



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

### CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 23, 2020

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Literacy Connects

**\*Project Title/Description:**

Literacy Services. The contract and amendments can be found in OnBase by searching Contracts CT-CR-20-398 (formerly CT-CS-16\*428) in Doc\_ID\_AMS.

**\*Purpose:**

This amendment provides additional funding for the period of July 1, 2020 through June 30, 2021 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.

Literacy instruction focuses on reading comprehension and math. A computer lab, traditional classes, and/or tutoring are used for instruction. Classes are small, typically not more than fifteen participants. Participants are scheduled for a minimum of ten weeks of instruction for twenty-two 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 or the Adult, Dislocated Worker and Out-of-School Youth Workforce Innovations and Opportunities Act program. Pima County General Funds could be used for older youth 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.

Attachment: Contract Number CT-CR-20-398 (Amendment 4)

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP-CSET-LS-2016-07 was conducted with delegated authority.

**\*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:**

Literacy Connects will provide monthly summary reports which include participant's progress and achievements for the preceding month's activities.

**\*Retroactive:**

No.

To: CUB- 6-17-20  
Ver. - 1  
pgs - 8 (1)

Attachment

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Commencement 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 22-10.***Amendment / Revised Award Information**Document Type: CT Department Code: CR Contract Number (i.e., 15-123): 20-398Amendment No.: 4 AMS Version No.: 1Commencement Date: 06/30/20 7-1-20 HL New Termination Date: 06/30/21Prior Contract No. (Synergen/CMS): CT-CS-16-428☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 76,374.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Department of Labor, Arizona Department of Economic Security, 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): \_\_\_\_\_

Commencement 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: \_\_\_\_\_ 6-11-20Deputy County Administrator Signature/Date: \_\_\_\_\_ 20-15 June 2020County Administrator Signature/Date: \_\_\_\_\_ C. R. D. 6/15/20*(Required for Board Agenda/Addendum Items)*

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

**Project:** Literacy Services

**Awardee:** Literacy Connects  
200 E. Yavapai Road  
Tucson, AZ 85705

**Contract No.:** CT-CS-16-428 (CR-20-398 from and after July 1, 2020)

**Contract Amendment No.:** 04

Original Contract Term:	7/01/16 – 6/30/17	Original Contract Amount:	\$73,169.00
Termination Date Prior Amendment:	6/30/20	Prior Amendments Amount:	\$223,765.00
Termination Date This Amendment:	6/30/21	This Amendment Amount:	\$76,374.00
		Revised Contract Amount:	\$373,308.00

<b>DUNS No.:</b> 961940934		<b>SAM Registration Date:</b> 11/6/19	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal Contract No.:</b>	DI19-002205 PCC2015-2020	<b>Award Date:</b>	PY2020 2015-2020
<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
17.258	U.S. Department of Labor (“DOL”)/Arizona Department of Economic Security (“ADES”) Workforce Innovation and Opportunity Act (“WIOA”) -Adult	\$854,649,000.00	\$2,309,890.00
17.278	WIOA- Dislocated Worker	\$1,322,912,000.00	\$4,987,021.00
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00
93.093	Health Profession Opportunity Grant (HPOG)	\$85,000,000.00	\$601,926.00

**AMENDMENT FOUR**

**1. BACKGROUND AND PURPOSE.**

**1.1 Background.**

- 1.1.1. On July 5, 2016, Pima County (“County”) and Literacy Connects (“Awardee”), entered into the above-referenced contract to provide workshops for adults, dislocated workers, and youth.
- 1.1.2. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible workforce development services. The WIOA grant ends June 30, 2023.

1.1.3. 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, including Awardee.

1.2. County Organization. Effective July 1, 2020:

1.2.1. Pima County Community Services, Employment and Training Department and Pima County Community Development and Neighborhood Conservation Department are restructured to form the Community Resources and Workforce Development Department.

1.2.2. This Agreement will be renumbered to CT-CR-20-398, but all terms and conditions remain unchanged.

1.2.3. Any reference in the Agreement to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community Resources and Workforce Development Department (“CRWD”).

1.3. Purpose.

1.3.1. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).

1.3.2. County finds that it is in the best interests of the Pima County residents to continue to provide workforce development services to the residents of Pima County.

1.3.3. County has reviewed Awardee’s performance of the services and finds it satisfactory.

2. **TERMS AND EXTENSIONS, SECTION 1.0.** Pursuant to **paragraph 1.2**, County is exercising the last available extension option. This Agreement will terminate on **June 30, 2021**.

