



## 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):**

Tucson Youth Development, Inc.

**\*Project Title/Description:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CT-CR-20\*421 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, Tucson Youth Development, Inc., is designed to continue workforce development services to Pima County youth job seekers who are seeking employment or job skills training that can lead to employment. The workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities. This amendment will provide funding in the amount of \$103,213.68 for additional work development services due to another Subrecipient was unable to fulfill its obligations to provide work experience for youth funded by the WIOA grant.

Attachment: Contract Number CT-CR-20-421(Amendment 6)

**\*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:**

The program's goal is to prepare youth 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.

Annual number served:

Enrolled - 533 youth participants

Placed on a job or into post-secondary education - 213 youth participants

**\*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:**

Tucson Youth Development, Inc. will submit monthly summary reports which include the numbers of persons served, completed, exited, placed on a job, placed into Workforce Investment Board target industries, and the average wage at placement.

**\*Retroactive:**

No.

*To: C&B- 8.15.20  
Ver. 4  
pgs- 5 (1)*

Procure Dept 08/24/20 PM04:23

AUG 25 2020 10:27 PM CCI KOF HU

*JP*

**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): 20-421

Amendment No.: 6 AMS Version No.: 4

Commencement Date: 9/1/20 New Termination Date: 06/30/21 (no change)

Prior Contract No. (Synergen/CMS): CT-CS-17-057

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 103,213.68

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

**\*Funding Source(s) required:** Amendment 6 funding source is the U.S. Department of Labor - Workforce Innovation and Opportunity Act.

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): \_\_\_\_\_

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 Hart

Department: Community & Workforce Development Telephone: 724-5723

Department Director Signature/Date: \_\_\_\_\_ 8-26-20

Deputy County Administrator Signature/Date: \_\_\_\_\_ 24 August 2020

County Administrator Signature/Date: \_\_\_\_\_ C. D. [Signature] 8/24/2020  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community & Workforce Development****Project:** Workforce Development Services**Awardee:** Tucson Youth Development, Inc.  
1901 N. Stone Ave.  
Tucson, AZ 85705**Contract No.:** CT-CR-20-421**Contract Amendment No.:** Six (6)

Original Contract Term:	7/01/16 – 6/30/17	Original Contract Amount:	\$759,944.41
Termination Date Prior Amendment:	6/30/21	Prior Amendments Amount:	\$3,146,970.43
Termination Date This Amendment:	6/30/21	This Amendment Amount:	\$103,213.68
		Revised Contract Amount:	\$4,010,128.52

<b>DUNS No.:</b> 123720120		<b>SAM Registration Date:</b> 2/11/20	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal or State 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
17.259	U.S. Department of Labor (“DOL”)/Arizona Department of Economic Security (“ADES”) Workforce Innovation and Opportunity Act (“WIOA”) - Youth	\$913,130,000.00	\$2,347,242.00
93.093	Health Profession Opportunity Grant (HPOG)	\$85,000,000.00	\$601,926.00

**GRANTED FUNDED AMENDMENT SIX (6)****1. BACKGROUND AND PURPOSE.****1.1. Background.**

- 1.1.1. On June 7, 2016, Pima County (“County”) and Tucson Youth Development, Inc. (“Awardee”), entered into the above-referenced contract to provide workforce development services for 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. Purpose.

- 1.2.1. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop) and has contracted with Subrecipients to provide certain grant-funded activities.
- 1.2.2. One of the Subrecipients was unable to fulfill its obligations to provide work experience for youth funded by the WIOA grant.
- 1.2.3. County has reclaimed the WIOA funds allocated to that entity and wishes to ensure that the funds are available to provide workforce development services for youth.
- 1.2.4. County has reviewed Awardee's performance under this Contract and has determined that Awardee has the capacity to provide additional workforce development services for youth as set forth herein during the term of the Contract.

2. **SCOPE OF SERVICES, SECTION 2.0.** The Commencement Date for the provisions set forth in this Amendment No. 6 is **September 1, 2020.**

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: \$3,906,914.84

TO: \$4,010,128.52

3.2. **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
	7/1/16 – 6/30/17	7/1/17 – 6/30/18	7/1/18 – 6/30/19	7/1/19 – 6/30/20	7/1/20 – 6/30/21	
WIOA grant	\$747,629.00	\$750,671.50	\$758,345.33	\$768,742.63	\$871,956.31	\$3,897,344.77
HPOG	\$12,315.41	\$12,500.00	\$16,000.00	\$17,000.00	\$17,000.00	\$74,815.41
U.S. Housing and Urban Development	\$37,968.34	-0-	-0-	-0-	-0-	\$37,968.34
<b>Anticipated Allocations TOTAL</b>	<b>\$797,912.75</b>	<b>\$763,171.50</b>	<b>\$774,345.33</b>	<b>\$785,742.63</b>	<b>\$888,956.31</b>	<b>\$4,010,128.52</b>

3. **EXHIBIT A-1 -- SCOPE OF WORK** attached to Amendment No. 2 is amended as follows:

3.1 **ONE STOP OPERATIONS – AWARDEE, SECTION 4.0**, is amended as follows:

3.1.1. **Paragraph 4.1.1**, the table is deleted in its entirety and replaced with the following:

No. of Positions	Title	Service Location
Two (2) FTE	Workforce Development Specialist (“WDS”)	Pima County ARIZONA@WORK location(s)
One and one-half (1.5) FTEs	WDS	Tucson Youth Development, 1901 N. Stone Avenue, Tucson
Two (2) FTEs	WDS	Rural area facilities operated or arranged by Awardee
Three (3) FTEs	Program Support Specialist – Intake (“PSS - Intake”)	Pima County ARIZONA@WORK location(s)
Three (3) FTE	Program Support Specialist – General (“PSS – Gen”)	Pima County ARIZONA@WORK location(s)

- 3.1.2. **WDS activities, General**, Paragraph 4.2.3, the first sentence is amended to read:  
Each WDS will assist with special projects and attend events to promote the youth program.

- 3.2 **OUTCOMES, SECTION 6.0**, Paragraph 6.1, the table is deleted in its entirety and replaced with the following:

Operations position	Service	Number per position	Total number served
PSS-Intake	Intake contacts	433-434	1,300
WDS	Participants enrolled in a program	100	533
	Participants active at any time	50	267
	Job placement or post-secondary education placement	40	213
	Case Closures	50	267
PSS-Gen	Information and referral	400	1,133

- 3.3 **BUDGET, SECTION 7.0**, Paragraph 7.3, the table is deleted in its entirety and replaced with the following:

Budget Item	Amount Allocated				
	7/1/16 – 6/30/17	7/1/17 – 6/30/18	7/1/18 – 6/30/19	7/1/19 – 6/30/20	7/1/20 – 6/30/21
<b>Operating Budget</b>					
Salary and ERE (No overtime)	\$458,179.75	\$472,153.50	\$481,596.57	\$491,229.25	\$578,860.18
Staff Development	-0-	\$1,500.00	-0-	-0-	-0-
Travel	\$9,256.00	\$9,536.00	\$9,628.80	\$9,822.55	\$10,845.73
Supplies	\$1,350.00	\$1,377.00	\$1,404.54	\$1,432.62	\$1,697.92
Communications	\$2,700.00	\$3,300.00	\$2,809.08	\$2,865.25	\$3,395.85
Contractual	\$2,100.00	-0-	\$2,184.84	\$2,228.55	\$2,847.59
Other Operating	\$68,727.00	\$70,825.00	\$72,241.50	\$73,684.41	\$86,829.04
<b>Total Operating Budget</b>	<b>\$542,312.75</b>	<b>\$558,691.50</b>	<b>\$569,865.33</b>	<b>\$581,262.63</b>	<b>\$684,476.31</b>
<b>Other Allocations</b>					
Work Experience Wages and ERE for Youth	\$255,600.00	\$204,480.00	\$204,480.00	\$204,480.00	\$204,480.00
<b>TOTAL BUDGET</b>	<b>\$797,912.75</b>	<b>\$763,171.50</b>	<b>\$774,345.33</b>	<b>\$785,742.63</b>	<b>\$888,956.31</b>

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

3.4 Paragraph 7.7 is revised to read:

The projected use of WIOA Youth and HPOG funds during contract year 2020-2021, by activity, is set forth in **Exhibit A** of this Amendment 6.

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**

\_\_\_\_\_  
Chairman, Board of Supervisors

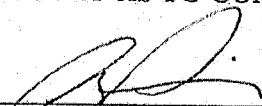
Date: \_\_\_\_\_

**ATTEST:**

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

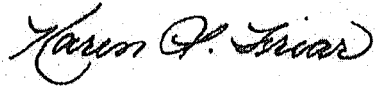
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT:**

  
\_\_\_\_\_  
Director  
Community & Workforce Development

8-20-20  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

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

**AWARDEE**

  
\_\_\_\_\_  
Authorized Signatory

JAY SLAUTER Executive Director  
\_\_\_\_\_  
Printed Name & Title

Date: 08/18/2020

**EXHIBIT A TO AMENDMENT NO. 6****PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE**

<b>July 1, 2020 – June 30, 2021</b>			
<b>Budget Line Item</b>	<b>Projected WIOA Youth</b>	<b>Projected HPOG</b>	<b>TOTAL</b>
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$564,338.49	\$14,521.69	\$578,860.18
Staff Development	-0-	-0-	-0-
Travel	\$10,575.38	\$270.35	\$10,845.73
Supplies	\$1,658.48	\$39.44	\$1,697.92
Communications	\$3,316.98	\$78.87	\$3,395.85
Contractual	\$2,786.25	\$61.34	\$2,847.59
Other Operating	\$84,800.73	\$2,028.31	\$86,829.04
<b>Total Operating Budget</b>	<b>\$667,476.31</b>	<b>\$17,000.00</b>	<b>\$684,476.31</b>
<b>Other Allocation(s)</b>			
Work Experience Wages and Fringe for Youth	\$204,480.00	-0-	\$204,480.00
<b>TOTAL BUDGET</b>	<b>\$871,956.31</b>	<b>\$17,000.00</b>	<b>\$888,956.31</b>

END OF EXHIBIT A OF AMENDMENT 6