



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 3, 2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Direct Center for Independence

**\*Project Title/Description:**

Home Access Program

**\*Purpose:**

The Home Access Program will provide CDBG eligible emergency home repairs, including but not limited to: routine maintenance, minor rehabilitation, major systems repair or replacement, adaptive construction, and safety hardware installations to low- and moderate-income owner-occupied households in Pima County. The Program addresses the need for safe, affordable housing and strengthens the owner's ability to live independently..

On May 7, 2024, the Pima County Board of Supervisors (BOS) approved the FY2024-2025 Pima County Annual Action Plan, including funding allocations for all Community Development Block Grants (CDBG) and Emergency Solutions Grant (ESG). During the course of finalizing awards with agencies, the BOS rescinded Indirect Costs and the remaining funding amount was re-allocated amongst current year awards, resulting in funding increases for a few contracts. The BOS initially approved Direct Center for Independence. for \$50,000.00 (Resolution 2024-16 on May 7,2024), now increased to \$53,000.00. Due to this increase, the contract must come back to the Board for approval.

Attachment Contract Number PO2400012730

**\*Procurement Method:**

This Subrecipient Agreement is a non-procurement contract and not subject to Procurement rules.

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

Goal: Create decent, accessible, and affordable housing that meets the needs of low- and moderate-income households.

Predicted outcome: The homes repaired under the Program will have improved safety, accessibility and habitability.

**\*Public Benefit:**

Upon completion, the Program will meet the HUD CDBG National Objective to assist low- and moderate-income households.

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

At minimum, five low- to moderate-income households will receive emergency home repairs, adaptive construction or safety hardware work completed in their home during the contract year.

**\*Retroactive:**

Yes, to October 1, 2024. Fully executed agreement received from HUD December 2024, additionally, budget setup in the Workday system delayed the contract process and budget was finalized February 26, 2025. Staff received signed agreement from subrecipient on May 9, 2025. If this contract is not approved, the services will not be available to the community.

TO: COB, 5-19-25(1)  
vers: 0  
PGS: 32

Gall approves  
Kbwa  
5/15/2025

MAY 15 25 AM 10:38 PD

**THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED**

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: PO Department Code: CWD Contract Number (i.e., 15-123): PO2400012730  
 Commencement Date: 10/01/2024 Termination Date: 09/30/2025 Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☒ Expense Amount \$ 53,000.00 \* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)

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?** 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: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
 Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
 Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ \_\_\_\_\_

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

**\*Funding Source(s) required:** \_\_\_\_\_

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: Joel Gastelum/Joel Viers

Department: CWD

Telephone: 724-6750/724-6767

Department Director Signature: \_\_\_\_\_

Date: 5.13.2

Deputy County Administrator Signature: \_\_\_\_\_

Date: 5/15/2025

County Administrator Signature: \_\_\_\_\_

Date: 5/16/2025

RESOLUTION 2024 - 16

**RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY TO APPROVE  
SUBMISSION OF THE PIMA COUNTY 2024-2025 ANNUAL ACTION PLAN TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**The Board of Supervisors of Pima County, Arizona finds:**

1. Pima County ("County"), through its Department of Community & Workforce Development ("CWD"), administers several federal and local grant programs to benefit low-income, homeless, and certain special needs individuals in Pima County.
2. County is the recipient of U.S. Department of Housing and Urban Development ("HUD") grant funds under: Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; Title II of the Cranston-Gonzalez National Affordable Housing Act ("NAHA"); and Title IV of the McKinney-Vento Homeless Assistance Act (collectively referred to as "the HUD Grants").
3. HUD will be granting the following estimated amounts in Pima County federal funds for fiscal year (FY) 2024-2025 from the following grant programs:

	<i>Estimated Amounts</i>
Community Development Block Grant ("CDBG")	\$ 2,665,598.00
HOME Investment Partnerships ("HOME")	\$ 1,108,680.00*
Emergency Solutions Grant ("ESG")	\$ 241,423.00

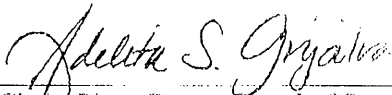
*\*Estimated Amount County will receive from the federal allocation  
to the City of Tucson*

4. In order to use these funds, the County must prepare and submit to HUD an annual community development and housing funding allocation plan ("Annual Action Plan").
5. The Annual Action Plan describes allocations and activities that address community needs in Pima County and explains the proposed projects under CDBG, HOME, and ESG for FY 2024-2025. When FY2024-2025 allocations are received from HUD, amounts allocated to activities and administration will be proportionately increased or decreased based on increased or decreased allocation.

**NOW, THEREFORE, BE IT RESOLVED, that:**

- A. The Annual Action Plan is approved for FY 2024-2025 funding for:
1. The 2024-2025 CDBG Program.
  2. The 2024-2025 HOME Program, and
  3. The 2024-2025 ESG Program.
- B. CWD staff is authorized to submit the Annual Action Plan for FY 2024-2025 to HUD.
- C. The Chair of the Board of Supervisors ("Chair") or Designee is authorized to execute all necessary HUD agreements and other documents to obtain HUD funding for the CDBG, HOME and ESG projects designated in the Annual Action Plan for FY 2024-2025. When required by HUD, the Chair or Designee may direct CWD staff to enter the acceptance of the HUD funding electronically.
- D. CWD staff is directed to prepare CDBG, HOME and ESG agreements for distribution of the grant funds with agencies authorized by HUD through its approval and funding of the FY 2024-2025 Annual Action Plan.
- E. The Chair or Designee is authorized to execute all agreements between Pima County and the agencies to carry out the CDBG, HOME and ESG projects set forth in the FY 2024-2025 Annual Action Plan approved by HUD.

Passed and adopted, this 7<sup>th</sup> day of May, 2024.

 **MAY 07 2024**  
Chair, Pima County Board of Supervisors

ATTEST:

APPROVED AS TO FORM

  
Clerk of the Board

  
Deputy County Attorney

**MEETING SUMMARY REPORT - THE MINUTES WILL BE POSTED  
AT [www.pima.gov/cob](http://www.pima.gov/cob) AFTER APPROVAL BY THE BOARD OF  
SUPERVISORS**

**Pima County Board of Supervisors' Meeting  
130 W. Congress St., Hearing Room, 1st Fl.  
May 7, 2024 9:00 a.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. LAND ACKNOWLEDGEMENT STATEMENT

To be offered by Dr. Jacqueline Jean Barrios, Assistant Professor, Public & Applied Humanities, The University of Arizona and Director, LitLabs.

4. PAUSE 4 PAWS

**PRESENTATION**

5. **Recognition of the "We A.R.E. Gems" Quarterly Recipients**  
Pursuant to Administrative Procedure 23-5, Employee Recognition Program, the following employees have been selected for the quarterly "We A.R.E. Gems" recognition:
  - Diana Trejo - Finance & Risk Management
  - Luis Burruel - Facilities Management
  - Harrison Alvarez - Public Defense Services
  - Hassael Cazesuz - Library District
  - Holly Schaffer - Library District
  - Jennifer Torrez - Pima Animal Care Center
  - Laith Alshami - Development Services
  - Francisco Ramirez - Regional Flood Control
  - Jennifer Cabrera (Gauglitz) - Board of Supervisors, District 3
  - Sonya Tran - Assessor's Office

No Board action

23. **Release of Attorney-Client Privileged Memorandum Regarding Deflection Protocol, Law Enforcement**  
Discussion/Direction/Action: Waiving privilege and releasing to the public the Pima County Attorney's Office memorandum written by Sean Holguin, Deputy County Attorney, dated March 13, 2024, Subject: Ability of Pima County Sheriff Nanos to Adopt a Deflection Program. (District 2)  
**Motion by Chair Grijalva, seconded by Supervisor Heinz, approved 5-0.**

## COUNTY ADMINISTRATOR

24. **Non-Competitive Outside Agency Funding for 2024-2025**  
Discussion/Direction/Action: Non-Competitive Outside Agency Funding for the 2024-2025 recommended budget specific to JobPath, Sun Corridor Inc., and the Metropolitan Education Commission.  
**Motion 1: Motion by Chair Grijalva, seconded by Supervisor Lee, approve County Administrator's recommendations Nos. 2 and 3, as outlined in the memorandum dated May 6, 2024, approved 4-1, Supervisor Christy voted nay.**  
**Motion 2: Motion by Supervisor Scott, approve County Administrator's recommendation No. 4, but to not move MEC back to the competitive outside agency funding process for the 2025/26 budget. Motion died for lack of a second.**  
**Motion 3: Motion by Chair Grijalva, seconded by Supervisor Lee, approve County Administrator's recommendation No. 4, as outlined in the memorandum dated May 6, 2024, approved 4-1, Supervisor Scott voted nay.**  
**Motion 4: Motion by Chair Grijalva, seconded by Supervisor Scott, continue to 5/21/2024 meeting, County Administrator's recommendation No. 1, as outlined in the memorandum dated May 6, 2024, continued 5-0.**

