



Contract Number: CT-CS-14-420
Effective Date: 5-1-14
Term Date: 8-31-14
Cost: \$78,200.70
Revenue: _____
Total: _____ NTE: _____
Action: _____
Renewal By: _____
Term: 6-1-14
Reviewed by: JD 8-31-14

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 6/17/14

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

Background

Altar Valley School District "School District" to provide workforce and academic services to youth enrolled in Pima County's summer program to prepare them for the workforce and encourage them to stay in school or return to school.

School District and County in entering into this Contract have relied upon information provided in the Pima County Solicitation RFP No. CSET-WF-2011-01 including the Instructions to Bidders, Standard Terms and Conditions, Specific Terms and Conditions, Solicitation Addenda, Contractor's Proposal and on other information and documents submitted by the Contractor in its' response to said Solicitation.

School District is entitled to payment of 60% of the total cost per student after the student is enrolled and has attended 3 days of the program (enrollments occur in the month of June). The remaining 40% of the total cost for the student shall be available when the student completes the program and has received a certificate of completion (completions occur in July and August).

This is 4 month contract.

Effective Date: 5/1/14

Termination Date: 8/31/14

Contract Amount: \$78,200.70

Contract Officer: Risé Hart, 243-6723

Payment System: AMS

CONTRACT NUMBER (If applicable): CT-CS-14-420

STAFF RECOMMENDATION(S):

To be approved by Board of Supervisors.

CORPORATE HEADQUARTERS: _____

Ver. 1
Vendor - 1
Pgs 14
To: COB - 6-4-14
Agenda 6-17-14
(2)

CLERK OF BOARD USE ONLY: BOX M.G.

ITEM NO.

PIMA COUNTY COST: \$78,200.70

and/or REVENUE TO PIMA COUNTY: _____

FUNDING SOURCE(S): Pima County General Fund

Advertised Public Hearing:

		YES	X	NO
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Board of Supervisors District:

1		2		3		4		5		All	XX
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IMPACT:

IF APPROVED:

With the assistance of the Contractor, Pima County will be able to provide summer youth activities in workforce development to local Pima County youth.

IF DENIED:

Without the assistance of the Contractor, summer youth activities provided to youth in Pima County may be jeopardized.

DEPARTMENT NAME: Community Services

CONTACT PERSON: Risé Hart

TELEPHONE NO.: 243-6723

**INTERGOVERNMENTAL AGREEMENT
BETWEEN PIMA COUNTY AND
ALTAR VALLEY SCHOOL DISTRICT**

Program Name: Work Experience and Academic Instruction

District: Altar Valley School District
Nathan McCann, Superintendent
HC 01 Box 130
Tucson, AZ 85736
(520) 822-1484

Purpose: Provide work experience and academic instruction for Participants in the Three Points area.

Agreement Term: May 1, 2014 to August 31, 2014

Agreement Amount: \$78,200.70

CONTRACT
NO. <u>CT. 05-140000000000000000 420</u>
AMENDMENT NO. _____
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made by and between Pima County, a political subdivision of the State of Arizona, ("County"), and Altar Valley School District ("District") for the purpose of providing Pima County's youth with academic instruction and summer work experience to develop a strong work force.

RECITALS

WHEREAS, in accordance with A.R.S. §§ 11-1041 and 11-1042 County is may appropriate monies and take all actions necessary to establish, operate, maintain, and coordinate summer employment programs and training programs for at-risk youth; and

WHEREAS, pursuant to A.R.S. § 15-790, District is authorized to providing career exploration and entry level career and technical education and vocational education; and

WHEREAS, pursuant to A.R.S. § 15-789, District is authorized to enter into an intergovernmental agreement with County to provide such opportunities to youth; and

WHEREAS, pursuant to A.R.S. § 11-952 and A.R.S. § 11-342(13), County and District are authorized to enter into an Intergovernmental Agreement to accomplish their objectives in creating a strong workforce.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I – TERM AND EXTENSIONS

- A. This Agreement shall commence on May 1, 2014 and shall terminate on the August 31, 2014, unless sooner terminated. District has no exclusive rights as a result of this Agreement, nor is there any guarantee to the amount of services requested by the County. The County shall have the option to renew this Contract for up to two years in 6- or 12-month increments.
- B. Any modification or extension of the contract termination date shall be by formal written amendment executed by the parties hereto.

