



Contract Number: CT-CS-14 X 537  
 Effective Date: 6-1-14  
 Term Date: 5-31-15  
 Cost: \$484,289.-  
 Revenue: \_\_\_\_\_  
 Total: \_\_\_\_\_ NTE: \_\_\_\_\_  
 Action: \_\_\_\_\_  
 Renewal By: 3-1-15  
 Term: 5-31-15  
 Reviewed by: [Signature]

**BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: July 1, 2014 - Addendum

**ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:**

Background

The county, on behalf of Innovation Frontier Arizona (IFA), was awarded a grant in the amount of \$5,351,690.00 to implement the Youth Career Connect program. The grant was approved by the Board of Supervisors on June 14, 2014

Under this grant awarded by the U.S. Department of Labor, Yuma Private Industry Council "Contractor" was designated to assist with the implementation of the Youth Career Connect Program. Contractor shall contract with Yuma Union High School District to develop and implement two-year programs in Cyber Security and Industrial Technology for 11<sup>th</sup>-grade students enrolled at Yuma and Kofa High Schools. The programs will be aligned to prepare students for Arizona Western College degree and certificate programs in Industrial Maintenance Technology, Welding, Computer Security and Computer Information Systems, and to address requirements for local information technology and manufacturing jobs and trends.

Effective Date: 6/1/14

Termination Date: 5/31/15

Amount: \$484,289.00

Contract Officer: Risé Hart, 243-6723

Payment System: AMS

CONTRACT NUMBER (If applicable): CT-CS-14-539

**STAFF RECOMMENDATION(S):**

To be approved by Board of Supervisors.

CORPORATE HEADQUARTERS: \_\_\_\_\_

Ver. 1  
 Vendor - 1  
 Pgs 23  
 To: CHH - 6-26-14  
 COB - 6-26-14  
 Agenda - 9-1-14  
 Addendum (N)

JUN 26 14 PM 05:29  
 JUN 25 14 PM 02:31  
 Procedure Dept

**CLERK OF BOARD USE ONLY: BOX M.G.**

**ITEM NO.**

**PIMA COUNTY COST:** \$484,289.00  
**and/or REVENUE TO PIMA COUNTY:** \$ N/A

**FUNDING SOURCE(S):** United States Department of Labor Employment and Training Administration

**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 will be able to implement the Youth Career Connect Program for Yuma high school students.

**IF DENIED:**

Without the assistance of the Contractor, the Youth Career Connect Program may be jeopardized.

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**DEPARTMENT NAME:** Community Services

**CONTACT PERSON:** Rise Hart **TELEPHONE NO.:** 243-6723

**PIMA COUNTY COMMUNITY SERVICES,  
EMPLOYMENT AND TRAINING DEPARTMENT  
PROFESSIONAL SERVICES CONTRACT**

<b>CONTRACT</b>
NO <u>CT-CS-14</u> 0000000000 00000 539
AMENDMENT NO. _____
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Program: Youth CareerConnect

Contractor: Yuma Private Industry Council  
3842 W. 16<sup>th</sup> Street  
Yuma, AZ 85364  
(928) 329-0990

Amount: \$484,289.00

Funding: United States Department of Labor Employment and Training Administration

Term: June 1, 2014 – May 31, 2015

**Recitals**

This Contract is made by and between Pima County, a body politic and corporate of the State of Arizona, ("County") and Yuma Private Industry Council ("Contractor")

WHEREAS, pursuant to A.R.S. § 11-254.04, County may appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of the County inhabitants;

WHEREAS, County finds that the provision of workforce development services is in the best interest of the residents of Southern Arizona and therefore, requires the services of a Contractor qualified to provide such services to local residents;

WHEREAS, Contractor and County are members of a consortium called Innovation Frontier Arizona ("IFA") which supports regional workforce development, economic development and educational strategies to promote innovation and prosperity in Southern Arizona; and

WHEREAS, County, on behalf of IFA, applied for a Youth CareerConnect grant from the U.S. Department of Labor Employment and Training Administration ("DOL/ETA"); and

WHEREAS, DOL/ETA awarded such grant in the amount of \$5,351,690.00 to County, on behalf of IFA, to implement the Youth CareerConnect program.

**NOW, THEREFORE, the parties agree as follows:**

**ARTICLE I – TERM AND EXTENSIONS**

- A. This Contract, as awarded by County, shall commence on June 1, 2014, and shall terminate on May 31, 2015, unless sooner terminated or further extended pursuant to the provisions of this Contract. The County shall have the option to renew this Contract for up to three (3) 12-month periods.

- B. Any modification or extension of the contract termination date shall be by formal written amendment executed by the parties hereto.
- C. Any amendments to the Contract must be approved by the County before any services under the amendment commence.