## COMMUNITY AND WORKFORCE DEVELOPMENT

25. **Annual Action Plan**  
RESOLUTION NO. 2024 - 16, of the Board of Supervisors, to approve submission of the Pima County 2024-2025 Annual Action Plan to the U.S. Department of Housing and Urban Development.  
**FY 2024/2025 Pima County Community Development Block Grant (CDBG) Program**  
**Location-Applicant/Program/Activity/District/Request/Recommendation**  
Ajo - International Sonoran Desert Alliance/Ajo Builds/ps/3/\$50,000/\$50,000  
Ajo - International Sonoran Desert Alliance/Ajo Works/ps/3/\$20,000/\$20,000  
Portable Practical Educational Preparation, Inc./Amado Teen Project/ps/3/\$35,000/\$30,000  
Portable Practical Educational Preparation, Inc./Amado Youth Center/pf/3/\$40,000/\$25,000  
Arivaca Community Center/Facility Improvements/pf/3/\$40,000/\$30,000  
Arivaca Coordinating Council/Arivaca Human Resources/Arivaca Coordinating Council/Arivaca Human Resources Facility Improvements/pf/3/\$35,000/\$30,000  
Arivaca - Friends of Arivaca Schoolhouse/Schoolhouse Facility Improvements/pf/3/\$35,000/\$35,000



Avra Water Co-op, Inc./Aging Meter Replacement Program/MXU Install  
 Program/pf/3/\$60,000/\$25,000  
 Drexel Heights Fire District/Family Safety Program/ps/3,5/\$15,000/\$15,000  
 Flowing Wells School District/Flowing Wells Family Resource  
 Center/ps/1,3/\$46,000/\$40,000  
 Green Valley Assistance Services, d.b.a. Valley Assistance Services/SHIM Safety and  
 Health in Motion Fall Prevention/ps/2,3,4/\$35,000/\$15,000  
 Green Valley Assistance Services, d.b.a. Valley Assistance Services/Facility  
 Improvements/pf/2,3,4/\$39,500/\$40,000  
 Sahuarita Food Bank/Warehouse Logistics Improvements/pf/2,3,4/\$413,021/\$60,000  
 City of South Tucson/Administration/admin/2/\$35,000/\$30,000  
 City of South Tucson/Code Enforcement Program/ps/2/\$25,000/\$10,000  
 City of South Tucson/Community Cleanup & Green Program/ps/2/\$10,000/\$5,000  
 City of South Tucson/Crime Prevention and Education Program/ps/2/\$25,000/\$20,000  
 City of South Tucson/Fire and Rescue Safety Equipment/pf/2/\$15,000/\$10,000  
 City of South Tucson/Youth Programs/ps/2/\$120,000/\$100,000  
 Living Streets Alliance/South Tucson Bicycle Pedestrian  
 Program/ps/2/\$30,000/\$25,000  
 Pima County CWD/Administration/admin/All/\$500,000/\$430,089  
 Pima County CWD/CDBG/OA Contingency Allocation and Waiver of Indirect Cost/  
 -/All/\$250,000/\$181,509  
 Pima County CWD/Emergency Septic/hsg/All/\$100,000/\$50,000  
 Pima County CWD/Home Repair Program/hsg/All/\$1,000,000/\$550,000  
 Chicanos Por La Causa, Inc./Nahui Ollin Wellness Program  
 (NOWP)/ps/All/\$50,000/\$20,000  
 Community Home Repair Projects of Arizona/Emergency Home Repair  
 Program/hsg/All/\$275,000/\$240,000  
 DIRECT Center for Independence/Home Access Program/hsg/All/\$75,000/\$50,000  
 Habitat for Humanity Tucson/Habitat Home Repair Owner-Occupied Housing  
 Rehabilitation/hsg/All/\$170,000/\$70,000  
 IMPACT of Southern Arizona/Facility Improvement/pf/All/\$85,250/\$55,000  
 Mobile Meals of Southern Arizona, Inc./Mobile Meals of Southern  
 Arizona/ps/All/\$48,000/\$25,000  
 Our Family Services, Inc./Reunion House Facility Improvements/pf/All/\$25,000/\$25,000  
 SER Jobs for Progress/SER Facility Improvements/pf/2/All/\$70,000/\$55,000  
 Southwest Fair Housing Council/Fair Housing Enforcement, Education, and  
 Outreach/admin/5/All/\$35,000/\$25,000  
 St. Luke's In The Desert, Inc., d.b.a. St. Luke's Home/Facility Improvement,  
 Roof/pf/All/\$350,000/\$77,000  
 The Diaper Bank of Southern Arizona/Warehouse Upgrades/pf/2/All/\$35,000/\$30,000  
 Three Points Fire District/Community Be Safe Program/ps/3/\$26,500/\$20,000  
 Watershed Management Group/Green Stormwater Infrastructure for Neighborhood  
 Cleanup/pf/All/\$100,000/\$45,000  
 YWCA of Southern Arizona/Pima County Teen Court/ps/All/\$40,000/\$27,000  
 YWCA of Southern Arizona/HNS Campus Facility  
 Improvements/pf/2/All/\$75,000/\$75,000  
**TOTAL REQUESTED \$6,611,632/TOTAL RECOMMENDED \$2,665,598**

HUD Eligible Activity Abbreviations: admin = Administration; ps = Public Service; pf =  
 Public Facility Improvement; ngu = Neighborhood Green-Up; infra = Infrastructure  
 Improvement; hsg = Housing Rehabilitation; ed = Economic Development; land = Land  
 Acquisition; demo = Demolition; bf = Brownfields and Clearance.

**FY 2024/2025 Pima County Emergency Solutions Grant (ESG) Program**  
**ESG Component/Agency/Program/Activity Focus/District/Request**  
**/Recommendation**

Emergency Shelter/Emerge!/Emergency Shelter for Victims of Domestic Violence/DV  
 Families/All/\$50,000/\$30,264

**Pima County Department of Community & Workforce Development****Project:** Home Access Program**Subrecipient name and address:** Direct Center for Independence, Inc.  
1001 North Alvernon Way  
Tucson, Arizona 85711**Amount:** \$53,000.00**Contract No.:** PO2400012730

<b>Subrecipient Unique Entity Identifier (UEI):</b>	KCQHLH6GP4P9	<b>SAM expiration date (if applicable):</b>	06/04/2025
<b>Federal Award Identification Number (FAIN)</b>	B-24-UC-04-0502	<b>Federal award date</b>	12/09/2024
<b>Subaward term/ period of performance start and end date</b>	10/01/2024 – 09/30/2025	<b>Subaward budget period start and end date</b>	10/01/2024 – 09/30/2025
<b>Amount of federal funds obligated by this action by the pass-through entity to the subrecipient</b> (amount of this agreement)			\$53,000.00
<b>Total amount of the federal award committed to the subrecipient by the pass-through entity</b> (original amount of this agreement, plus any match, plus any future budget periods, if applicable)			\$53,000.00
<b>Federal award project description</b> (descriptive project title)		The program objective is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income: the agreement funds home repair activities for eligible, income-qualified households in Pima County.	
<b>Funding agency</b>		U.S. Department of Housing and Urban Development	
<b>Pass-through entity</b> (primary recipient)		Pima County	
<b>Pass-through entity</b> (secondary recipient, if applicable)		N/A	
<b>Assistance listing number and title</b> (applies to 100% of this sub-award, including all disbursements)		14.218 Community Development Block Grant/Entitlement Grants (CDBG)	
<b>Is this subaward for research and development?</b>			Yes    No <input checked="" type="checkbox"/>
<b>Subrecipient indirect cost rate and methodology</b>	Negotiated Indirect Cost Rate Agreement	<input checked="" type="checkbox"/> De minimis rate	<input type="checkbox"/> No Indirect
<b>Required match</b>	YES <input checked="" type="checkbox"/> NO	<b>Match amount</b>	\$0.00