- C. Amendments to the Contract must be approved by the County, as required by the Pima County Procurement Code, before any services under the amendment commences.

ARTICLE II – PAYMENT

- A. In consideration of the services specified in Exhibit A of this contract, County agrees to pay District in an amount not-to-exceed **\$78,200.70**. Pricing for services will be as set forth in **Exhibit A -- Scope of Work**.
- B. District shall certify each request for payment for services under this Agreement, which shall be accompanied by supporting documentation. Upon request, District shall provide County with additional supporting documentation, which is subject to verification if County representatives deem necessary to determine whether payment is due. Request for payment shall be submitted to the County by the 15th working day of each month for the previous month of service.
- C. District may not bill County for costs which are eligible to be paid by a source other than this Agreement. District must notify County within ten (10) days of notification or receipt of alternative funding for costs which would otherwise be subject to payment pursuant to this Agreement.
- D. Payment by County will generally occur thirty (30) days from the date of invoice. District should budget their cash needs accordingly.
- E. Advanced funds as approved pursuant to paragraph G below, shall be paid within three (3) working days.
- F. District shall, within 30 days of a request from County, remit to County the portion of any payment, which exceeds the amount owed under this Contract.
- G. Advances: County may advance funds allocated under this Contract only if the Director of CSET finds that the advance is justified by extraordinary circumstances. District's report of cumulative and projected expenditures and earnings in performance of this Contract, verified by County staff, shall accompany and support District's written request for an advance. Advance payments are a debt of District to County. County shall not pay for activities and expenditures billed by District under this Contract until the total amount payable by County exceeds the amount of outstanding advance payments. Unless, within thirty days after an advance payment, activities and expenditures billed by District and payable by County under this Contract equal or exceed the amount of the advance payment, District shall immediately repay the difference to County. Any Interest income in excess of \$250 earned on funds advanced and deposited in interest bearing accounts shall be remitted to County annually.

ARTICLE III – SCOPE OF SERVICES

- A. This Agreement establishes the agreement under which District will provide County with services in accordance with the attached **Exhibit A – Scope of Work**.
- B. All services shall comply with the requirements and specifications as called for in this Agreement and solicitation documents contained or referenced in Pima County Solicitation No. CSET-WF-2011-01, and District's response to said solicitation; these documents are incorporated into this Contract the same as if set forth in full herein.

ARTICLE IV – INSURANCE

- A. District shall obtain and maintain at its own expense, during the entire term of this Agreement the following type(s) and amounts of insurance:

1. Commercial General Liability in the amount of \$2,000,000.00 combined single limit Bodily Injury and Property Damage. The policy shall be endorsed to include coverage for sexual abuse and molestation. Pima County is to be named as an additional insured for all operations performed within the scope of the Agreement between Pima County and District;
 2. Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Agreement with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage;
 3. If this Agreement involves professional services, professional liability insurance in the amount of \$1,000,000.00; and,
 4. If required by law, workers' compensation coverage including employees' liability coverage.
- B. Prior to performing any work or receiving any payment pursuant to this Agreement, Pima County Community Services Department must have current Certificates of Insurance. All Certificates of Insurance must provide for a guaranteed thirty days written notice of cancellation, non-renewal or material change.
- C. If the District is self-insured under the State of Arizona Self Insurance Program or other acceptable program, such self-insurance shall satisfy the requirements set forth above.