## ARTICLE II – SCOPE OF SERVICES

- A. The Contractor shall provide the County with those services as described in the attached **Exhibit A** in accordance with the terms and conditions of this Contract.
- B. Contractor shall employ suitably trained and skilled personnel to perform all services under this Contract.
- C. Contractor shall perform its duties under this Contract in a humane and respectful manner and in accordance with any applicable professional standards. Contractor shall obtain and maintain all applicable licenses, permits and authority required for its performance under this Contract.
- D. Unless otherwise provided for herein, the personnel delivering Contract services shall be employees or volunteers of the Contractor and shall satisfy any qualifications and carry out any duties set forth in this Contract and shall be covered by personnel policies and practices of Contractor. Contractor's employees shall not be considered officers, employees or agents of the County. Contractor certifies that no individual or agent has been employed or retained to solicit or secure this Contract for commission, percentage, brokerage or contingent fee except a bona fide employee maintained by the Contractor to secure business.
- E. No program funded under this Contract shall impair existing contracts for services or collective bargaining agreements or be inconsistent with the terms of a collective bargaining agreement without the written concurrence of the labor organization and employer concerned.

## ARTICLE III – COMPENSATION AND PAYMENT

- A. In consideration for the services specified in **Exhibit A** of this Contract, County agrees to pay Contractor in an amount not-to-exceed **\$484,289.00**.
- B. Funding is from United States Department of Labor (DOL), Arizona (AZ) Department of Economic Security (DES), and other workforce fund source(s) obtained by County.
- C. Request for payments must be submitted to the County by the 15<sup>th</sup> working day of each month for the previous month of service. Invoices must be:
  - 1. Approved and signed by an authorized representative of the Contractor.
  - 2. For services and costs as identified in **Exhibit A** and must reference this contract number.
  - 3. Supportable by documentation which Contractor shall provide to County upon request.
  - 4. Verifiable by County representative.
  - 5. In compliance with Office of Management and Budget (OMB) Cost Principles Circular for personnel costs.
  - 6. Only for properly enrolled, eligible, and documented Youth CareerConnect participants.
  - 7. Only for authorized expenses which are not paid or reimbursed by another Federal or grant revenue source.
- D. Contractor shall report accrued expenditures, i.e. Charges incurred during the previous month for which payment has not yet been made.

- E. Contractor shall report non-federal matching funds expended during the previous month. Matching funds expended by a third party shall be documented by that party with a date, description, amount and an authorized representative's signature.
- F. A sample invoice format is provided in Exhibit D.
- G. **REQUEST FOR FINAL PAYMENT** for compensation earned and/or eligible costs incurred shall be submitted to the County within 15 working days **after the end of the contract** on invoices that meet the requirements set forth in Paragraph C above.
- H. Payment by County will generally occur thirty (30) days from the date of invoice. Contractor should budget their cash needs accordingly.
- I. Contractor shall report to the County: accrued expenditures, any program income as defined in 29 CFR Part 97.25, and all other fiscal resources applied to expenses incurred in providing services under this Contract.
- J. Changes between budget line items may only be made as follows:
  - 1. Changes of LESS than 15% of the total budget amount may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Contractor must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**
  - 2. Changes of MORE than 15% of the total budget will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.**
- K. No payments will be made to Contractor, until all of the following conditions are met:
  - 1. Contractor has completed and submitted a W-9 Taxpayer Identification Number form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>);
  - 2. Contractor has registered as a Pima County Vendor at the following web address -- <https://secure.pima.gov/procurement/vramp/login.aspx>; and
  - 3. This Contract is fully executed.
- L. Advances: County may advance funds allocated under this Contract only if the Director of CSET finds that the advance is justified by extraordinary circumstances. Contractor's report of cumulative and projected expenditures and earnings in performance of this Contract, verified by County staff, shall accompany and support Contractor's written request for an advance. Advance payments are a debt of Contractor to County. County shall not pay for activities and expenditures billed by Contractor 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 Contractor and payable by County under this Contract equal or exceed the amount of the advance payment, Contractor shall immediately repay the difference to County.
- M. Within 30 days of a request from County, Contractor shall submit to the County the portion of any payment, which exceeds the amount owed under this Contract, except as provided in paragraph L above.
- N. Interest income: Any Interest income in excess of \$250 earned on funds advanced pursuant to Paragraph L above and deposited in interest bearing accounts shall be remitted annually. Interest income earned in excess of \$250.00 annually must be returned in accordance with requirements at 29 CFR Part 95.22(I) for non-profit organizations and institutions of higher

education. For state, local governments, and tribal governments, interest income earned in excess of \$100.00 annually must be remitted at least quarterly in accordance with 29 CFR Part 97.21(I).

- O. Disallowed Charges or Cost principles shall be as follows:
  - 1. The cost principle set forth in the Code of Federal Regulations (CFR), Title 48, Chapter 1, Part 31.201-6(e), (October 1, 1991), as modified by amendments and additions, on file with the Secretary of State and incorporated herein by reference, shall be used to determine the allowability of incurred costs for the purpose of reimbursing costs under Contract provisions which provide for the reimbursements of costs. Those costs which are specifically defined as unallowable therein will not be submitted for reimbursement by the Contractor and may not be reimbursed with Department funds.
  - 2. Contractor shall reimburse County for improper, unallowable or unsubstantiated costs discovered as a result of audit or otherwise within thirty (30) days following demand for reimbursement by County.
- P. Program Income: Contractor shall comply with all provisions, as set forth in **Exhibit B**, regarding Program Income.
- Q. Income Funding and services of grant-funded programs are limited to the amount of funds allocated to and made available to County for this program. The maximum funding under this Contract is subject to availability and continuation of grant funding. This amount may be decreased at any time due to reduction, termination, or any other change in funding.
- R. For the period of record retention required under Article XXI - Books and Records, County reserves the right to question any payment made to Contractor and to require reimbursement therefore by setoff or otherwise for payments determined to be improper or contrary to the Contract or law.

