



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: September 1, 2020

* = 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 Assistance for the Homeless. The contract and amendments can be found in OnBase by searching Contracts CR-20*425 (formerly CS-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 Sullivan Jackson Employment Center (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 Community Services system such as bicycles and household goods for families and individuals moving into Rapid Rehousing. Rapid Rehousing is considered by U.S. Department of Housing & Urban Development 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, 2020 to June 30, 2021.

Attachment: Contract Number CT-CR-20-425 (Amendment 7)

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WFS-2016-06 was conducted with delegated authority.

***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:**

This program 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 report monthly numbers of participants who completed the program and average wage of placement.

***Retroactive:**

Yes. Due to finalizing the amendment and delays in getting signatures. The negative impact of not approving this amendment is homeless youth, veterans, families and individuals would not receive workforce assistance for an additional year.

To: COB - 8.13.20
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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): 20-425Amendment No.: 7 AMS Version No.: 1Commencement Date: 7/1/20 New Termination Date: 6/30/21Prior Contract No. (Synergen/CMS): CS-16-358☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 574,075.25Is 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, U.S. Dept of Labor/ADES WIOA, and Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ \$61,049.00 % _____**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 & Workforce Development Telephone: 724-5723Department Director Signature/Date: [Signature] 8-11-20Deputy County Administrator Signature/Date: [Signature] 11 Aug 2020County Administrator Signature/Date: [Signature] 8/13/2020

(Required for Board Agenda/Addendum Items)

Pima County Community & Workforce Development Department**Project:** Workforce Assistance for the Homeless**Awardee:** SER-Jobs for Progress of Southern Arizona, Inc.

40 West 28th Street

Tucson, AZ 85713

Contract No.: CT-CS-16-358 (CT-CR-20-425 from and after July 1, 2020)**Contract Amendment No.:** Seven (7)

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$472,610.50
Termination Date Prior Amendment:	06/30/20	Prior Amendments Amount:	\$1,830,442.49
Termination Date This Amendment:	06/30/21	This Amendment Amount:	\$574,075.25
		Revised Total Amount:	\$2,877,128.24

DUNS No.: 964816636		SAM Registration Date: 3/17/20	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:	AZ0027L9T011912; AZ0032L9T011912; AZ0042L9T011912; AZ0167L9T011904; DI18-002139; City of Tucson 18700; ADOH 563-17; ESG HUD 2017-22; U.S. Department of Labor ("DOL")/Arizona Department of Economic Security ("ADES") Workforce Innovation and Opportunity Act ("WIOA")-Adult	Award Date:	2019/2020
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
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	U.S. Department of Housing and Urban Development ("HUD") Continuum of Care Homeless Program ("CoC")	\$1,890,000,000.00	\$1,296,178.00
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	\$53,761.00
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
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
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00

AMENDMENT SEVEN (7)

1. **BACKGROUND AND PURPOSE.**

1.1 **Background.**

- 1.1.1. On June 21, 2016, Pima County ("County") approved the above-referenced contract with SER-Jobs for Progress of Southern Arizona, Inc. ("Awardee"), to provide workforce development services for the homeless.
- 1.1.2. Funds have been awarded to County from DOL, HUD, City of Tucson ECHO Program, PCLRRP, and SSBG grants for services in FY2020-2021.

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 & Workforce Development Department.
- 1.2.2. This Agreement will be renumbered to CT-CR-20-425, but all terms and conditions, except as amended herein, remain unchanged.
- 1.2.3. Any reference in the Agreement to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community & Workforce Development Department ("CWD").

1.3 **Purpose.**

- 1.3.1. County finds that it is in the best interests of the Pima County residents to continue to provide workforce development services to the homeless of Pima County.
- 1.3.2. County has reviewed Awardee's performance of the services and finds it satisfactory.

2. **TERM and EXTENSIONS, SECTION 1.0.** Pursuant to **paragraph 1.1**, County is exercising the last available extension option. This Agreement will terminate on **June 30, 2021**.

3. **SCOPE OF SERVICES, SECTION 2.0,** the Commencement Date for the provisions set forth in this Amendment No. 7 is **July 1, 2020**.

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

4.1 **Paragraph 3.1** is amended to increase "the Maximum Allocated Amount":

FROM: \$2,303,052.99

TO: \$2,877,128.24

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4.2 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	July 1, 2020 – June 30, 2021	
HUD CoC	\$376,696.50	\$353,962.50	\$386,633.46	\$368,195.10	\$270,165.25	\$1,755,652.81
Secure Futures	-0-	-0-	-0-	\$2,000.00	-0-	\$2,000.00
SSBG	\$40,000.00	\$40,000.00	\$40,000.00	\$30,400.00	\$37,577.00	\$187,977.00
ECHO	\$8,653.00	\$75,748.00	\$75,556.39	\$67,741.60	\$57,693.00	\$285,391.99
PCLRRP	-0-	\$43,190.00	\$41,204.00	\$37,994.81	\$17,185.00	\$139,573.81
HUD ESG	-0-	\$20,000.00	\$24,000.00	\$39,454.60	\$55,406.00	\$138,860.60
LEAP-2	-0-	-0-	\$25,000.00	-0-	-0-	\$25,000.00
Pima County General Funds ("PCGF")	\$47,261.00	\$47,261.00	\$51,051.67	\$61,049.36	\$61,049.00	\$267,672.03
WIOA	-0-	-0-	-0-	-0-	\$75,000.00	\$75,000.00
Anticipated Allocations TOTAL	\$472,610.50	\$580,161.50	\$643,445.52	\$606,835.47	\$574,075.25	\$2,877,128.24

4.3 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 by amendments and additions of the Awarding Agency as set forth below, 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
HUD CoC	Department of Housing and Urban Development	As supplemented by 2 CFR §2400.101 part 200

3.13.2 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.