## FEDERAL FINANCIAL ASSISTANCE SUBRECIPIENT AGREEMENT

### 1. PARTIES, BACKGROUND AND PURPOSE.

- 1.1. Parties. This Subrecipient Agreement ("Agreement") is between Pima County, a body politic and corporate of the State of Arizona ("County"), and DIRECT Center for Independence, Inc., ("Subrecipient"), a non-profit corporation doing business in the State of Arizona.
- 1.2. Authority. County is authorized by A.R.S. §§ 11-254.04, 11-251 (5) and 11-251 (17), to spend public monies to improve and enhance the economic welfare and health of the inhabitants of the County. County applied for and received Community Development Block Grant ("CDBG") funds in the amount of \$2,567,968.00 from HUD, under Title I of the Housing and Community Development Act of 1974, as amended (Public Law 93-383), and County's application is incorporated here by reference.
- 1.3. Background and Purpose. On May 7, 2024, the Pima County Board of Supervisors (the "Board") authorized inclusion of Subrecipient's proposal for use of CDBG funds in the 2024-2025 Annual Action Plan that County submitted to HUD to obtain the FY 2024-2025 CDBG funds. The Board also passed Resolution No. 2024-16 approving the allocation of \$53,000.00 of FY 2024-2025 CDBG funds to Subrecipient for their home access program.
- 1.4. Solicitation and Response. Under solicitation number CWD-10-23-23-CDBG-ESG ("2024-2025 Community Planning Application"), County sought proposals for programs and activities that would qualify for CDBG funding during Federal Fiscal Year ("FY") 2024-2025. Subrecipient submitted a response to the 2024-2025 Community Planning Application. County has determined that the services or activities proposed in Subrecipient's response to the Community Planning Application are eligible for CDBG funding and in the best interests of the residents of Pima County.

### 2. TERM.

- 2.1. Initial Term. The term of this Agreement commences on 10/01/2024 and will terminate on 09/30/2025 ("Initial Term"). "Term," when used in this Agreement, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Agreement, the parties will, for all purposes, deem the Agreement to have been in effect as of the commencement date.
- 2.2. Extension Options. If allowable under the Federal award period of performance, County may renew this Agreement for up to four additional one-year periods. An Extension Option will be effective only upon execution by the Parties of a formal written amendment.
- 2.3. Notwithstanding paragraphs 2.1 and 2.2 above, the applicable terms and conditions of this Agreement will survive and remain in effect during any period that Subrecipient has control over program income.

### 3. USE OF FUNDS. Subrecipient understands and agrees that the funds disbursed under this

Agreement may only be used in compliance with the CDBG regulations at 24 CFR Part 570 and the Uniform Guidance at 2 C.F.R. Part 200. Subrecipient is responsible for being informed of all updates to applicable regulations and Federal funding agency's compliance and reporting guidance.

4. **SCOPE OF SERVICES.** Subrecipient will implement the services described in the attached **Exhibit A - Scope of Services** (3 pages), at the dates and times described in **Exhibit A** or, if **Exhibit A** contains no dates or time frames, then upon demand. Subrecipient will perform its duties in a humane and respectful manner and in accordance with any applicable professional standards and will obtain and maintain all required licenses, permits and authority required for performance under this Agreement.
5. **KEY PERSONNEL.** Subrecipient will employ suitably trained and skilled professional personnel to perform all activities under this Agreement. Unless otherwise provided for herein, the personnel delivering services pursuant to this Agreement will: (1) be employees or volunteers of Subrecipient; (2) satisfy any qualifications in this Agreement; and (3) be covered by the personnel policies and practices of Subrecipient. The key personnel for this Subrecipient Agreement is Vicki Cuscino, Executive Director.
6. **LICENSING.** Subrecipient warrants that it is appropriately licensed to provide the services under this Agreement and that its subcontractors will be appropriately licensed.
7. **NO COMMISSION.** Subrecipient certifies that no individual or agent has been employed or retained to solicit or secure this Agreement for commission, percentage, brokerage or contingent fee except a bona fide employee or bona fide established agents maintained by the Subrecipient for the purpose of securing business.
8. **COMPENSATION AND PAYMENT.**
  - 8.1. Maximum Payment Amount. County's total payments to Subrecipient under this Agreement, including any sales taxes, may not exceed \$53,000.00 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Subrecipient is not required to provide any services, payment for which will cause the County's total payments under this Agreement to exceed the NTE Amount; if Subrecipient does so, it is at the Subrecipient's own risk.
    - 8.1.1. Payment of the full Maximum Allocated Amount is subject to the CDBG funds being made available to County for this Agreement. The Maximum Allocated Amount may be decreased at any time due to reduction, termination, or any other changes in funding. Unless specifically authorized by County, unexpended funds will not be carried over into another fiscal year.
  - 8.2. Budget; Adjustment. County will reimburse Subrecipient according to the budget in **Exhibit B – Compensation and List of Unallowable Costs** (1 page). This budget will remain in effect throughout the term unless otherwise adjusted and formally agreed to.
  - 8.3. Cost Restrictions. Subrecipient may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. Cost restrictions that must be considered are listed in **Exhibit B**. Subrecipient must utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

Subrecipient may not bill County for costs which are paid by another source. Subrecipient must notify County within ten days of receipt of alternative funding for costs which would otherwise be subject to payment pursuant to this Agreement.

- 8.4. Timing of Invoices. Subrecipient will invoice County on a monthly basis unless a different billing period is included in **Exhibit B**. County must receive invoices no later than 30 days after the end of the previous month, even if no funds are being requested for the previous month. Due to County fiscal year-end close, County must receive invoices for June expenses within 15 calendar days after June 30 of any year that falls within the Term. Request for final payment for compensation earned and/or eligible costs incurred must be submitted to the County within 30 calendar days after the end of the Agreement term. County may refuse to pay for any period for which Subrecipient does not timely invoice the County. Pursuant to A.R.S. § 11-622, County will deny reimbursement for requests for payment submitted later than six months after the last item of the account accrues.
- 8.5. Content of Invoices. Subrecipient will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item. Each request for reimbursement must have a unique invoice number, reference this Agreement number, be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor, or executive of the Subrecipient to ensure proper internal financial controls, and be for costs identified as allowable in Exhibit B of this Agreement. Each reimbursement request must be accompanied by documentation which must include, but is not limited to:
  - 8.5.1. A Financial Status Report and Request for Funds summarizing monthly expenditures by expense categories as shown in the approved budget in **Exhibit B** of this Agreement. County will provide Subrecipient with a form similar to that attached hereto as **Exhibit C – Pima County Invoice Request** (1 page) upon execution of this Agreement. The Financial Status Report and Request for Funds must be signed by the person who prepared the report and by an authorized representative of Subrecipient.
  - 8.5.2. Copies of paid invoices and receipts or cancelled checks (front and back) to support all purchases of goods or services.
  - 8.5.3. Timesheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of the employee's efforts under this Agreement, that account for one hundred percent (100%) of the employee's time worked in the pay period and specify hours worked on the program; total hours worked per pay period; days worked; and hours worked each day.
  - 8.5.4. Accounting system report(s) specifying rate of pay and cost of employer-paid benefits.
  - 8.5.5. Detailed travel reports to support all travel expenses if reimbursement is authorized for travel.
  - 8.5.6. Any other documentation requested by County.

- 8.6. Payment to Subrecipient. If each request for payment includes adequate and accurate documentation, County will generally pay Subrecipient within 30 days from the date invoice is received. Subrecipient should budget cash needs accordingly. County may, at its sole discretion:
- 8.6.1. Determine the acceptability and progress of work performed and determine the resulting entitlement to payment of each request for reimbursement.
  - 8.6.2. Liquidate funds available under this Agreement for costs incurred by County on behalf of Subrecipient.
  - 8.6.3. Deny full payment for requests for reimbursement that are submitted to County after the period set forth in Paragraph 8.4. County may deduct its processing costs or delay-related damages in connection with a request for payment submitted after that date.
- 8.7. Match Requirement. If Subrecipient is required to provide matching funds under the terms of the awarding agency, Subrecipient must also provide the documentation described in paragraphs 8.3 through 8.5 and 8.12 for the matching funds.
- 8.8. Payment Conditions. No payments will be made to Subrecipient, until all of the following conditions are met:
- 8.8.1. Subrecipient has completed and submitted a W-9 Taxpayer Identification Number form to County;
  - 8.8.2. Subrecipient has a valid Unique Entity Identifier (UEI);
  - 8.8.3. Subrecipient has registered as a Pima County Vendor at the Pima County Procurement Vendor Portal;
  - 8.8.4. Subrecipient has provided adequate and accurate documentation with each request for payment or invoice; and
  - 8.8.5. This Agreement is fully executed.
- 8.9. Changes to Agreement. Changes requiring an Amendment to this agreement include any changes to the Scope of Work, or any changes to the maximum allocated amount. Any change that requires an Amendment to the agreement will not be effective, nor will compensation under the change be provided, until the Agreement amendment is fully executed by both parties.
- 8.9.1. The Director of the Pima County Grants Management & Innovation Department ("GMI") (or the Director's designee) has the sole discretion to approve requests to reallocate funding between budget line items within the approved budget. Subrecipient must submit a written request to the individual listed in Section 23, "Notice," at County for the above changes. The request must be received on or before 06/30/2025. The written request must contain a detailed explanation of the reason the change is necessary for achieving the specified purpose, program(s), metrics, or outcomes set forth in this Agreement.