#### **ARTICLE IV – INSURANCE**

- A. Pima County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.
- B. Minimum Scope and Limits of Insurance: Contractor shall provide coverage with limits of liability not less than those stated below.
  - 1. Commercial General Liability – Occurrence Form
    - a. Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.
      - i. General Aggregate \$2,000,000.00
      - ii. Products – Completed Operations Aggregate \$1,000,000.00
      - iii. Personal and Advertising Injury \$1,000,000.00
      - iv. Blanket Contractual Liability – Written and Oral \$1,000,000.00
      - v. Fire Legal Liability \$ 50,000.00
      - vi. Each Occurrence \$1,000,000.00
    - b. The policy shall be endorsed to **include coverage for sexual abuse and molestation**.
    - c. The policy shall be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to**

**liability arising out of the activities performed by or on behalf of the Contractor".**

- d. Policy shall contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- a. Combined Single Limit (CSL) \$1,000,000.00
- b. The policy shall be endorsed to include the following additional insured language: **"Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor"**.
- c. Policy shall contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

3. **Worker's Compensation and Employers' Liability**

- a. Workers' Compensation Statutory
- b. Employers' Liability:
  - i. Each Accident \$ 500,000.00
  - ii. Disease – Each Employee \$ 500,000.00
  - iii. Disease – Policy Limit \$1,000,000.00
- c. Policy shall contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- d. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

C. Additional Insurance Requirements: The policies shall contain, or be endorsed to contain, the following provisions:

- 1. Pima County, wherever additional insured status is required, shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- 2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- 3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

- D. Notice of Cancellation: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to Pima County. Such notice shall be sent directly to the **Department Director, Arthur Eckstrom, 2797 E. Ajo Way, Tucson, AZ 85713** and shall be sent by certified mail, return receipt requested. The Project Name/Contract Number and project description shall be noted on the Certificate of Insurance.
- E. Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency. All Certificates of Insurance are to be received and approved by Pima County before work commences.

#### **ARTICLE V – INDEMNIFICATION**

- A. Contractor shall indemnify, defend, and hold harmless County, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Contract.
- B. Contractor warrants that all products and services provided under this Contract are non-infringing. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this Contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

#### **ARTICLE VI – COMPLIANCE WITH LAWS**

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

#### **ARTICLE VII – INDEPENDENT CONTRACTOR**

The status of Contractor shall be that of an independent contractor. Neither Contractor nor Contractor's officers, agents, or employees shall be considered an employee of Pima County or be entitled to receive any employment-related fringe benefits under the Pima County Merit System. Contractor shall be responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and shall indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes. Contractor shall be solely responsible for its program development, operation, and performance.

#### **ARTICLE VIII – SUBCONTRACTOR**

Contractor will be 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 Contractor is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract shall create 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.

## **ARTICLE IX – ASSIGNMENT**

Contractor shall not assign its rights to this Contract in whole or in part, without prior written approval of the County. Approval may be withheld at the sole discretion of the County, provided that such approval shall not be unreasonably withheld.

## **ARTICLE X – NON-DISCRIMINATION**

Contractor 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](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, Contractor 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 – AMERICANS WITH DISABILITIES ACT**

Contractor 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 Contractor is carrying out a government program or services on behalf of County, then Contractor 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 Contract.

## **ARTICLE XII – AUTHORITY TO CONTRACT**

Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County shall not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.

## **ARTICLE XIII – FULL AND COMPLETE PERFORMANCE**

The failure of either party to insist on one or more instances upon the full and complete performance of any of the terms or conditions of this Contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, 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 shall not be construed as an accord and satisfaction.

## **ARTICLE XIV – CANCELLATION FOR CONFLICT OF INTEREST**

This Contract is subject to cancellation for conflict of interest pursuant to ARS § 38-511, the pertinent provisions of which are incorporated into this Contract by reference. In addition, Contractor agrees to comply with all applicable conflict of interest provisions contained in Federal and State laws and regulations that govern specific funding sources identified in the contract, including, but not limited to, those governing nepotism.

## **ARTICLE XV – TERMINATION/SUSPENSION**

A. **Termination for Convenience:** County reserves the right to terminate this Contract at any time and without cause by serving upon Contractor 30 days advance written notice of such intent to

terminate. In the event of such termination, the County's only obligation to Contractor shall be payment for services rendered prior to the date of termination.

