grant(s); and

3.5.6.2. Accounting system report(s) specifying rate of pay and costs of employer paid benefits.

3.3. **Paragraph 3.6** is amended to read:

If Awardee is required to provide matching funds under the terms of the federal awarding agency, Awardee must also provide the documentation described in Paragraph 3.5 for the matching funds.

3.4. **Paragraphs 3.11 through 3.17** are deleted in their entirety and replaced with the following:

3.11. 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:

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

3.11.2. 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:

3.11.2.1. The reason the change is necessary; and

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

3.11.3. 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.

3.11.4. 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.

3.12. 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.

3.13. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.11 and 3.12 above will be at Agency’s own risk.

3.14. Program Income: Awardee must comply with all provisions of the federal awarding agency regarding Program Income.

3.15. Disallowed Charges or Cost principles will be as follows:

3.15.1. Pursuant to 2 CFR §300.1, the cost principles set forth in 2 CFR part 200, Subpart E, as codified with HHS-specific amendments in 45 CFR part 75, as may be further modified by amendments and additions, will be used to determine whether an incurred cost will be reimbursed under this Agreement.

3.14.1. **Awardee 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.**

3.15. For the period of record retention required under Section 21.0 - Books and Records, County reserves the right to question any payment made to Awardee and to require reimbursement by setoff or otherwise for payments determined to be improper or contrary to the Contract or law.

4. **COMPLIANCE WITH LAWS, SECTION 7.0, paragraph 7.4.3** 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);
5. **ISRAEL BOYCOTT CERTIFICATION, SECTION 27.0** – is deleted in its entirety and the remaining Sections are *renumbered to conform*.
6. **EXHIBIT A – SCOPE OF WORK**, is amended as follows:
  - 6.1. **OUTCOMES, SECTION 6, paragraph 6.1**, the table is deleted in its entirety and replaced with the following:

Services Levels	Total number served			
	7/12/17- 12/31/17	1/1/18 - 9/30/18	10/1/18 - 9/30/19	10/1/19 - 9/30/20
Enrolled HPOG Program	50	75	100	100
Active at anytime	25	37	50	50
Case Closures	25	37	50	50
Job placement in healthcare industry	20	30	40	40

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

6.2. **BUDGET, SECTION 7** – is deleted in its entirety and replaced with the following:

Budget Line Item	AMOUNT ALLOCATED			
	7/12/17 - 12/31/17	1/1/18 - 9/30/18	10/1/18 - 9/30/19	10/1/19 - 9/30/20
Salary and Fringe (No overtime)	\$28,899.00	\$38,717.42	\$49,859.09	\$50,856.27
Staff Development	-0-	-0-	-0-	-0-
Travel	\$68.00	\$102.13	\$138.89	\$141.67
Supplies	\$144.00	\$286.88	\$390.15	\$397.95
Contractual	\$460.00	\$688.50	\$936.36	\$955.09
Space	-0-	-0-	-0-	-0-
Other Operating	\$2,542.00	\$5,275.82	\$7,175.12	\$7,318.62
<b>Total</b>	<b>\$32,113.00</b>	<b>\$45,070.75</b>	<b>\$58,499.61</b>	<b>\$59,669.60</b>

All other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

This amendment is effective on October 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: \_\_\_\_\_

Awardee:

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

MARGUERITE D. HARMON, CEO  
Printed Name & Title

ATTEST:

Date: 6/19/2019

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

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

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