5. EXHIBIT A-1, WORK STATEMENT NO. 3 – EMPLOYABILITY SKILLS WORKSHOPS, is amended as follows:

5.1 Paragraph 2.1 – Workshops is deleted in its entirety and replaced with the following:

2.1. Workshops. Awardee will:

2.1.1. Provide *Employability Skills* workshops. Each workshop will meet for eighty (80) hours and will follow the curriculum outlined in Awardee's response to RFP-CSET-WS-2015-09 and pursuant to the following:

2.1.1.1. During interruption of site-based services due to COVID-19, Workshops will be provided using on-line platforms. Additionally, one-on-one on-line and phone conferences will be provided, as needed, to assist clients with course work and to prepare résumés.

2.1.1.2. Workshops will be conducted at classroom locations determined by CSET, when it is safely possible according to County health officials, as will one-on-one assistance and résumé preparation.

2.1.1.3. County will, in its sole discretion, schedule each workshop, determine the workshop format (on-line, in person, or a combination of both) and determine the number of participants for each workshop.

2.1.2. Workshops specifically for youth will be open to individuals ages 18 to 24.

5.2 **Paragraph 2.2.1** is amended to read:

Hold weekly job search orientations for new SJEC participants. Orientations will be on-line, in person, or a combination of both, as directed by County.

6. **EXHIBIT A-2, WORK STATEMENT NO. 4 – EMERGENCY SERVICES MOTEL VOUCHERS**, Paragraph 2.1 is amended to decrease the number of motel vouchers provided during the contract year:

FROM: up to one hundred and eighteen (118) unduplicated families and individuals

TO: up to seventy-two (72) unduplicated families and individuals

7. **2020-2021 Budgets for Work Statements 1, 2, 3, 4** are set forth in the attached **Exhibit B** of this Amendment No. 7.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon 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: _____

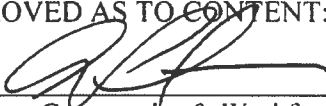
Printed Name & Title

ATTEST:

Date: _____

Clerk of the Board Date

APPROVED AS TO CONTENT:



Director, Community & Workforce Development

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

EXHIBIT B
Workforce Assistance for the Homeless
Work Statements No. 1, 2, 3, 4 - Budgets 2020-2021

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

Budget Item	Funding Source	Projected Amount July 1, 2020 - June 30, 2021
Salary and ERE	HUD CoC	\$146,617.00
	ECHO	\$46,019.00
	HPF - PCLRRP	\$10,326.00
	ESG	\$20,000.00
	WIOA Adult	\$40,000.00
	WIOA Youth	\$35,000.00
	SSBG	\$20,000.00
Staff Development	PCGF	\$1,500.00
Travel	HUD CoC	\$3,000.00
	ECHO	\$500.00
	ESG	\$1,500.00
Operating Costs	HUD CoC	\$21,774.25
TOTAL		\$346,236.25

WORK STATEMENT NO. 2 -- SUPPORTIVE SERVICES

Budget Item	Funding Source	Projected Amount July 1, 2020 - June 30, 2021
Support Services	HUD CoC	\$4,600.00
	ECHO	\$5,000.00
	HPF - PCLRRP	\$1,000.00
	PCGF	\$52,735.00
Operating Costs	HUD CoC	\$430.00
	PCGF	\$3,814.00
	ECHO	\$315.00
TOTAL		\$67,894.00

WORK STATEMENT NO. 3 -- EMPLOYABILITY SKILLS WORKSHOPS

Program	Funding Source	Projected Amount July 1, 2020 - June 30, 2021
Cost per workshop + \$1,953.00	HUD CoC	\$93,744.00
	ECHO	\$5,859.00
	HPF - PCLRRP	\$5,859.00
	SSBG	\$17,577.00
	ESG	\$3,906.00
TOTAL		\$126,945.00

WORK STATEMENT NO. 4 -- EMERGENCY SERVICES MOTEL VOUCHERS

Program	Funding Source	Projected Amount July 1, 2020 - June 30, 2021
Motel Vouchers	ESG	\$30,000.00
Operating Costs	PCGF	\$3,000.00
TOTAL		\$33,000.00

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
SSBG = Arizona Department of Economic Security Social Services Block Grant
ESG = HUD & DES Emergency Solutions Grant
PCGF = Pima County General Funds
WIOA = Workforce Innovation and Opportunity Act