- 8.9.2. Change requests must be submitted and approved prior to incurring costs associated with the proposed changes. If the Director of GMI does not approve the request, charges made in anticipation of approval will not be allowable nor compensated. If the Director of GMI (or designee) approves the request for the budget line-item change, the change will be considered effective on the date set forth in the written approval. Costs incurred prior to the effective date, reflective of the proposed changes, will not be allowable or reimbursable.
- 8.9.3. Any items in budget "**Exhibit B**" requiring prior funding agency approval must be designated and labeled as such and will only be allowable once written approval from the federal funding agency is received. The GMI Director or designee has the sole discretion to approve these costs once approval from the funding agency is received. If the funding agency does not approve expenditures, a budget modification reallocating these costs to another allowable expenditure category must be submitted and approved by the GMI Director or designee. The Director or designee has the sole discretion to approve reallocation of these costs to another, allowable, expenditure category.
- 8.9.4. Expenditures incurred in excess of the budgeted line item or the maximum allocated amount without prior authorization will be at Subrecipient's own risk.
- 8.10. Invoice Adjustments. County may, at any time, question any payment under this Agreement. If County raises a question about the propriety of a past payment, Subrecipient will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to Subrecipient under this or any other Agreement between County and Subrecipient. Subrecipient will promptly pay to County any overpayment that County cannot recover by set-off.
- 8.11. Program Income. County does not anticipate that program income, as defined by 2 C.F.R. § 200.80, will be generated under the activities of this Agreement. In the event that activities under this Agreement do generate program income, Subrecipient will report program income in its Financial Status Report and Request for Funds for the period in which the income was received and return program income to County within 30 days of the end of the month in which the income was received.
- 8.12. Closeout Requirements. The final invoice/request for payment must include a report summarizing Subrecipient's performance during the term of the Agreement.

## 9. **AUDIT REQUIREMENTS.**

- 9.1. Subrecipient will:
  - 9.1.1. Comply with the applicable provisions of the Audit Requirements for Federal Awards in 2 C.F.R. Part 200, Subpart F and 2 C.F.R. Part 2400.
  - 9.1.2. Establish and maintain a separate, identifiable accounting of all funds provided by County under this Agreement. The accounting must record all expenditures that are used to support invoices and requests for payment from County.



- 9.1.3. Maintain an accounting manual that describes its financial procedures in sufficient detail to ensure that its financial practices are easily understood.
- 9.1.4. Establish and maintain accounting records that identify the source and application of any funds not provided under this Agreement used to support these Agreement activities.
- 9.1.5. Ensure that all accounting records meet the requirements of the Federal, State, County, and generally accepted accounting principles laws and regulations.
- 9.1.6. Upon written notice from County, provide a program-specific or financial audit. Such notice from County will specify the period to be covered by the audit, the type of audit and the deadline for completion and submission of the audit.
- 9.1.7. Ensure that any audit conducted pursuant to this Agreement is performed by a qualified, independent accounting firm and submitted to County within six (6) months of completion of the audit required pursuant to this Section, unless a different time is specified by County. The audit submitted must include Subrecipient responses, if any, concerning any audit findings.
- 9.1.8. Pay all costs for any audit required or requested pursuant to this Section.
- 9.2. Subrecipient status:
  - 9.2.1. If Subrecipient is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. § 10-3140, Subrecipient will comply with the applicable audit requirements set forth in A.R.S. § 11-624, "Audit of Non-Profit Corporations Receiving County Monies."
  - 9.2.2. If Subrecipient meets or exceeds the single audit threshold in 2 C.F.R. Part 200, Subrecipient will comply with federal single audit requirements and provide County with a copy of the required audit document within twelve months following the end of Subrecipient's fiscal year.
- 9.3. Subrecipient must timely submit the required or requested audit(s) to:

Pima County Grants Management & Innovation  
130 West Congress St,  
Mailstop: DT-ADE-127  
Tucson, Arizona 85701

10. **MONITORING AND EVALUATION.**

- 10.1. County will monitor Subrecipient's activities and information sources in the management, fiscal, and services systems of Subrecipient and any subcontracted parties relating to performance of duties and obligations under this Agreement to ensure that Subrecipient is:
  - 10.1.1. Using the funding as allowed by the U.S. Department of Housing and Urban Development.

- 10.1.2. Making adequate and acceptable progress in the provision of services;
  - 10.1.3. Maintaining adequate and acceptable systems to document services and expenditures; and
  - 10.1.4. Using the funds provided pursuant to this Agreement effectively and efficiently to accomplish the purposes for which funds were made available.
- 10.2. Subrecipient must cooperate with the County's monitoring and evaluation process and any monitoring or oversight by the U.S. Department of Housing and Urban Development. To the greatest extent permissible by law, and in addition to the provisions above in Audit Requirement and below in Books, Records, and Data, County, and any authorized federal, state, or local agency, will at all reasonable times have the right of access to Subrecipient's facilities. Within 60 days of award, Subrecipient must provide the core documents set forth in **Exhibit D – Subrecipient Core Documents** (1 page), as applicable, to Pima County GMI. Subrecipient must assist County in providing reports and documentation related to Subrecipient's performance and, where applicable, the impact of the activities funded under this Agreement on the community.
- 10.3. If County finds that Subrecipient's performance is inconsistent with the terms of this Agreement, with Uniform Guidance at 2 C.F.R. Part 200, or with U.S. Department of Housing and Urban Development grant guidance, Subrecipient will be in default of this Agreement. If Subrecipient fails to take appropriate actions to correct the default within fifteen (15) calendar days from date of notice, this Agreement may be suspended, modified to reduce the NTE amount, or terminated.
11. **REMEDIES.** Either party may pursue any remedies provided by law for the breach of this Agreement. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Agreement.
12. **BOOKS, RECORDS, AND DATA.**
- 12.1. Subrecipient will keep and maintain proper and complete books, records, and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Subrecipient will retain all records relating to this Agreement for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.
- 12.2. To the greatest extent permissible by law, County, and any authorized federal, state, or local agency, including, but not limited to, the Arizona Auditor General's Office and the U.S. Department of Housing and Urban Development, will at all reasonable times have the right of access to Subrecipient's facility, books, documents, papers, or other records which are pertinent to this Agreement, in order to make audits, examinations, excerpts and transcripts for the purpose of evaluating Subrecipient's compliance with this Agreement.
- 12.3. All data and data work product containing personally identifiable information collected by Subrecipient under this Agreement is confidential. Any personally identifiable information must be collected and used only for the purpose of providing the services

and reports described in **Exhibit A**. Subrecipient will hold all Data and Data Work Product in a secure manner and will protect it from disclosure, except as specifically provided in this Agreement. Subrecipient destroy all data and data work product related to this Agreement after the retention period specified in 12.1, unless instructed otherwise by County.

13. **INSURANCE.** Subrecipient will procure and maintain at its own expense insurance policies (the "**Required Insurance**") satisfying the below requirements (the "**Insurance Requirements**") until all its obligations under this Agreement have been met. The below Insurance Requirements are minimum requirements for this Agreement and in no way limit Subrecipient's indemnity obligations under this Agreement. The County in no way warrants that the required insurance is sufficient to protect the Subrecipient from liabilities that may arise from or relate to this Agreement. If necessary, Subrecipient may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.

- 13.1. Insurance Coverages and Limits: Subrecipient will procure and maintain, until all its obligations have been discharged, coverage with limits of liability not less than those stated below. Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A-VII, unless otherwise approved by the County.

13.1.1. Commercial General Liability (CGL) – Occurrence Form with limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include coverage for liability arising from premises, operations, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations. Any standard coverages excluded from the CGL policy, such as products/completed operations, etc. shall be covered by endorsement or separate policy and documented on the Certificates of Insurance.

13.1.2. Business Automobile Liability – Coverage for bodily injury and property damage on any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Agreement with minimum limits not less than \$1,000,000 each accident.