- B. Insufficient Funds: Notwithstanding Paragraph A above, if any state or federal grant monies used to pay for performance under this Contract are either reduced or withdrawn, County shall have the right to either reduce the services to be provided and the total dollar amount payable under this Contract or terminate the Contract. To the extent possible, County will endeavor to provide fifteen (15) days written notice of such reduction or termination. In the event of a reduction in the amount payable, County shall not be liable to Contractor for more than the reduced amount. In the event of a termination under this paragraph, County's only obligation to Contractor shall be payment for services rendered prior to the date of termination to the extent that grant funds are available.
- C. Termination for Cause: This Contract may be terminated at any time without advance notice and without further obligation by the County when the Contractor is found by County to be in default of any provision of this Contract.
- D. Non-Appropriation: Notwithstanding any other provision in this Contract, this Contract 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 Contract. In the event of such termination, County shall have no further obligation to Contractor, other than for services rendered prior to termination.
- E. Suspension: County reserves the right to suspend Contractor's performance and payments under this Contract immediately upon notice delivered to contractor's designated agent in order to investigate Contractor's activities and compliance with this Contract. In the event of an investigation by County, Contractor shall cooperate fully and provide all requested information and documentation. At the conclusion of the investigation, or within forty-five (45) days, whichever is sooner, Contractor will be notified in writing that the contract will be immediately terminated or that performance may be resumed.

#### **ARTICLE XVI – NOTICE**

- A. Contractor shall give written notice of any change of corporate or entity status as promptly as possible and, in any event, within fifteen days after the change is effective. A change in corporate or entity status includes, but is not limited to, change from unincorporated to incorporated status and vice versa and any suspension or termination of corporate status based on failure to comply with all applicable federal, state, and local reporting requirements.
- B. Any notice required or permitted to be given under this Contract 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  
2797 E. Ajo Way  
Tucson, AZ 85713

**Contractor:**

Yuma Private Industry Council  
3842 W. 16<sup>th</sup> Street  
Yuma, AZ 85364

#### **ARTICLE XVII – NON-EXCLUSIVE CONTRACT**

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.

#### **ARTICLE XVIII – OTHER DOCUMENTS**

Contractor and County in entering into this Contract have relied upon information provided in the grant application including the Contractor's Proposal and other information and documents submitted by the

Contractor in its' response to said grant application. These documents are hereby incorporated, by reference, into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

### **ARTICLE XIX – REMEDIES**

Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

### **ARTICLE XX – SEVERABILITY**

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

### **ARTICLE XXI – BOOKS AND RECORDS**

- A. Contractor shall keep and maintain proper and complete books, records and accounts, which shall be open at all reasonable times for inspection and audit by duly authorized representatives of County.
- B. In addition, Contractor shall retain all records relating to this contract at least 5 years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed, whichever is later.
- C. Program Income, Contractor shall:
  - 1. Maintain accurate and complete records pertaining to all program Income,
  - 2. Retain any program income earned during the project period and add it to funds committed to the project, and used it to further eligible project or program objectives.
  - 3. Comply with directives issued by County with respect to the disposition of Program Income. Interest income earned in excess of \$250 annually must be returned in accordance with requirements at 29 CFR Part 95.22 (l) for non-profit organizations and institutions of higher education. For state, local governments, and tribal governments, interest income earned in excess of \$100 annually must be remitted at least quarterly in accordance with 29 CFR Part 97.21 (l).

### **ARTICLE XXII – AUDIT REQUIREMENTS**

- A. Contractor shall:
  - 1. Establish and maintain a separate, identifiable accounting of all funds provided by County pursuant to this Contract. Such records shall record all expenditures which are used to support invoices and requests for payment from the County under this Contract.
  - 2. Establish and maintain accounting records which identify the source and application of any funds not provided under this Contract used to support these Contract activities.
  - 3. All accounting records must meet the requirements of the Federal, State, County, and generally accepted accounting principles laws and regulations.
  - 4. 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.
  - 5. Assure that any audit conducted pursuant to this Contract 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 Article, unless a different time is specified by County. The audit submitted must include Contractor responses, if any, concerning any audit findings.

6. Pay all costs for any audit required or requested pursuant to this Article, unless the cost is allowable for payment with the grant funds provided pursuant to this Contract under the appropriate federal or state grant law and the cost was specifically included in the Contractor grant budget approved by County.
7. County audit requirements applicable to all contracts are as follows:
  - a. If total expenditures are GREATER than \$100,000, but less than \$500,000, then a program-specific audit in accordance with generally accepted auditing standards, which includes compliance testing, is required annually.
  - b. If total expenditures are LESS than \$100,000, but at least \$50,000, then a program-specific audit in accordance with generally accepted auditing standards, which includes compliance testing, is required bi-annually.
  - c. Agencies with total expenditures LESS than \$50,000 do not have an annual federal audit requirement.
8. Timely submit the required or requested audit(s) to:

Arthur Eckstrom, Director  
Community Services, Employment & Training Dept.  
2797 E. Ajo Way, 3<sup>rd</sup> Floor  
Tucson, AZ 85713
- B. If Contractor is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. §10-3140, Contractor shall comply with the applicable audit requirements set forth in A.R.S. § 11-624, "Audit of Non-Profit Corporations Receiving County Monies."
- C. If Contractor is a government entity, Contractor shall comply with federal single audit requirements and, upon request from County, provide County with a copy of the required audit document within ninety (90) days following the end of Contractor's fiscal year.
- D. If Contractor is receiving federal funds under this Contract, and Contractor is a state or local government or non-profit organization, Contractor shall provide an annual audit which complies with the requirements of the most recent version of OMB Circular A-133 "Audits of State and Local Governments and Non-Profit Organizations."

