



City of Tucson

Community Workforce Skills Program (CWSP)

CWSP Information

Program Summary

The CWSP was approved by the City of Tucson Mayor and Council on December 2, 2013 by Resolution 22168 (copy attached). The program enables individual City Departments to enter into work-scope-specific CWSP agreements (sample attached) with local nonprofit agencies/organizations operating workplace skills development programs for youths, young adults and/or veterans transitioning from military to civilian employment.

Each agreement will require the eligible entity to perform specific work with individuals employed by the entity in training/development programs. Agreements will be jointly established by the applicable City department needing the work and the entity. Applicable City departments will provide initial indoctrination/training to the entity's work team/crew on the specific work requirements and City expectations for success. Applicable City departments will pay for the agreed services within their annual budgets.

Application Process

The City's Director of the General Services Department (GSD) facilitates the CWSP on behalf of the City Manager. The Director determines the administrative requirements including application and eligibility determination procedures, facilitates agreements, and coordinates with the City Manager's Office to get approvals and signatures on each agreement.

Entities interested in participating in the CWSP must submit this application to the Director of the General Services Department by email at GSD1@tucsonaz.gov. No specific timeframes or dates are set for consideration; each application will be considered as it is received.

Applications are screened for conformance with the Mayor and Council Resolution 22168. Conforming applications are then reviewed by City Safety, City Risk Management, and the City Attorney. Any discrepancies between an application and the Resolution and/or other requirements stated in the application will be referred to the Director to resolve with the applicant. If discrepancies cannot be resolved, the applicant is considered ineligible; future applications will be considered "new" and the review process will start over.

The Director endorses acceptable applications with a recommendation for City Manager's Office acceptance. Once the City Manager's Office signs the acceptance, the applicant is notified and put on the eligible list maintained by the Director.

The Director maintains the list electronically with a link through the City's internet home page. The Director notifies City departments of the entity's eligibility and capabilities. Interested departments will contact eligible entities and together develop CWSP Agreements. The Director will assist the parties with agreements and facilitate review and City Manager approval. No work or payment is authorized without a City Manager signed agreement.

- NOTES:
- 1) Acceptance as Eligible does not assure an entity City work. Departments choose what work, if any, they direct to the CWSP.
 - 2) Acceptance as CWSP Eligible in no way restricts or prevents an entity from applying for, or proposing on, City work outside the CWSP.