13.1.3. Workers' Compensation and Employers' Liability – Statutory coverage for Workers' Compensation. Workers' Compensation statutory coverage is compulsory for employers of one or more employees. Employers Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each employee – disease.

13.1.4. Professional Liability (E & O) Insurance – This insurance is required for work from professionals whose coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance shall cover professional misconduct or negligent acts of anyone performing any services under this Agreement.

- 13.2. Additional Coverage Requirements:

13.2.1. Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Agreement, and Subrecipient must maintain such coverage for a period

of not less than three (3) years following Agreement expiration, termination, or cancellation.

- 13.2.2. Additional Insured Endorsement: The General Liability and Business Automobile Liability Policies shall each be endorsed to include Pima County, its departments, districts, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subrecipient.
- 13.2.3. Subrogation Endorsement: The General Liability, Business Automobile Liability, and Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Subrecipient.
- 13.2.4. Primary Insurance Endorsement: The Required Insurance policies must stipulate that they are primary and that any insurance carried by County, or its agents, officials, or employees, is excess and not contributory insurance.
- 13.2.5. The Required Insurance policies may not obligate County to pay any portion of Subrecipient's deductible or Self Insurance Retention (SIR).
- 13.2.6. Subcontractors: Subrecipient must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so. Subrecipient must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Subrecipient must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.
- 13.3. Notice of Cancellation: Subrecipient must notify County, within two business days of Subrecipient's receipt of notice from an insurer, if any required insurance policy is suspended, voided, or cancelled for any reason. Notice must include the Pima County project or Agreement number and project description.
- 13.4. Verification of Coverage:
  - 13.4.1. Subrecipient must furnish County with a certificate of insurance (valid ACORD form or equivalent approved by Pima County) for each Required Insurance policy, which must specify that the policy has all the required endorsements, and must include the Pima County project or Agreement number and project description. Each certificate must be signed by an authorized representative of the insurer.
  - 13.4.2. County may at any time require Subrecipient to provide a complete copy of any Required Insurance policy or endorsement. Note: Subrecipients for larger projects must provide actual copies of the additional insured and subrogation endorsements.
  - 13.4.3. Subrecipient must provide the certificates to County before work commences. Each Required Insurance policy must be in effect at least 10 days before work

under this Agreement commences. Subrecipient must provide County a renewal certificate not less than 15 days prior to a Required Insurance policy's expiration date. Failure to maintain the Required Insurance policies, or to provide evidence of renewal, is a material breach of this Agreement.

13.4.4. All insurance certificates must be sent directly to the appropriate County Department.

13.5. Approval and Modifications: The Pima County Risk Manager may modify the Insurance Requirements at any point during the Term of this Agreement. This can be done administratively, with written notice from the Risk Manager and does not require a formal Agreement amendment. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, nor the County's receipt of any other information from the Subrecipient, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

14. **INDEMNIFICATION.** To the fullest extent permitted by law, Subrecipient will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnatee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Subrecipient or any of Subrecipient's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Subrecipient to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnatee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnatee, be indemnified by Subrecipient from and against any and all Claims. Subrecipient is responsible for primary loss investigation, defense, and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Agreement.

15. **LAWS AND REGULATIONS.**

15.1. Compliance with Laws. The parties will comply with all applicable federal, state, and local laws, rules, regulations, standards and Executive Orders.

15.2. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Agreement. Any action relating to this Agreement must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

15.3. Compliance with Special Grant Terms and Conditions. The Subrecipient will comply with the Special Federal Award Grant Terms and Conditions set forth in **Exhibit E – Special Federal Award Grant Terms and Conditions** (6 pages) of this Agreement.

15.4. Compliance with Federal Grant Regulations. The Subrecipient acknowledges that federal financial assistance will be used to fund this Agreement. The Subrecipient will comply with all applicable federal law, regulations, executive orders, federal funding agency policies, guidance, procedures, and directives.



- 15.5. Federal Funding Accountability and Transparency Act (FFATA). Subrecipient acknowledges that County is obligated to report on this agreement in the FFATA Subaward Reporting System (FSRS), if the NTE amount is \$30,000 or above and if the County is the direct recipient of the federal funding agency. If Subrecipient received 80 percent or more of gross annual revenues from Federal grants and contracts in the Subrecipient's preceding fiscal year, and \$25,000,000 or more in annual gross revenues from Federal grants and contracts; Subrecipient will report to County the names and total compensation of each of the Subrecipient's five most highly compensated executives for the preceding completed fiscal year.
- 15.6. No Obligation by Federal Government. The federal government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-federal entity, Subrecipient, or any other party pertaining to any other matter resulting from the Agreement.
- 15.7. Byrd Anti-Lobbying Amendment. Subrecipient certifies that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352.
- 15.8. Debarment and Suspension. (Executive Orders 12549 and 12689)—Subrecipient certifies that they are not listed on the government wide exclusions in the System for Award Management (SAM).
- 15.8.1. This Agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such the Subrecipient is required to verify that none of its contractors, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 15.8.2. The Subrecipient is required to provide their UEI number to Pima County.
- 15.8.3. The Subrecipient is required to notify Pima County within three business days if any Federal agency excludes Subrecipient, its contractor, principal or affiliates under Executive Order 12549 or Executive Order 12689.
- 15.8.4. The Subrecipient must comply with 2 C.F.R. Part 180, Subpart C and 2 C.F.R. Part 3000, Subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 15.8.5. This certification is a material representation of fact relied upon by County. If it is later determined that the Subrecipient did not comply with 2 C.F.R. Part 180, Subpart C and 2 C.F.R. Part 3000, Subpart C, in addition to remedies available to Pima County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- 15.9. Mandatory Disclosures for Federal Awardee Responsibility/Qualification in System for Award Management (formerly FAPIIS). Subrecipient must report and maintain information in the System for Award Management (SAM.gov) about civil, criminal

and administrative proceedings in connection with the award or performance of a Federal award that is pending disposition or reached final disposition within the most recent five-year period. Subrecipients must disclose, within five business days, in writing to the prime recipient (pass through entity), HUD, and OIG, all information related to violations, or suspected violations, of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Disclosures must be sent in writing to the awarding agency and to the HUD OIG at the following addresses:

U.S. Department of Housing and Urban Development  
Office of Inspector General  
One North Central, Room 600  
Phoenix, Arizona 85004

Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 remedies for noncompliance, including suspension or debarment (see 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

- 15.10. Whistleblower Protection. An employee of Subrecipient or personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.
- 15.11. Program Fraud and False or Fraudulent Statements or Related Acts. The Subrecipient acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Subrecipient's actions pertaining to this contract. Making false statements or claims in connection with this subaward is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
- 15.12. Non-Discrimination.
  - 15.12.1. Subrecipient will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Agreement, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Agreement, Subrecipient will not discriminate against any employee, client, or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability, or national origin.
  - 15.12.2. As a condition of receipt of Federal financial assistance, Subrecipient acknowledges and agrees that it must comply (and require any subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:
    - 15.12.2.1. Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C. §§ 12101-12213) and the federal regulations for Title II (28

C.F.R. Part 35).

15.12.2.2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, or national origin (42 U.S.C. § 2000(d) *et seq.*).

15.12.2.3. Title VII of the Civil Rights Act of 1964, as amended, which prohibits employment discrimination on the basis of race, color, sex, or national origin (42 U.S.C. § 2000(e) *et seq.*).

15.12.2.4. As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipient must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subrecipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>.