### **ARTICLE XXIII – CONFIDENTIALITY**

Contractor shall maintain all client and applicant files confidential and shall provide access to these files only to persons properly authorized. Contractor shall observe and abide by all applicable State and Federal statutes and regulations regarding use or disclosure of information including, but not limited to, information concerning applicants for and recipients of contract services.

### **ARTICLE XXIV – COPYRIGHT**

Neither Contractor nor its officers, agents or employees shall copyright any materials or products developed through contract services provided or contract expenditures made under this Contract without prior written approval by the County. Upon approval, the County shall have a non-exclusive and irrevocable license to reproduce, publish or otherwise use or authorize the use of any copyrighted material.

### **ARTICLE XXV – PROPERTY OF THE COUNTY**

- A. Contractor is not the agent of County for any purpose and shall not purchase any materials, equipment or supplies on the credit of the County. Contractor shall comply with OMB Circular No. A-122, "Cost Principals for Non-Profit Organizations" (if Contractor is a non-profit corporation),

OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations," and any other applicable regulations.

- B. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the County. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else, nor shall the Contractor use or release these materials without the prior written consent of the County.

#### **ARTICLE XXVI – 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 XXVII – COORDINATION**

On matters relating to the administration of this Contract, County shall be Contractor's contact with all Federal, State and local agencies that provide funding for this Contract.

#### **ARTICLE XXVIII – ACCOUNTABILITY**

To the greatest extent permissible by law, County, and any authorized federal, state or local agency, including, but not limited to, the State of Arizona, the U.S. Department of Labor, and the Comptroller of the United States shall at all reasonable times have the right of access to Contractor's facility, books, documents, papers, or other records which are pertinent to this Contract, in order to make audits, examinations, excerpts and transcripts for the purpose of evaluating Contractor's performance and Contractor's compliance with this Contract. This provision shall be included in all contracts between Contractor and its subcontractors providing goods or services pursuant to this Contract. Contractor shall be responsible for subcontractors' compliance with this provision and for any disallowances or withholding of reimbursements resulting from noncompliance of said subcontractors with this provision.

#### **ARTICLE XXIX – PUBLIC INFORMATION**

- A. Pursuant to A.R.S. § 39-121 *et seq.*, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and, upon request, is subject to release and/or review by the general public including competitors.
- B. Any records submitted in response to this solicitation that respondent believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by respondent prior to the close of the solicitation.
- C. Notwithstanding the above provisions, in the event records marked "CONFIDENTIAL" are requested for public release pursuant to A.R.S. § 39-121 *et seq.*, County shall release records marked CONFIDENTIAL ten (10) business days after the date of notice to the respondent of the request for release, unless respondent has, within the ten day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release shall not be counted in the time calculation. Respondent shall be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.
- D. County shall not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor shall County be in any way financially responsible for any costs associated with securing such an order.

**ARTICLE XXX – ELIGIBILITY FOR PUBLIC BENEFITS**

AGENCY shall comply with applicable provisions of A.R.S. §§1-501 and 1-502 regarding public benefits, which are hereby incorporated as provisions of this Contract to the extent such provisions are applicable.

**ARTICLE XXXI – LEGAL ARIZONA WORKERS ACT COMPLIANCE**

- A. Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.
- B. County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- C. Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall 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, (subject to County approval if MWBE preferences apply) as soon as possible so as not to delay project completion.
- D. Contractor shall advise each subcontractor of County's rights, and the Subcontractor's obligations, under this Article 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 insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."
- E. Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which Contractor shall be entitled to an extension of time, but not costs.

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**ARTICLE XXXII – 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 Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

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

**PIMA COUNTY**

**CONTRACTOR**

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

  
Authorized Officer Signature

\_\_\_\_\_  
Date

John O. Morales  
Please print name

**ATTEST**

Executive Director  
Title

\_\_\_\_\_  
Clerk, Board of Supervisors

6/24/14  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Community Services, Employment  
& Training Director