ARTICLE V – NOTICES

District shall give written notice of any change of address not more than fifteen days after the change is effective. Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by delivery or by certified mail upon the other party as follows:

County:

Arthur Eckstrom, Director

Pima County Community Services Employment
& Training Department
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

District:

Nathan McCann

Superintendent
Altar Valley School District
HC 01 Box 130
Tucson, AZ 85736

ARTICLE VI – TERMINATION/SUSPENSION

- A. Termination for Convenience: County reserves the right to terminate this Agreement at any time and without cause by serving upon District 30 days advance written notice of such intent to terminate, except that if the grant funding under which this Agreement is made, is terminated or the amount of the grant reduced, the County, shall there upon have the right to terminate or reduce the Agreement dollar amount of this Agreement by giving the District written notice of such termination and specifying the date thereof at least fifteen days (15) days before the effective date of such termination. In the event of such termination, County's only obligation to District shall be payment for services rendered prior to the date of termination.
- B. Suspension: County may suspend operations and payments under this Agreement immediately for violation of agreement requirements, unsafe working conditions, violation of Federal or State law, or lack of reasonable progress in accomplishing objectives and schedules contained in this Agreement.

- C. Administrative Suspension: County may temporarily suspend operations and payments under this Agreement immediately at any time if the Board of Supervisors or Administration determines that it is in the county's best interest to suspend this Agreement. In the event of such suspension, District shall assist County by providing information and documents to evaluate the status of the Agreement and whether it should be continued.
- D. Grant-Funded Agreement: If, this is a grant-funded project, payments obligations of County shall not exceed the amount of funds allocated to and made available to County for this project. The maximum funding under this Agreement is subject to availability and continuation of grant funding. This amount may be increased or decreased at any time due to reduction, termination, or any other change in funding. County also reserved the right to terminate or suspend the Agreement in whole or in part, with out prior notice if any third party providing funds which the County uses to pay obligations pursuant to this IGA suspends, cancels or terminates its Agreement with County or gives notice to County of intent to suspend or terminate its Agreement with County.
- E. Non-Appropriation: Notwithstanding any other provision in this Agreement, this Agreement may be terminated if for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Agreement. In the event of such termination, County shall have no further obligation to l District, other than for services rendered prior to termination.

ARTICLE VII – DISPOSAL OF PROPERTY

Upon the termination of this Agreement, all property involved shall revert back to the owner. Termination shall not relieve any party from liabilities or costs already incurred under this Agreement, nor affect any ownership of property pursuant to this Agreement.

ARTICLE VIII – INDEMNIFICATION

Each party (as 'Indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'Indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

ARTICLE IX – COMPLIANCE WITH LAWS

- A. District shall comply with all federal, state and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Agreement. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement and any disputes hereunder. Any action relating to this Agreement shall be brought in an court of the State of Arizona in Pima County. Any changes in the governing laws, rules and regulations during the terms of this Agreement shall apply but do not require an amendment.
- B. In addition, District, as Subcontractor, warrants compliance with all applicable laws, regulations, requirements and special provisions, in carrying out its obligations pursuant to this Agreement, as set forth in Exhibit B, Subcontractor's Warranties.

ARTICLE X – NON-DISCRIMINATION

District agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 **including flow down of all provisions and requirements to any subcontractors.** Executive

Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website:

http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf

These provisions are hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, District shall 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.

ARTICLE XI – AMERICAN DISABILITIES ACT (ADA)

Both Parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. If District is carrying out a government program or services on behalf of County, then District shall maintain accessibility to the program to the same extent and degree that would be required by the County under 28 CFR Sections 35.130, 35.133, 35.149 through 35.151, 35.160, 35.161 and 35.163. Failure to do so could result in the termination of this Agreement.

ARTICLE XII – SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable to the full extent permitted by law.

ARTICLE XIII – 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 herein by reference.

ARTICLE XIV – LEGAL AUTHORITY

Neither party warrants to the other its legal authority to enter into this Agreement. If a court, at the request of a third person, should declare that either party lacks authority to enter into this Agreement, or any part of it, then the Agreement, or parts of it affected by such order, shall be null and void, and no recovery may be had by either party against the other for lack of performance or otherwise.

ARTICLE XV – WORKER'S COMPENSATION

Each party shall comply with the notice of A.R.S. § 23-1022(E). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the operations of protocol in place, and said party shall have the sole responsibility for the payment of Worker's Compensation benefits or other fringe benefits of said employees.

ARTICLE XVI – NO JOINT VENTURE

It is not intended by this Intergovernmental Agreement to, and nothing contained in this Intergovernmental Agreement shall be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between either party and the other party's employees. Neither party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

ARTICLE XVII – NO THIRD PARTY BENEFICIARIES

Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or affect the legal liability of either party to the Agreement by imposing any standard of care different from the standard of care imposed by law.