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: \$296,934.00

TO: \$373,308.00

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

Funding Source	Maximum Allocated Amount					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	July 1, 2020 – June 30, 2021	
WIOA grant	\$66,079.00	\$60,079.00	\$61,132.00	\$69,284.00	\$69,284.00	\$325,858.00
HPOG	\$4,390.00	\$4,390.00	\$4,390.00	\$4,390.00	\$4,390.00	\$21,950.00
LEAP-2 grant	-0-	\$2,000.00	\$2,000.00	-0-	-0-	\$4,000.00
Continuum of Care grant	-0-	\$4,000.00	\$4,000.00	-0-	-0-	\$8,000.00
Pima County General Funds	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$13,500.00
<b>Anticipated Allocations TOTAL</b>	<b>\$73,169.00</b>	<b>\$73,169.00</b>	<b>\$74,222.00</b>	<b>\$76,374.00</b>	<b>\$76,374.00</b>	<b>\$373,308.00</b>

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

3.13 Disallowed Charges or Cost principles will be as follows:

3.13.1 The cost principles set forth in 2 CFR part 200, Subpart E, as may be modified through amendments and additions by the funding source, will be used to determine whether an incurred cost will be reimbursed under this Agreement:

Grant Title	Federal Agency	Applicable Modification to 2 CFR § 200, Subpart E
WIOA	Department of Labor	As supplemented by 2 CFR part 2900
HPOG	Department of Health & Human Services	As codified with HHS-specific amendments in 45 CFR part 75

3.13.2 Those costs which are specifically defined as unallowable by the funding source cannot be submitted for reimbursement by the Subrecipient and will not be reimbursed.

3.13.3 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.

4. **ISRAEL BOYCOTT CERTIFICATION**, SECTION 33.0 is added to read:

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

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5. **EXHIBIT A -- SCOPE OF WORK**, is deleted in its entirety and replaced with **Exhibit A** attached to this Amendment No. 4.

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The effective date of this Amendment is June 30, 2020.

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

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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**

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Chairman, Board of Supervisors

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

**ATTEST:**

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Clerk of the Board

Date

**APPROVED AS TO CONTENT:**

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Director

Date

Community Services, Employment & Training

**APPROVED AS TO FORM:**

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*Karen S. Friar*

Karen S. Friar, Deputy County Attorney

**AGENCY**

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*Betty Stauffer*  
Authorized Signatory

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Betty Stauffer

Printed Name & Title

Date: June 10, 2020

## SCOPE OF WORK

### 1. PROGRAM OVERVIEW.

- 1.1. Awardee will provide basic pre-employment literacy instruction to Tier 1 students as part of the Lindsey Center Program.
- 1.2. All students served pursuant to this Contract will be enrolled in the Pima County ARIZONA@WORK Career Center System ("Pima County ARIZONA@WORK").

### 2. PROGRAM ACTIVITIES – GENERAL.

- 2.1. Awardee will hold pre-employment classes as follows:
  - 2.1.1. During interruption of site-based services due to COVID-19, classes will be provided in small classes via Zoom, online classrooms with tutor support, and through one-on-one phone tutoring via phone, video chat services, or Zoom. Classes must be available as follows:
    - 2.1.1.1. Two (2) hours of reading and reading comprehension instruction daily.
    - 2.1.1.2. Two (2) hours of math instruction daily.
  - 2.1.2. When it is safely possible, according to County health officials, classes will be conducted:
    - 2.1.2.1. At the Pima County Lindsey Center every Monday through Thursday as follows:
      - 2.1.2.1.1. Provide two (2) hours of reading and reading comprehension instruction daily.
      - 2.1.2.1.2. Provide two (2) hours of math instruction daily.
      - 2.1.2.1.3. Provide one and one-half (1.5) hours of computer lab daily.
    - 2.1.2.2. Through hybrid learning options combining in-person classes with online, phone, and Zoom tutoring, at least 24 hours of instruction will be available weekly. Clients will be advised to combine remote and in-person options to supplement and increase access to literacy and GED preparation classes.
  - 2.1.3. Provide suitably trained staff and volunteers to effectively and successfully provide the basic literacy instruction in reading and reading comprehension and instruction in math and test-taking skills. Initially, Awardee will provide the following staff:

Position	Status	Number of Staff	Hours per week
Basic Literacy (BL) Learning Center Coordinator	Staff	1	40
BL Program Coordinator	Staff	1	30
BL Program Director	Staff	1	4
BL Tutors	Volunteer	As necessary to provide adequate services and meet the needs of enrollees	At least 24

- 2.1.4. Assess the skill level and tutoring needs of each student during the first week in the Tier 1 class via a pre-test using the Test of Adult Basic Education (TABE) and other assessment tools to determine instructional and tutoring needs and a baseline skill level against which gains will be measured.
- 2.1.5. Administer computer-based mid-term tests and post-TABE tests to verify gains of the Lindsey Cohort students for WIOA and Pima County ARIZONA@WORK case management records.
- 2.1.6. Work with Workforce Development Specialist ("WDS") to:

- 2.1.6.1. Obtain a WDS client referral (Pima County One Stop Career Center Support Voucher) for basic pre-employment literacy instruction.
- 2.1.6.2. Follow-up with students who fall below 80% attendance. A student with attendance below 50% for two (2) weeks will be considered to have withdrawn from the program.
- 2.1.6.3. Identify additional or alternative service options for literacy and English language instruction, or other modifications to the client's employment goals and strategies as appropriate.
- 2.1.7. Assure that the BL Coordinator and BL Program Coordinator assigned pursuant to this Contract:
  - 2.1.7.1. Maintains an office at the Lindsey Center;
  - 2.1.7.2. Supervises all literacy activities;
  - 2.1.7.3. Teaches classes, as necessary to maintain the schedule;
  - 2.1.7.4. Creates and/or oversees the creation of weekly lesson plans for tutors; and
  - 2.1.7.5. Designs and facilitates training and support for tutors in teaching methods for online platforms, phone tutoring, and Zoom classes to provide remote learning options.
- 2.2. County will, through a County WDS, refer job seekers to Awardee for assessment of the person's potential to achieve grade levels for either direct job referral or a training plan as specified in the Individual Employment Plan and for tutoring.
- 2.3. Goals:
  - 2.3.1. Each Tier 1 student cohort will receive, at a minimum, ten (10) weeks of training. Tier 1 students may complete the Tier 1 course in less than ten (10) weeks by establishing their gains through post-tests.\
  - 2.3.2. After completion of Tier 1 the student will move on to Tier 2 classes or other appropriate level of instruction or training.
  - 2.3.3. Tier 1 students participating in these pre-employment literacy classes will be encouraged to participate in other programs, special classes, and resources provided by Literacy Connects.
  - 2.3.4. Tier 1 students with documented progress may repeat a 2<sup>nd</sup> cycle of Tier 1 training. Additional cycles may be permitted by the WDS for special circumstances.
- 2.4. After completing all of the authorized Tier 1 training, the student will be assigned by the WDS to the Tier 2 level of instruction, Adult Basic Education, job training, job search assistance or other services through the Pima County ARIZONA@WORK.
- 3. **TARGET POPULATION.** Pima County ARIZONA@WORK clients scoring at or below 5th grade level on TABE.

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4. **BUDGET.**

4.1. Contractor will be paid on a Cost Reimbursement basis as follows:

Budget Line Item	Amount allocated for July 1, 2020 through June 30, 2021
Personnel	\$73,374.00
Supplies	\$3,000.00
<b>Total</b>	<b>\$76,374.00</b>

4.2. Billing invoices must include:

- 4.2.1. A list of One-Stop referred participants for each month;
- 4.2.2. The funding program for each participant; and
- 4.2.3. A copy of the Pima County One Stop Career Center Support Voucher.

4.3. Reimbursement will only be made for clients referred to Awardee by the Pima County One Stop Career Center.

4.4. Staff overtime is not authorized under this Contract and will not be reimbursed.

4.5. In the event that an end of year budget modification is necessary, the request to modify must be submitted forty-five (45) days prior the termination date of the Contract.

4.6. The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth, HPOG and Pima County General funds, by activity is set forth in **Exhibit B** of this Amendment 4.

5. **OUTCOMES.** 80% of job seekers will achieve grade levels required for employment goal or training goal within the time frame established by the referring WDS and job seeker on the Individual Employment Plan (IEP).

6. **REPORTS.** No later than the 5th business day of the month, submit monthly reports on each participant's progress (per the tests administered pursuant to paragraph 2.1.4 above) and achievements for the preceding month's activities.

**END OF EXHIBIT A TO AMENDMENT 4**

**EXHIBIT B****PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE****2020-2021**

<b>Budget Line Item</b>	<b>Projected WIOA Adults</b>	<b>Projected WIOA Dislocated Workers</b>	<b>Projected WIOA Youth</b>	<b>Projected HPOG</b>	<b>Projected General Funds</b>	<b>TOTAL</b>
Salary and ERN (No overtime)	\$45,549.76	\$6,740.10	\$14,280.71	\$4,212.56	\$2,590.87	\$73,374.00
Supplies	\$1,834.24	\$284.90	\$594.29	\$177.44	\$109.13	\$3,000.00
<b>Total Operating Budget</b>	<b>\$47,384.00</b>	<b>\$7,025.00</b>	<b>\$14,875.00</b>	<b>\$4,390.00</b>	<b>\$2,700.00</b>	<b>\$76,374.00</b>

**END OF EXHIBIT B TO AMENDMENT 4**