15.13. § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment. Subrecipient is prohibited from obligating or expending loan or grant funds to:

15.13.1. Procure or obtain;

15.13.2. Extend or renew a contract to procure or obtain; or

15.13.3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, Section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

15.13.4. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

15.13.5. Telecommunications or video surveillance services provided by such entities or using such equipment.

15.13.6. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in

consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

16. **INDEPENDENT CONTRACTOR.** Subrecipient is an independent contractor. Subrecipient and its Subrecipient's officers, agents, or employees must not be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Administrative Procedures or Merit System. Subrecipient is responsible for paying all federal, state and local taxes on the compensation received by Subrecipient under this Agreement and will indemnify and hold County harmless from any and all liability that County may incur because of Subrecipient's failure to pay such taxes.
17. **SUBCONTRACTORS.** Subrecipient is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Subrecipient is responsible for the acts and omissions of its own employees. Nothing in this Agreement creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.
18. **ASSIGNMENT.** Subrecipient may not assign its rights or obligations under this Agreement, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.
19. **AUTHORITY TO CONTRACT.** Subrecipient warrants its right and power to enter into this Agreement. If any court or administrative agency determines that County does not have authority to enter into this Agreement, County will not be liable to Subrecipient or any third party by reason of such determination or by reason of this Agreement.
20. **FULL AND COMPLETE PERFORMANCE.** The failure of either party to insist, in one or more instances, upon the other party's complete and satisfactory performance under this Agreement, or to take any action based on the other party's failure to completely and satisfactorily perform, is not a waiver of that party's right to insist upon complete and satisfactory performance, or compliance with any other covenant or condition in this Agreement, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.
21. **NEPOTISM.** No person shall be employed or contracted with if a member of his or her immediate family is on the Board of Directors of the Subrecipient or is employed in an administrative capacity by the Subrecipient.
  - 21.1. For the purposes of this section, "immediate family" includes: wife, husband, daughter, son, mother, father, brother, sister, sister-in-law, brother-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.
  - 21.2. "Administrative Capacity" includes those who have selection, hiring, supervisory or operational responsibility for the program.
  - 21.3. County may grant a temporary waiver of this policy where immediate family member's employment situation already exists at the time of execution of this Agreement.

22. **CONFLICT OF INTEREST.** In accordance with 2 CFR §200.318(c)(1), Subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient. Additionally, 2 CFR §200.112 states in part, "The Subrecipient must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy."
23. **CANCELLATION FOR CONFLICT OF INTEREST.** This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.
24. **TERMINATION BY COUNTY.**
- 24.1. Without Cause. Either Party may terminate this Agreement at any time without cause by notifying the other Party, in writing, at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to Subrecipient will be payment for services rendered prior to the date of termination.
- 24.2. With Cause. Either Party may terminate this Agreement at any time without advance notice and without further obligation to the other Party when either Party finds the other Party to be in default of any provision of this Agreement.
- 24.3. Non-Appropriation. Notwithstanding any other provision in this Agreement, either Party may terminate this Agreement if for any reason there are not sufficient appropriated and/or available monies for the purpose of maintaining County, Subrecipient, or other public entity obligations under this Agreement. In the event of such termination, County will have no further obligation to Subrecipient, other than to pay for services rendered prior to termination.
- 24.4. Suspension: County reserves the right to suspend Subrecipient's performance and payments under this Agreement immediately upon notice delivered to Subrecipient's designated agent in order to investigate Subrecipient's activities and compliance with this Agreement. In the event of an investigation by County, Subrecipient will cooperate fully and provide all requested information and documentation. At the conclusion of the investigation, or within 45 days, whichever is sooner, Subrecipient will be notified in writing that the Agreement will be immediately terminated or that performance may be resumed.
25. **NOTICE.** Any notice required or permitted to be given under this Agreement must be in writing and be served by personal delivery or by certified mail upon the other party as follows:



**County:**

Dan Sullivan, Director  
Pima County Department of  
Community & Workforce Development  
2797 East Ajo Way  
Tucson, Arizona 85713

**Subrecipient:**

Vicki Cuscino, Executive Director  
Direct Center for Independence, Inc.  
1001 North Alvernon Way  
Tucson, Arizona 85711

26. **NON-EXCLUSIVE AGREEMENT.** Subrecipient understands that this Agreement is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.
27. **SEVERABILITY.** Each provision of this Agreement stands alone, and any provision of this Agreement found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement.
28. **PUBLIC RECORDS.**
- 28.1. Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Agreement, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.
- 28.2. Records Marked Confidential; Notice and Protective Order. If Subrecipient reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Subrecipient must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Subrecipient of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Subrecipient has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.
29. **LEGAL ARIZONA WORKERS ACT COMPLIANCE.**
- 29.1. Compliance with Immigration Laws. Subrecipient hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Subrecipient will further ensure that each subcontractor who performs any work for Subrecipient under this Agreement likewise complies with the State and Federal Immigration Laws.
- 29.2. Books & Records. County has the right at any time to inspect the books and records of Subrecipient and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

29.3. Remedies for Breach of Warranty. Any breach of Subrecipient's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Agreement subjecting Subrecipient to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Subrecipient will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Subrecipient.

29.4. Subcontractors. Subrecipient will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 28 by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23- 214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

30. **ISRAEL BOYCOTT CERTIFICATION.** Pursuant to A.R.S. § 35-393.01, if Subrecipient engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000.00 or more, Subrecipient certifies it is not currently engaged in, and agrees for the duration of this Agreement 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.

31. **FORCED LABOR OF ETHNIC UYGHURS.** Pursuant to A.R.S. § 35-394, if Subrecipient engages in for-profit activity and has 10 or more employees, Subrecipient certifies it is not currently using, and agrees for the duration of this Agreement to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Subrecipient becomes aware during the term of the Agreement that the Company is not in compliance with A.R.S. § 35-394, Subrecipient must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

32. **HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN.** Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this

provision.

33. **AMENDMENT.** The parties may modify, amend, alter or extend this Agreement only by a written amendment signed by the parties.
34. **CITED LAWS AND REGULATIONS.** Laws and regulations cited in this agreement may be modified after execution of the Agreement. Such modifications shall be assumed to be incorporated into the Agreement and may be used to update its provisions without requiring a formal amendment.
35. **ENTIRE AGREEMENT.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Agreement supersedes all prior or contemporaneous agreements and understandings, oral or written.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

This agreement may be executed in counterparts, each of which, when taken together, will constitute one original agreement.

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors


\_\_\_\_\_  
Date

**ATTEST**

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

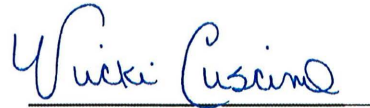
\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

Kyle Johnson  
\_\_\_\_\_  
Print DCA Name

**SUBRECIPIENT**



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

Vicki Cuscino, Executive Director

\_\_\_\_\_  
Printed Name and Title

May 9, 2025

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Head

S.13.22  
\_\_\_\_\_  
Date

**Exhibit A (3 pages)**  
**Scope of Services**

- 1. Project Purpose.** The Program provides CDBG eligible emergency home repair activities for income-qualified households throughout Pima County, including but not limited to: routine maintenance, minor rehabilitation, major systems repair or replacement, adaptive construction, and safety hardware installations to low- and moderate-income owner-occupied households in Pima County. The Program addresses the need for safe, affordable housing and strengthens the owner's ability to live independently.
- 2. Project Activities.** Pursuant to the 2024-2025 Annual Action Plan, Subrecipient shall complete the following tasks:
  - 2.1. Rank eligible applicants based on severity of health and safety issues in the home and give priority to applicants most in need with special consideration given to households with persons age 62 or older, disabled persons, or with children 6 years of age and younger.
  - 2.2. Prepare written scope of work of home repairs, adaptive construction, and safety hardware work that Subrecipient will complete.
  - 2.3. Complete an Environmental Review Record (ERR) for each home scheduled to be assisted and submit this ERR to County for review and approval. County must approve the ERR before Subrecipient may commit funds or carry out work on a home.
  - 2.4. On conventional (site-built) homes constructed prior to 1978, comply with HUD's Lead Safe Housing Rule (24 CFR Part 35) as follows:
    - 2.4.1. Provide the applicant with the U.S. Environmental Protection Agency's "The Lead-Safe Certified Guide to Renovate Right" brochure ([www.cpsc.gov/s3fs-public/renovateright.pdf](http://www.cpsc.gov/s3fs-public/renovateright.pdf)).
    - 2.4.2. Secure a signed acknowledgement from applicant confirming receipt of the brochure noted in 2.4.1.
    - 2.4.3. Subrecipient agrees to adhere to EPA lead-safe work policies, as applicable, as presented here <https://www.epa.gov/lead/renovation-repair-and-painting-program-work-practices>.
  - 2.5. Create a file for each approved applicant and in accordance with Section 12, and preserve this file securely for a period of three (3) years after the final quarterly report is submitted post termination of this Agreement. Each file must contain:
    - 2.5.1. Client's application and program eligibility documentation
    - 2.5.2. Copies of all agreements, authorizations and acknowledgements obtained from applicant;
    - 2.5.3. Records of disbursements made for work approved and completed;
    - 2.5.4. Copies of onsite inspections by Subrecipient or designated rehabilitation specialists, approvals of rehabilitation work, the final inspection and client sign-off;
    - 2.5.5. Completed ERR signed and dated by County;
    - 2.5.6. Contractor(s) certifications;
    - 2.5.7. Signed lead acknowledgement, if required under paragraph 2.4; and