ARTICLE XVIII – FINGERPRINTS

District shall comply with applicable provisions of A.R.S. § 46-141, which are hereby incorporated as provisions of this Agreement.

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ARTICLE XIX – ENTIRE AGREEMENT

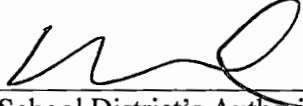
This document constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous Agreements and understandings, oral or written, are hereby superseded and merged herein. This Agreement shall not be modified, amended, altered or extended except through a written amendment.

IN WITNESS THEREOF, the parties have affixed their signatures to this Agreement on the dates written below.

PIMA COUNTY

SCHOOL DISTRICT

Chair, Board of Supervisors



School District's Authorized Signature

Date

Name (please print)

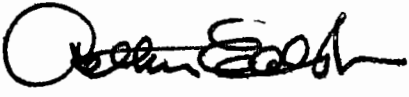
ATTEST

Title (please print)

Clerk of the Board

Date

APPROVED AS TO CONTENT

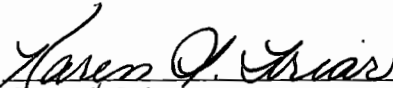
 4-30-14

Employment & Training Director Date
Community Services

APPROVED AS TO FORM pursuant to A.R.S. § 11-952(D), the attorneys for the parties hereto have determined that the foregoing Agreement is in proper form and is within the powers and authority granted to each respective body under the laws of the State of Arizona.

Pima County:

Altar Valley School District:

 4-28-14

Karen S. Friar, Date
Deputy County Attorney

Attorney Date

ARTICLE XIX – ENTIRE AGREEMENT

This document constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous Agreements and understandings, oral or written, are hereby superseded and merged herein. This Agreement shall not be modified, amended, altered or extended except through a written amendment.

IN WITNESS THEREOF, the parties have affixed their signatures to this Agreement on the dates written below.

PIMA COUNTY

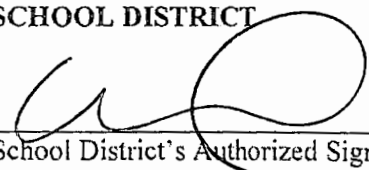
Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

SCHOOL DISTRICT



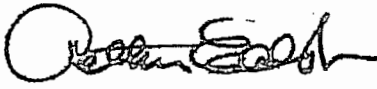
School District's Authorized Signature

Nathan McCann
Name (please print)

Superintendent
Title (please print)

5-6-14
Date

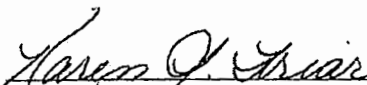
APPROVED AS TO CONTENT

 4-30-14

Employment & Training Director Date
Community Services

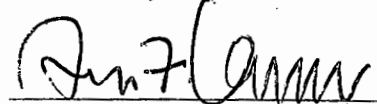
APPROVED AS TO FORM pursuant to A.R.S. § 11-952(D), the attorneys for the parties hereto have determined that the foregoing Agreement is in proper form and is within the powers and authority granted to each respective body under the laws of the State of Arizona.

Pima County:

 4-28-14

Karen S. Friar, Date
Deputy County Attorney

Altav Valley School District:

 5-6-14

Attorney Date

**EXHIBIT A
SCOPE OF WORK**

Contractor: Altar Valley School District ("District")

