



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: September 3, 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:**

Homeless Veterans' Reintegration Program (HVRP) Outreach. HVRP is designed to help homeless veterans obtain career training and gain other skills needed to gain meaningful employment. Outreach services will be provided to homeless veterans in Pima County. The contract and amendments can be found in OnBase by searching Contracts 18\*114 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient SER is designed to continue to provide HVRP to eligible Pima County homeless veterans.

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

Attachment: Contract Number CT-CS-18-114 (Amendment 2)

**\*Procurement Method:**

RFP-CSET-HVRP-2017-11 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

SER will:

- 1) Provide outreach services to at least 60 unsheltered homeless veterans to encourage them to engage with HVRP;
- 2) Work with the Community Services (CS) Program Manager to coordinate referral and enrollment of at least 30 unsheltered homeless veterans into HVRP, as well as other appropriate programs to help them end their homelessness.

**\*Public Benefit:**

The program provides the resources necessary for homeless veterans to obtain employment and become self-sufficient. The program also supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

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

SER will provide CS with monthly and final summary reports including:

- 1) Names and contact information of homeless veterans referred to HVRP;
- 2) Locations where outreach was conducted; and
- 3) List of events for the homeless and veterans where outreach was conducted.

**\*Retroactive:**

Yes. County was notified of the Award on May 1, 2019 and received the Notice of Award and Terms and Conditions from the Department of Labor on August 2, 2019. The negative impact of not approving this amendment would be that Pima County homeless veterans might not receive assistance to find housing and meaningful employment.

To: CIB 8.26.19  
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Allendum

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**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): 18-114Amendment No.: 2 AMS Version No.: 6Effective Date: 7/1/19 New Termination Date: 6/30/20

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

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 25,363.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Department of Labor - Veterans Employment and Training ServicesFunding 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] 8-22-19Deputy County Administrator Signature/Date: [Signature] 8/23/19County Administrator Signature/Date: [Signature] 8/23/19  
(Required for Board Agenda/Addendum Items)

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

**Project:** Homeless Veterans' Reintegration Program ("HVRP")

**Awardee:** SER-Jobs for Progress of Southern Arizona, Inc.  
40 West 28th Street  
Tucson, AZ 85713

**Contract No.:** CT-CS-18\*114

**Contract Amendment No.:** 02

Original Contract Term:	10/01/17 – 06/30/18	Orig. Contract Amount:	\$24,378.00
Termination Date Prior Amendment:	06/30/19	Prior Amendments Amount:	\$24,866.00
Termination Date This Amendment:	06/30/20	This Amendment Amount:	\$25,363.00
		Revised Total Amount:	\$74,607.00

<b>DUNS No.:</b> 964816636		<b>SAM Registration Date:</b> 3/19/19	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Contract No.:</b> HV-33213-19-60-5-4		<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
17.805	Homeless Veterans Reintegration Program	\$12,000,000.00	\$236,664.00

**AMENDMENT TWO**

**1. BACKGROUND AND PURPOSE.**

- 1.1. Background. On September 19, 2017, Pima County ("County") and SER-Jobs for Progress of Southern Arizona, Inc. ("Awardee"), entered into the above-referenced contract to provide outreach services to eligible homeless individuals.
- 1.2. Purpose. The Homeless Veterans Reintegration Program ("HVRP"), administered by the U.S. Department of Labor Veterans Employment and Training Service, was created to assist reintegrating homeless veterans into housing, meaning employment and access to benefits.
  - 1.2.1. HVRP funds have been awarded to County from U.S. Department of Labor Homeless Veterans Reintegration Program ("HVRP") grant for services in FY2019-2020.
  - 1.2.2. The Pima County Board of Supervisors finds that extending this Contract will improve employment opportunities for Pima County residents and is in the best interests of the residents of Pima County.

**2. TERM, EXTENSIONS and AMENDMENTS, SECTION 1.0., pursuant to **paragraph 1.2,** County exercises the last of the two (2) available Extension Options. This Contract will terminate on **June 30, 2020** and may not be renewed.**

**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: \$49,244.00

TO: \$74,607.00

**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 3.14 through 3.17 are deleted in their entirety and replaced with the following:**

3.14. 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:

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

- 3.14.2. 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:
  - 3.14.2.1. The reason the change is necessary; and
  - 3.14.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.
- 3.14.3. 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.
- 3.14.4. 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.
- 3.15. 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.
- 3.16. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.14 and 3.15 above will be at Agency's own risk
- 3.17. Program Income: Awardee must comply with all provisions of the federal awarding agency regarding Program Income.
- 3.18. Disallowed Charges or Cost principles will be as follows:
  - 3.18.1. 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 an incurred cost will be reimbursed under this Agreement.
  - 3.18.2. **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.**
- 3.19. 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 replaced with the following:**

Awardee will comply with the applicable provisions of A.R.S. § 35-393 *et seq.* relating to Israel Boycott Divestments.

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6. **EXHIBIT A – SCOPE OF WORK, BUDGET, SECTION 6, paragraph 6.1**, the table is deleted in its entirety and replaced with the following:

BUDGET LINE ITEM	AMOUNT ALLOCATED		
	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	7/1/2019 – 6/30/2020
Salary and Fringe Benefits (No overtime) (720 hours)	\$18,639.00	\$19,012.00	\$19,392.00
Staff Development	\$800.00	\$816.00	\$832.32
Travel	\$2,360.00	\$2,407.20	\$2,455.33
Equipment	\$575.00	\$586.50	\$598.23
Supplies	\$459.00	\$468.18	\$477.54
Communication	\$169.00	\$172.60	\$176.05
Space	\$716.00	\$730.32	\$744.93
Operating Services	\$660.0	\$673.20	\$686.60
<b>TOTAL</b>	<b>\$24,378.00</b>	<b>\$24,866.00</b>	<b>\$25,363.00</b>

This amendment is effective on July 1, 2019.

All 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:

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

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

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

\_\_\_\_\_  
Printed Name & Title

ATTEST:

Date: 14 Aug 2019

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

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