2.5.8. Signed and dated client acceptance of completed work.

- 3. Subrecipient Procurement.** Subrecipient shall procure, by competitive quotes (1) eligible professional and outside services, as needed; and (2) materials and supplies for emergency home repair, adaptive construction, and safety hardware including, but not limited to plumbing; heating and cooling; electrical; flooring; exterior (roofing, windows, doors); accessibility/safety hardware; and required lead mitigation activities.
- 4. Applicant Eligibility.** Subrecipient shall verify eligibility of applicants. Each household receiving assistance under this program must meet all of the following criteria:
  - 4.1. Each applicant must have a household income at or below most current measure 80% Area Median Income (AMI). CDBG income limits can be found at <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>. Each applicant must also intend to live in and not sell the home for at least 12 months from the date of work completion and acceptance recorded on client sign-off.
  - 4.2. Be owner-occupant of a conventional home, legally affixed manufactured home or non-affixed manufactured home located in Pima County. The home must be the owner-occupant's primary residence and must be located outside the limits of the City of Tucson.
    - 4.2.1. The following proof of ownership is required for a conventional (site built) home: (1) a copy of recorded Property Deed or (2) a copy of Pima County Assessor's Office property record and a copy of Pima County Treasurer's Office tax record indicating taxation Property Type of Real Property.
    - 4.2.2. The following proof of ownership is required for a legally affixed manufactured home: (1) a copy of recorded Property Deed or (2) a copy of Pima County Assessor's Office property record or a copy of Pima County Treasurer's Office tax record indicating taxation Property Type of Real Property.
    - 4.2.3. The following proof of ownership is required for a non-affixed manufactured home: (1) a current and valid copy of the home title from the Arizona Department of Transportation Motor Vehicle Division; or (2) a copy of a Pima County Treasurer's Office record noting taxation as Personal Property in owner-occupants name for the physical address and showing manufactured home year and make or model. Non-affixed homes are subject to the following:
      - 4.2.3.1. The home must be installed on a slab, wall, pier or other foundation or anchoring system; have towing hitch, wheels and axles removed; and be connected to utilities. Home must be considered permanently situated.
      - 4.2.3.2. Travel trailers, RVs, 5<sup>th</sup> wheels, or other similar or movable vehicles are not eligible.
  - 4.3. If located in a Federal Emergency Management Agency (FEMA) Special Flood Hazard Area, Applicants must have and provide proof of flood insurance. Work under the Program may not proceed without flood insurance in Special Flood Hazard Areas (a Special Flood Hazard Area is any that FEMA has not designated as Zone X, X Shaded, or D).
- 5. Additional Requirements.** Subrecipient shall accept and prioritize referrals from County. Subrecipient shall also inform County of the need for additional home rehabilitation work that may be available from other agencies. Subrecipient shall attend training or educational opportunities related to home repair program operations or activities, as directed by County.

- 6. Performance Measures, Deliverables and Timelines.** Subrecipient shall create decent, accessible, and affordable housing that meets the needs of low- and moderate-income households. The homes repaired by Subrecipient under the Program shall improve the safety, accessibility, and habitability of the participant's households.
- 7. Metrics available to measure performance.** At minimum, Subrecipient shall provide emergency home repairs, adaptive construction or safety hardware work to five low- to moderate-income households.
- 8. Reports and Deadlines.** Subrecipient will provide quarterly reports to County for submission to HUD on County's web-based application system. The reports shall include, at a minimum, the following.
- 8.1. An accomplishment narrative describing program successes and challenges;
  - 8.2. Number of home repairs, adaptive construction, and safety hardware installation projects completed including the full address of each home;
  - 8.3. Household income calculated and identified by appropriate cohort per household to include the number of (1) Extremely Low Income, at or below 30% Area Median Income ("AMI"); (2) Low Income, at or below 50% AMI; or (3) Moderate Income, at or below 80% AMI;
  - 8.4. Race and ethnicity of applicant or head of household only;
  - 8.5. Number of female-headed households assisted;
  - 8.6. Number of clients 62 years of age or older assisted;
  - 8.7. Number of disabled clients assisted;
  - 8.8. Lead paint requirements, as applicable, but not limited to housing units constructed before 1978; exempt housing units constructed 1978 or later; exempt due to hard costs ≤\$5,000.00; units that are otherwise exempt; and
  - 8.9. Lead hazard remediation actions, including: Lead Hazard Work Practices under 24 CFR §35.930(b), (hard costs ≤ \$5,000); Interim Controls or Standard Practices under 24 CFR §35.930(c), (hard costs \$5,000 - \$25,000); or Abatement under 24 CFR §35.930(d), (hard costs > \$25,000).
  - 8.10. Quarterly reports must be submitted by January 15, April 15, July 15, and October 15 (within fifteen days of the end of each quarter).
  - 8.11. All reporting provisions will survive the termination of this Agreement.
- 9. Fingerprinting.** If the project will be working with individuals under 18 years of age, or vulnerable adults, the subrecipient will ensure that each person, whether paid or not, shall have as a condition of employment a valid fingerprint clearance card issued pursuant to Arizona Revised Statutes section 41-1758.07 or shall apply for a fingerprint clearance card within seven working days after being employed, if the person is responsible for the provision of services directly to juveniles or vulnerable adults. Arizona Revised Statutes section 13-3623 defines "vulnerable adult" as an individual who is eighteen years of age or older and who is unable to protect themselves from abuse, neglect or exploitation by others because of a mental or physical impairment.

**Exhibit B (1 Page)**  
**Compensation and List of Unallowable Costs**

1. **BUDGET PERIOD (10/01/2024 – 09/30/2025 - 12 months)**

2. **COMPENSATION**

2.1. County will reimburse Subrecipient's expenses in accordance with the budget set forth below. Invoices submitted with monthly reports must contain adequate supporting documentation to verify the amount and nature of expenditures. Invoices shall be submitted to the County no later than the 15<sup>th</sup> of the month following the end of the month being invoiced for. County will pay invoices no later than 30 days from receipt of invoice and monthly report. County reserves the right to audit Contractor's financial records as relates to the performance of duties under this Agreement.

2.2. Total amount for this Budget Period is \$53,000.00.

2.3. Subrecipient uses the Federal de minimis indirect cost rate of 15%.

Budget Line Items	Direct Costs	Total Direct Cost	Modified Total Direct Costs (MTDC)
Personnel & Fringe	\$13,052.84	\$13,052.84	\$13,052.84
Professional & Outside Services	\$37,989.16	\$37,989.16	\$37,989.16
Indirect Costs (15% per entity's election to collect indirect costs)			\$1,958.00
TOTAL BUDGET			\$53,000.00

3. **VARIANCE OR REPROGRAMMING**

Reallocation(s) or budget variance(s) between budget categories must be approved by Pima County Grants Management & Innovation Director.

4. **COSTS REQUIRING PRIOR APPROVAL BY THE PIMA COUNTY GMI DIRECTOR.**

5. Unusual or large items, for example: capital equipment purchases, including software systems.

6. **UNALLOWABLE COSTS:**

- Alcoholic beverages
- Entertainment
- Fines, penalties, damages, and other settlements
- Pre-award costs
- Lobbying activities
- Costs of legal defense related to civil or criminal fraud
- Contributions or donations
- Fundraising costs
- Costs prohibited by award regulations

EXHIBIT C (1page)

PIMA COUNTY INVOICE REQUEST  
SAMPLE

Invoice For The Month Of \_\_\_\_\_, 2023

PLEASE SEND INVOICE TO THE ATTENTION OF:	AGENCY INVOICE INFORMATION:	FEDERAL FUNDING INFORMATION _____
		INV DATE _____
		PROGRAM NAME _____
		INVOICE # _____ CFDA # 93.391

APPROVED BUDGET & BILLING DETAILS (07/01/22-06/30/23)

PAYMENT TERMS: Net 30 Days	APPROVED BUDGET	Mar-20 Billed Amt	Apr-20 Billed Amt	May-20 Billed Amt	Jun-20 Billed Amt	Jul-20 Billed Amt	Aug-20 Billed Amt	Sep-20 Billed Amt	Oct-20 Billed Amt	Nov-20 Billed Amt	YEAR TO DATE TOTALS	BALANCE REMAINING
Salary	-										-	-
Fringe Benefits	-										-	-
Travel	-										-	-
Supplies	-											-
Contractual Services	-											-
Other	-											-
Indirect	-										-	-
TOTAL CONTRACT BILLING	-	-	-	-	-	-	-	-	-	-	-	-

By signing this report: I certify that to the best of my knowledge: (1) the information reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the contracted program and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit; and (2) the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