Program: Summer Work Experience Combined with Academic Instruction

- I. **PROGRAM OVERVIEW.** For summer work experience participants, youth ages 14 through 18, District shall:
 - A. Provide academic instruction in reading, writing, math, and science ("core areas"); and
 - B. Contract with public and private worksites to provide summer work experience ("SWE").
- II. **FUNDING.** Funding shall be from County General Fund.
- III. **PROGRAM GOALS.** Increase academic skills of SWE participants for academic success and graduation and provide work experience that will enhance entry into the workforce.
- IV. **PROGRAM ACTIVITIES**
 - A. **Level of service.** District shall serve up to 35 youth.
 - B. **Staffing.** District shall provide the following staff:
 1. At least one (1) educational staff person for every 5 participants in the education setting; and
 2. One (1) staff for every 20 participants in the worksite setting.
 - C. **Education.** For each SWE participant retained for the program, District shall provide the following:
 1. Prior to placement, test the participant to determine deficiencies in core areas.
 2. Orientation covering, at a minimum:
 - a. Time keeping procedures;
 - b. Class and work schedule;
 - c. Payroll schedules; and
 - d. Completing necessary paperwork.
 3. Basic education instruction focusing primarily on the core areas.
 - D. **Worksite recruitment and development.** To develop worksite programs to provide adequate working opportunities for participants, District shall:
 1. Identify work places in and around Three Points area that can provide appropriate, positive and meaningful work experience to SWE participants.
 2. For each worksite that agrees to participate, District shall:

- a. Execute a **Worksite Agreement** that commits the employer to:
 - i. Supervise each participant placed at the worksite at all times;
 - ii. Provide no less than one (1) supervisor for every four (4) participants; and
 - iii. Only assign tasks to a participant that are consistent with the job description provided;
 - iv. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - v. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - vi. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
 - b. Obtain a **written job description** for each position to be filled by a participant. Ensure the description complies with child labor laws and any other laws, policies and safety guidelines applicable to the participant's age.
 - c. Provide orientation for worksite supervisors that includes, at a minimum:
 - i. A review of the Worksite Agreement;
 - ii. Job and worksite safety issues; and
 - iii. Child labor laws.
 - d. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.
- E. Participant performance. For each SWE participant in the program, Contract shall:
1. Ensure work experience and academic instruction for a total of 180 hours (six (6) weeks, five (5) days per week and six (6) hours per day).
 2. Visit worksites and monitor performance at least weekly to ensure performance of duties outlined in the applicable job description.
 3. Every other week, obtain evaluations from worksite supervisors of participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
 4. When problems arise:
 - a. Intervene and work with the participant and the employer to help the participant maintain the job; and
 - b. Take other appropriate action, including referring participant to additional services.
- F. Participant remuneration. District shall pay each SWE participant:
1. Achievement incentives and stipends not to exceed minimum wage for each hour of basic education attendance.

2. Minimum wage plus required fringe for each hour worked at the assigned worksite.

G. County responsibilities. County shall:

1. Recruit participants;
2. For each participant:
 - a. Determine eligibility for available funding;
 - b. Assess education level; and
 - c. Provide bus passes and other supportive services to participants, as needed.

V. PROGRAM LOCATION. Altar Valley Middle School and various worksites in the Three Points area of Pima County.

VI. TARGET POPULATION. The target age group will be youth between ages 14 through 18 range who live in the 85735 and 85736 zip code areas.

VII. OUTCOMES. The following results are expected of the program:

- A. 90% of SWE participants will successfully complete at least 93% of work and education hours (167 hours).
- B. Each SWE participant shall attain at least 80% proficiency in the work readiness skills set forth in **Exhibit C – Skill Attainment Record**.
- C. Each SWE participant shall receive at least ½ high school credit in core areas upon successful completion of the academic component.
- D. Gain one-half grade level as measured by pre- and post-program assessment using the TABE.

VIII. REPORTING. No later than September 15, 2014. District shall report the following program information for each SWE participant to County's Youth Program Manager:

- A. Enrollment and attendance records.
- B. Completion results and completion certificates.
- C. Outcome of the pre/post testing for work readiness and basic skills.
- D. Participant's worksite agreement.
- E. Youth who leave program for either post-secondary education or unsubsidized employment.
- F. Completed Skill Attainment Record (**Exhibit C**).

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IX. **BUDGET**

- A. District shall be paid on a Unit Cost basis, for the period of May 1, 2014 through August 31, 2014, as follows:

Budget Item	# Participants	Amount	Total Amount
Enrolled participants	35	\$1,340.62	\$46,921.70
Completed participants	31	\$1,009.00	\$31,279.00
Total Budget	---	---	\$78,200.70

- B. District shall be entitled to payment of 60% of the total cost per student after the student is enrolled and has attended 3 days of the program. The remaining 40% of the total cost for the student shall be available when the student completes the program and has received a certificate of completion.
- C. Total payment under this Work Statement shall not exceed **\$78,200.70**.