**APPROVED AS TO FORM**

  
for **TOBIN ROSEN**  
Karen S. Friar, Deputy County Attorney

**EXHIBIT A  
SCOPE OF WORK**

**CONTRACTOR:** Yuma Private Industry Council

**PROGRAM:** Youth CareerConnect

**I. PROGRAM OVERVIEW.**

- A. Pima County, Pima County, on behalf of the Innovation Frontier Arizona Consortium, received an H1-B Youth Career Connect (YCC) Grant from the U. S. Department of Labor to:
1. Provide Science Technology Engineering and Math (STEM) training and support for 940 youth in the areas of
    - a. Applied information technology
    - b. Industrial technology
    - c. biotechnology; and
    - d. aviation technology
  2. Provide education and training pathways that offer rigorous academic and technical curriculum focused on specific H-1B careers to youth in grades 11-14 (9-12 in Santa Cruz County);
  3. Provide an industry defined curriculum alignment between high schools and community colleges in the target occupations;
  4. Coordinate efforts of workforce programs and educators to provide students with challenging, relevant learning opportunities and meet employers' STEM needs.
- B. Pima County, on behalf of its Innovation Frontier Arizona (IFA) partnership, is the grantee for the Southern Arizona region of Yuma, Cochise, Santa Cruz and Pima Counties.
- C. Yuma Private Industry Council is identified as a sub-recipient in this grant to implement a pathway from high school to community college resulting in industry-recognized credentials in Cyber Security and Industrial Technology.
- D. The Solicitation for Grant Applications (SGA) for Youth CareerConnect and Pima County's response to the SGA are hereby incorporated into this agreement. If there is any inconsistency between items in grant application and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail. Contractor must confirm that all costs are allowable before expenditure.
- E. Unless otherwise specified herein, participation in programs and activities financially assisted in whole or in part by this Contract shall be open to citizens of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

**II. PROGRAM ACTIVITIES.**

- A. Contractor shall:
1. Contract with Yuma Union High School District to develop and implement two-year programs in Cyber Security and Industrial Technology for 11<sup>th</sup>-grade students enrolled at Yuma and Kofa High Schools. The programs will be aligned to prepare students for Arizona Western College degree and certificate programs in Industrial Maintenance

- Technology, Welding, Computer Security and Computer Information Systems, and to address requirements for local information technology and manufacturing jobs and trends.
2. Establish monthly meetings with workforce, business and community college partners to
    - a. Review curriculum content and sequence;
    - b. Review student status, retention and progression; and
    - c. Address unanticipated barriers.
  3. Establish criteria for identification, recruitment and enrollment of interested, eligible participants. Eligible participants are students enrolled in high school, including students who have dropped out and re-enrolled prior to or in conjunction with enrollment in the funded program.
  4. Enroll interested, eligible 11<sup>th</sup> graders at all levels of proficiency as participants in YCC beginning in fall 2014. Program model must cover the student's final two years of high school and first two years of college. The program must include industry-specific classes available only to program participants. All program services must be provided at no cost to program participants.
  5. Conduct intake and establish participant files containing documentation of eligibility, grant-funded and match-funded activities and outcomes such as attainment of industry-recognized credentials, entry into unsubsidized employment, retention and pre- and post-program earnings for each participant. Enter participant demographic characteristics, enrollment, activity, outcome and exit data in a secure database/data transmittal system to be provided by Pima County.
  6. Assign a Workforce Development Specialist/Youth Specialist with at least 6 years' of professional level experience in job development, case management, personnel recruitment, career guidance, counseling, psychology or related field or Bachelor's degree with major in Counseling/Guidance, Psychology, Business Admin, Management, Marketing or related field and 2 years' experience in job development or personnel recruitment.
  7. Provide individualized assessment and career and academic counseling to each participant to establish an Individual Development Plan (IDP);
  8. Conduct monthly reviews of IDP with career counselor resulting in identification of: 1) barriers to success and a plan to address the barriers; and 2) opportunities for achievement and plans to capitalize on those opportunities;
  9. Provide industry-specific instruction available only to program participants;
  10. Provide small-learning community strategies and activities, to include twice-monthly physical or on-line activities such as employability skills, study skills, online course taking skills as well as industry specific topics;
  11. Small-learning community means autonomous groups of students and teachers in a more personalized learning environment that can better meet the needs of students. Generally, the same teachers and student remain together from grade to grade. Teachers in these units usually have common planning time to allow them to develop interdisciplinary projects and keep up with the progress of their shared students.
  12. Contract with Arizona Western College to provide continuing instruction for students in year three and four of the grant through degree and certificate programs in Industrial Maintenance Technology, Welding, Computer Security and Computer Information Systems, and to implement enhancements to these program to align with industry needs.
  13. Obtain prior approval for and procure training equipment (durable goods with useful life of more than one year and value of \$5,000 or more).

14. Provide work-based learning and exposure to the world of work through paid internships and formal industry mentoring opportunities. Contractor must work within State and Federal child labor laws when incorporating work-based learning activities for youth.
15. Provide documentation of Arizona Department of Education funding for participating students and other non-federal funding being used as program match.
16. Develop strategies for all components of YCC to be continued through public education funding, local workforce investment act program, private company sponsorship, or other ongoing fund sources.

B. Contractor shall ensure that:

1. Prior approval is received before purchasing equipment costing more than \$5,000.
2. No equipment shall be purchased in the final year of the grant award.
3. It complies with Workforce Investment Act 667.200; 667.260; 667.300; 667.410; 667.500; 667.510; and 667.700.
4. Consultant fees may not exceed \$585 a day.
5. A **written grievance process** is provided to all applicants and participants with the opportunity for a fair hearing for grievances and ensure that all applicants and participants are advised of their right to present any grievances arising from the delivery of contracted services, including but not limited to, ineligibility determination, service reduction, suspension and/or termination from program participation, or quality of service to the County or to the State.
6. Contractor shall maintain a list of all applicants and reason for selection or non-selection and of all participants and their subsequent activities.
7. No currently employed worker shall be displaced by any YCC participant, including partial displacement such as a reduction in the hours of non-overtime work or a reduction of employment benefits. Contractor shall prohibit such displacement in all subcontracts.
8. YCC participants shall not be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship.
9. YCC participants engaged in activities that are not covered under the Occupational Safety and Health Act of 1970 shall not be required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety. YCC participants employed or trained for inherently dangerous occupations, e.g. fire or police jobs, shall be assigned to work in accordance with reasonable safety practices.