REQUIRED SUBRECIPIENT SIGNATURES:

Agency Preparer Signature - please print & sign	Date	Contact Phone Num/Ext	Agency Authorized Approver Signature - please print &	Contact Phone Num/Ext
---	------	-----------------------	---	-----------------------

~~~~~FOR PIMA COUNTY USE ONLY~~~~~

Date bill rcv'd/Initials      Date rtnd for corrections/Initials      Date rcvwd & submitted for payment/Initials

**EXHIBIT D (1 Page)**  
**Subrecipient Core Documents**

All Subrecipients are required to submit the following core documents to County within 60 days of approval of this Agreement. Core documents may be submitted via email to [GMIagreements@pima.gov](mailto:GMIagreements@pima.gov) or via Surface Mail to Grants Management & Innovation, Grants Admin Compliance Division, 130 W. Congress, DT-ADE-127, Tucson, Arizona 85701.

1. Audited Financial Statement(s)(most current)
2. Single Audit in accordance with the audit requirements at 2 C.F.R. § 200.501(a):  

Non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
3. Organizational Charts
4. Chart of Accounts with Cost Centers
5. Internal Control Procedure(s) such as:
  - Procurement/Purchasing Policy(ies)
  - Procedure for budgeting grants
  - Personnel Policies
  - Drug-free Workplace Policy
  - Code of Conduct
  - Conflict of Interest
  - Whistleblower Protection
  - Employee Travel
6. The following administrative and/or financial management procedures for administering federal grants such as:
  - Cost Allocation Plan
  - Cash Management Procedure(s)
  - Methodology for reporting accrued expenditures for Pima County contracts
  - Financial Management Systems
  - Determination of Allowable costs
  - Financial Reporting
  - Records Retention
7. Certificate of Insurance or Fidelity Bond for construction projects (if applicable)
8. Indirect Cost Rate (most current issued by a Federal agency). Per 2 CFR 200.332(a)(4), Pima County will accept the following types of indirect cost rates:
  - An approved federally recognized indirect cost rate negotiated between the entity and the Federal Government; or
  - If no such rate exists, a de minimis indirect cost rate as defined in 2 C.F.R. § 200.414(f).

If additional documents are required, Subrecipient will be notified by the County.

**Exhibit E (6 Pages)**  
**Special Federal Award Grant Terms and Conditions**

**CONSTRUCTION CONTRACTS.** Subrecipient will include the following federally-mandated provisions in all contracts:

1. **COPELAND "ANTI-KICKBACK" ACT.** Contractors and subcontractors performing work are prohibited from in any way inducing an employee to give up any part of the compensation to which he or she is entitled. The Copeland Act and implementing regulations also require contractors and subcontractors performing on covered contracts to pay their employees on a weekly basis and in cash or a negotiable instrument payable on demand and to submit weekly payroll reports of the wages paid to their laborers and mechanics during the preceding payroll period.
2. **DAVIS-BACON ACT.**
  - 2.1. Subrecipient will ensure that construction carried out under this agreement shall be done in compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141- 3144 and 3146-3148) and the requirements of 29 C.F.R. Part 5 as may be applicable. All contractors shall comply with 40 U.S.C. §§ 3141-3144 and 3146-3148 and the requirements of 29 C.F.R. Part 5 as applicable.
  - 2.2. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor and published at SAM.gov. Prevailing wages must be posted at all job sites.
  - 2.3. Subrecipient will ensure that the following clauses are inserted into any contract in excess of \$2,000 which is entered into for actual construction, alteration, and/or repair, including painting and decorating, under this Agreement:

*All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 C.F.R. Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is*

*performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.*

- 2.4. Subrecipient will maintain and submit payroll certifications to the U.S. Department of Labor as required by the Davis-Bacon Act and 29 C.F.R. Subtitle A § 5.5(a)(3).

3. **EQUAL EMPLOYMENT OPPORTUNITY.** During the performance of this contract, the contractor agrees as follows:

- 3.1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- 3.2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- 3.3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- 3.4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 3.5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 3.6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

3.7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

3.8. The contractor will include the portion of the sentence immediately preceding paragraph 3.1 and the provisions of paragraphs 3.1 through 3.8 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.



4. **SECTION 3.** Subrecipient must comply with the requirements of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u. When new employment opportunities are created by HUD assistance, priority consideration is given to the greatest extent possible, to low- and very low-income persons, residing in the community in which the funds are spent and to businesses that provide economic opportunities for these persons.
5. **UNIFORM RELOCATION ASSISTANCE.** Subrecipient must comply with the Uniform Relocation Act at 42 U.S.C. § 4601. et seq. in all cases where any person is displaced by the funded activities.

## **PROCUREMENTS FOR MATERIALS**

1. **DOMESTIC PREFERENCES FOR PROCUREMENTS.**
  - 1.1. As appropriate, and to the extent consistent with law, Subrecipient should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.
  - 1.2. For purposes of this clause:
    - 1.2.1. Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
    - 1.2.2. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
2. **RECOVERED MATERIALS.** A Subrecipient entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, as amended (42 U.S.C. § 6901). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
3. **DISADVANTAGED BUSINESS ENTERPRISES**
  - 3.1. Subrecipient must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, per 2 C.F.R. § 200.321.
  - 3.2. Affirmative steps must include:
    - 3.2.1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
    - 3.2.2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

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- 3.2.3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 3.2.4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 3.2.5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 3.2.6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 3.2, (3.2.1) through (3.2.5) of this section.

## **PUBLICATIONS AND INVENTIONS**

- 1. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the Federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 2. **COPYRIGHT AND DATA RIGHTS.** The Subrecipient grants to County a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license to data first produced in the performance of this Agreement to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the Agreement but not first produced in the performance of this contract, the Subrecipient will identify such data and grant to County or acquire on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this Agreement, the Subrecipient will deliver to County data first produced in the performance of this Agreement and data required by the Agreement but not first produced in the performance of this Agreement in formats acceptable by County.

## **ENVIRONMENTAL REGULATIONS**

- 1. **CLEAN AIR ACT.**
  - 1.1. The Subrecipient agrees to comply with all applicable standards orders or regulations issued pursuant to the Clean Air Act as amended, 42 U.S.C. § 7401 et seq.
  - 1.2. The Subrecipient agrees to report each violation to the (name of applicant entering into the contract) and understands and agrees that the (name of the applicant entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

- 1.3. The Subrecipient agrees to include these requirements in each subcontract exceeding its Simplified Acquisition Threshold or \$250,000, whichever is lower, financed in whole or in part with Federal assistance.
2. **NATIONAL ENVIRONMENTAL POLICY ACT.** Where applicable, the Subrecipient will work with County and Federal funding agency on any required environmental review of their proposed actions and of the environmental impact of activities funded with federal assistance, in order to ensure informed decision-making and public input.
3. **NATIONAL HISTORIC PRESERVATION ACT.** Where applicable, the Subrecipient will work with County and Federal funding agency on any required consultation process with the Arizona State Historic Preservation Office (SHPO) prior to commencing the project to ensure compliance with Section 106 of the National Historic Preservation Act.
4. **ARCHEOLOGICAL AND HISTORIC PRESERVATION ACT.** Subrecipient agrees to notify County if performing a construction project wherein archeologically significant artifacts or similar items are discovered after construction has begun and agrees to coordinate with County and SHPO on all required preservation and repatriation activities.

## **HEALTHCARE REGULATIONS**

1. **PROTECTED HEALTH INFORMATION.** No protected health information as described in 45 C.F.R. §160.103 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be collected, stored, disclosed or shared in the performance of this Agreement.

## **STATUTORY AND NATIONAL POLICY REQUIREMENTS**

1. **VIOLENCE AGAINST WOMEN ACT.**
  - 1.1. As applicable, Subrecipient will comply with the notice, documentation, certification, confidentiality, and remedy requirements in 24 C.F.R. Part 5, Subpart L as supplemented by 24 C.F.R. § 576.409.
  - 1.2. As required by 24 C.F.R. § 576.409(f), Subrecipient agrees not to deny admission to or remove from emergency shelter an individual or family on the basis or as a direct result of the fact that they have been the victim of domestic violence, dating violence, sexual assault, or stalking, if the individual or family otherwise qualifies for admission or occupancy.
2. **TRAFFICKING VICTIMS PROTECTION ACT.** This award is subject to termination, without penalty, if the subrecipient:
  - 2.1. Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
  - 2.2. Procures a commercial sex act during the period of time that the award is in effect; or
  - 2.3. Uses forced labor in the performance of the award or subawards under the award.