END OF EXHIBIT A

EXHIBIT B
SUBCONTRACTOR'S WARRANTIES

As evidenced by the signature of District's authorized representative in the space provided after this paragraph, District certifies that, in carrying out its obligations pursuant to this Agreement, it shall comply with applicable laws, regulations, requirements and special provisions as follow:

1. Workforce Investment Act, P.L. 105-220, and regulations adopted pursuant to that Act, including 20 CFR Part 652, et al, and 29 CFR Part 37
2. Child labor laws, including, but not limited to A.R.S. § 23-230 *et seq*, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
3. Fingerprinting, including but not limited to A.R.S. § 46-141, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
4. District certifies that no funds provided pursuant to this Contract shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office. No funds provided pursuant to this Contract shall be used to transport voters or prospective voters to and from the polls or render similar assistance in connection with any such election or any voter registration activity.
5. Arizona Department of Economic Security Special Terms and Conditions
6. 29 CFR Part 96, Single Audit Act
7. 29 CFR Parts 33 and 34, Nondiscrimination and Equal Opportunity Requirements
8. Fair Labor Standards Act, and regulations adopted pursuant to that Act
9. 29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
District certifies that neither it nor its principals are presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
10. 29 CFR Part 93 Lobbying Certification
College certifies that no federal funds have been paid or will be paid, by or on behalf of the College to any person or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal Agreement, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative contract.
11. 29 CFR Part 97, Uniform Administrative Requirements for State/local Governments and Indian Tribes
12. OMB Circular A-87, Cost Principles for State/Local Governments and Indian Tribes.

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY-
Workforce Investment Act**

SKILL ATTAINMENT RECORD- WORK READINESS EDUCATION SKILLS

PARTICIPANT'S NAME:				SOC.SEC.NO				REGISTRATION DATE:				
TRAINING SITE					TRAINING SITE (Skills 7-12)							
POINT OF DETERMINATION (Skills 1-6)					POINT OF DETERMINATION (Skills 7-12)							
SKILL	Name of Assessment	(2) Proficiency Requirement	Pre-Test Score	Date Goal Set in ISS	(1) IN NEED OF TRAINING		(3) Training Provided	Post-Test Score	Date Goal Achieved	(4) Skill Attained		
					Yes	No				Yes	No	
1. Making Career Decisions	EST	80%	%				IN CLASSROOM E.S.T.	%				
2. Using Labor Market Information	EST	80%	%				IN CLASSROOM E.S.T.	%				
3. Preparing Resumes	EST	80%	%				IN CLASSROOM E.S.T.	%				
4. Completing Application	EST	80%	%				IN CLASSROOM E.S.T.	%				
5. Interview/Writing Follow-Up Letters	EST	80%	%				IN CLASSROOM E.S.T.	%				
6. Survival-Daily Living Skills	EST	80%	%				IN CLASSROOM E.S.T.	%				
7. Maintaining Regular Attendance	EST	90%	P/N				WEX	%				
8. Being Consistently Punctual	EST	90%	P/N				WEX	%				
9. Exhibiting Appropriate Attitude/ Behaviors	EST	80%	P/N				WEX	%				
10. Presenting Appropriate Appearance	EST	80%	P/N				WEX	%				
11. Demonstrating Good Interpersonal Relations	EST	80%	P/N				WEX	%				
12. Completing Tasks Effectively	EST	80%	P/N				WEX	%				
TOTAL IN NEED OF TRAINING (Minimum 5 of 12 Core Skills needed for attainment of Youth Work Readiness Skill)							TOTAL SKILLS ATTAINED (100% Requirement)					

(1) Enter the stage in the process where the pre-assessment was made (intake, assessment, orientation, etc.)

(2) Enter LWIA-approved level of achievement (benchmark) for each skill.

(3) Enter the program activity(ies) where training occurred.

(4) Participant must demonstrate proficiency at the required benchmark in all Work Readiness Skills.

LEVEL
ATTAINED