C. Contractor shall comply with Department of Labor guidance on veterans' priority.

D. Contractor agrees to cooperate with Pima County and the DOL in the conduct of a third-party evaluation, including providing to DOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.

E. Intellectual Property Rights - To ensure that the Federal investment of these funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, as a condition of the receipt of a YCC grant, the grantee will be required to license to the public all work (except for computer software source code, discussed below) created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

Only work that is developed by the grantee with the grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials, remains subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by these grants result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials grantees are expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

Further, the Department requires that all computer software source code developed or created with YCC grant funds will be released under an intellectual property license that allows others to use and build upon them. Specifically, the grantee will release all new source code developed or created with grant funds under an open license acceptable to either the Free Software Foundation and/or the Open Source Initiative.

For further information on the CC BY license requirement of YCC grants, please contact us at [ycc@dol.gov](mailto:ycc@dol.gov). Additional training on the CC BY licensing requirements of the YCC grant program will be conducted during the first year of the grant.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: 1) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and 2) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

- F. Rebates - The awardee agrees to advise the Grant Officer, in writing, of any forthcoming income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.

- G. Publicity & public announcements - No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress. When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.
- H. Audits - The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- I. Salary & bonus - Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).
- J. Other executive orders and special clauses:

**Executive Order 13513:** Sec. 4. Text Messaging While Driving by Government

Contractors, Subcontractors, and Recipients and Subrecipients. Each Federal agency, in procurement contracts, grants, and cooperative agreements, and other grants to the extent authorized by applicable statutory authority, entered into after the date of this order, shall encourage contractors, subcontractors, and recipients and subrecipients to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Agencies should also encourage Federal contractors, subcontractors, and grant recipients and subrecipients as described in this section to conduct initiatives of the type described in section 3(a) of this order.

**Executive Order 13333:** This agreement may be terminated without penalty, if the grantee or any subgrantee, or the contractor or any subcontractor: 1) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; or 2) uses forced labor in the performance of the grant, contract, or cooperative agreement (22 U.S.C. § 7104(g)).

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### III. PERFORMANCE REQUIREMENTS

Measure	Year 1	Year 2	Year 3	Year 4	Total
New participants enrolled (unduplicated)	30	35	45	45	155
Number served (duplicated)	30	59	98	140	155
Number in formal mentoring (duplicated)	0	0	26	52	55
Number in an internship (duplicated)	0	20	54	90	95
Average Number of Post sec credits per part		22	22	22	66
Number attaining industry recognized credential					132
Number entering training-related employment or transferring to 4-year program					112
Average retention rate	90%	90%	90%	90%	90%

### IV. BUDGET.

A. Contractor shall be paid on a Cost Reimbursement basis, as follows:

Item	# served	Year 1	Year 2	Year 3	Year 4
Youth Specialist position	1 FTE	\$45,621	\$45,621	\$45,621	\$45,621
Administrative/accounting	.05 FTE	\$1,982	\$1,982	\$1,982	\$1,982
Total Salaries and Fringe		\$47,603	\$47,603	\$47,603	\$47,603
Arizona Western College and Yuma Union High School District subcontracts	300	\$25,000	\$25,000	\$0	\$0
Student internships	30 students	\$60,000	\$45,000	\$30,000	\$15,000
Tuition and support	30 students	\$21,752	\$16,312	\$10,875	\$5,438
Travel		\$2,125	\$2,125	\$2,125	\$2,125
Communications, space		\$7,750	\$7,750	\$7,750	\$7,750
<b>TOTAL</b>		\$164,230	\$143,790	\$98,353	\$77,916

**Match:** \$225,000 in matching funds is projected from State Average Daily Membership based on \$750 for 300 students over 4 years.

B. Total payment to Contractor under this Work Statement shall not exceed **\$484,289.00**.

C. End of year budget modifications must be submitted forty-five (45) days prior to the termination date of this contract.

- V. **REPORTS.** Contractor shall submit to the County the following reports. County will utilize this data to prepare quarterly reports for the U.S. Department of Labor Employment and Training Administration:
- A. A quarterly progress report of participant outcomes per paragraph C above by the 15<sup>th</sup> of the following month. This report should include a narrative on progress to date, challenges and successes encountered, corrective actions if any, and success stories.
  - B. Monthly invoices ("payment requests") for compensation earned and costs incurred by the 15<sup>th</sup> working day of each month, and an accounting of match funds earned.
  - C. A **preliminary financial closeout** report is due within two (2) weeks of June 30th (end of fiscal year) or sooner if notified by County.
  - D. A **final financial closeout report**, on forms provided by County, within thirty (30) days after the end of the term of this Contract, unless County notifies Contractor of a different time period.
  - E. A **final program report** of client activities, including a list of clients to be carried over beyond the Contract term, within ten (15) days after the end of the term of this Contract, unless County notifies Contractor of a different time period.
  - F. A **sustainability report** will be required to be included in the final program report for Year 3 detailing plans for funding the continuation of all YCC activities after Year 4.
  - G. Other reasonable records and reports as required by the Director or designee of the CSET Dept.

END EXHIBIT A

**EXHIBIT B  
PROGRAM INCOME**

1. General. Contractor is encouraged to earn income to defray program costs. Program income includes income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principal and interest on loans made with grant funds. Except as provided by regulations of the Federal agency, program income does not include interest on grant funds, rebates, credits, discounts, refunds, etc. and interest earned on any of them.
2. Definition of program income. Program income means gross income received by the Contractor directly generated by activity supported under this contract, or earned only as a result of this contract during the contract term.
3. Cost of generating program income. If authorized by the U.S. Department of Labor Employment and Training Administration and the County Director of Community Services, Employment and Training Department, costs incident to the generation of program income may be deducted from gross income to determine program income.
4. Governmental revenues. Taxes, special assessments, levies, fines, and other such revenues raised by Contractor are not program income unless the revenues are specifically identified in the grant agreement or Federal agency regulations as program income.
5. Royalties. Income from royalties and license fees for copyrighted material, patents, and inventions developed by Contractor is program income only if the revenues are specifically identified in the grant agreement or Federal agency regulations as program income. (See CFR Sec. 97.34.)
6. Property. Proceeds from the sale of real property or equipment will be handled in accordance with the requirements of 29 CFR §§ 97.31 and 97.32.
7. Use of program income. Program income shall be deducted from outlays made by the Contractor under this contract, unless one of the following alternatives is authorized by the U.S. Department of Labor Employment and Training Administration and the County Community Services, Employment and Training Director:
  - a. Deduction. Ordinarily program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless the County Director of Community Services, Employment and Training Department authorizes otherwise. Program income which the Contractor did not anticipate at the time of the award shall be used to reduce the County contributions rather than to increase the funds committed to the project.
  - b. Addition. When authorized, program income may be added to the funds committed to the contract amount by the US Department of Labor Employment and Training Administration and the County Director of Community Services, Employment and Training Department. Program income in excess of any limits stipulated by such authorization shall be deducted from outlays. The program income shall be used for the purposes and under the conditions of the grant agreement.
8. There are no Federal requirements governing the disposition of program income earned after the end of the final financial report.

END EXHIBIT B

**EXHIBIT C**  
**SUBCONTRACTOR'S WARRANTIES**

Contractor certifies, as evidenced by the signature (initials), that in carrying out its obligations pursuant to this Contract, it shall comply with applicable laws, regulations, requirements and special provisions, as follows:

1. OMB Circular A-122, Cost Principles for Non-Profit Organizations
2. 29 CFR Part 96 and 99, Single Audit Act
3. 29 CFR Part 95, Uniform Administrative Requirements for Institutions of Higher Education, Hospitals, and other Non-Profit Organizations
4. Arizona Department of Economic Security Special Terms and Conditions
5. Workforce Investment Act, P.L. 105-220, and regulations adopted pursuant to that Act, including 20 CFR Part 652, et al, and
6. Wagner-Peyser Act
7. 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.
8. 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.
9. Background Checks for Employment including but not limited to A.R.S. § 8-804, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
10. Debarment and Suspension; Drug Free Workplace, pursuant to 29 CFR Part 98: Contractor 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.
11. Lobbying Certification pursuant to 29 CFR Part 93: Contractor certifies that no federal funds have been paid or will be paid, by or on behalf of the contractor 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 contract, 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 agreement.
12. Nondiscrimination and Equal Opportunity Requirements pursuant to 29 CFR Parts 30, 31, 32, 33, 34, 36 and 37.
13. Contractor 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.
14. Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
15. CLEAN AIR ACT & CLEAN WATER ACT: Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368)
16. ENERGY POLICY AND CONSERVATION ACT: Contractor shall adhere to the standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat.871).
17. COPELAND "ANTI-KICKBACK" ACT: Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented in the Department of Labor regulations (29 CFR part 3) inasmuch as this regulation applies to all contracts and sub grants for construction or repair.
18. DAVIS-BACON ACT: Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5) when required by Federal grant program legislation.

END EXHIBIT C

**IFA Youth CareerConnect -  
Bill to Pima County**

**Exhibit D**

Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Invoice #: \_\_\_\_\_  
Reporting Month: \_\_\_\_\_

Contract #: \_\_\_\_\_  
Invoice Date: \_\_\_\_\_

Contract Term From: \_\_\_\_\_ To: \_\_\_\_\_  
Net: \_\_\_\_\_

**Reimbursable Expenditures**

	a	b	c	d	e	f	g
		Prev	New	New	Total		
Line Item	Budget	YTD	Exp	Accruals	Month Exp	YTD Exp	Balance
Personnel							
Staff Development							
Travel							
Supplies							
Contractual							
Space							
Communications							
Other Operating							
Total							
					(c + d)	(b + e)	(a - f)

**Non-Federal Match by Funding Source  
(Specify funding source(s) under "Funding")**

Date	Description	Funding Source	Funding	Amount

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_