



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 19, 2017

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Catholic Community Services of Southern Arizona, Inc.

**\*Project Title/Description:**

Getting Ahead in a Just-Gettin'-By World - Workshops

**\*Purpose:**

Pima County Community Services requested proposals from organizations and individual workshop presenters for its Ending Poverty Now economic development initiative. One of the goals of the initiative is to engage low-income or under-resourced individuals in developing their own solutions to poverty, along with anti-poverty programs and practitioners. The County's principal vehicle for this engagement is a 50-hour workshop entitled *Getting Ahead in a Just-Gettin'-By World*. Catholic Community Services of Southern Arizona was selected as a subrecipient to provide workshops.

Attachment: Contract Number CT-CS-18-168

**\*Procurement Method:**

RFP-CSBG-GA-2017-10 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

Provide low-income or under-resourced individuals with the knowledge and resources to develop their own solutions to poverty.

**\*Public Benefit:**

The benefit of the program is it helps in alleviating poverty and promoting self-sufficiency.

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

Participant evaluations and recommendations for improvements.

**\*Retroactive:**

No.

To: COB. 11.29.17  
Ver. 1  
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**Contract / Award Information**Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 18-168Effective Date: 1/1/18 Termination Date: 6/30/18 Prior Contract Number (Synergen/CMS): \_\_\_\_\_☒ **Expense Amount: \$** 4,470.00 ☐ Revenue Amount: \$ \_\_\_\_\_**\*Funding Source(s) required:** Community Services Block GrantFunding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_Contract is fully or partially funded with Federal Funds? ☒ Yes ☐ No**\*Is the Contract to a vendor or subrecipient? Subrecipient**Were insurance or indemnity clauses modified? ☐ Yes ☒ No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? ☐ Yes ☒ No

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*All Funding Source(s) required:****\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Funding Source:** \_\_\_\_\_**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**Contact: Rise HartDepartment: Community ServicesTelephone: 724-5723Department Director Signature/Date: Charles Long 11/27/17Deputy County Administrator Signature/Date: Debra 11/28/17County Administrator Signature/Date: C. P. ... 11/28/17  
(Required for Board Agenda/Addendum Items)

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

Program Name: Getting Ahead in a Just-Gettin'-By World – Workshops

Awardee: Catholic Community Services of Southern Arizona, Inc.  
140 W Speedway Blvd #130  
Tucson, AZ 85705

DUNS: 114439730

SAM Registration Date: 5/16/17

Program Description: Economic development services

Contract Term: January 1, 2018, or upon execution by Pima County Board of Supervisors, whichever is later, through June 30, 2018

Contract Amount: \$4,470.00

Funding: Community Services Block Grant (CSBG)

**CONTRACT**

NO. CT-CS-18-168

AMENDMENT NO. \_\_\_\_\_

This number must appear on all invoices, correspondence and documents pertaining to this contract.

ADES Contract No. 15-089143

Award Date: 2015

| CFDA   | Program Description | National Funding | Pima County Award |
|--------|---------------------|------------------|-------------------|
| 93.569 | CSBG                | \$674,000,000.00 | \$915,455.00      |

Is this a research and development contract? NO

Awardee is a X Subrecipient \_\_\_\_\_ Contractor

Match NO Indirect Costs NO

This Agreement is entered into by and between Pima County ("County"), a body politic and corporate of the State of Arizona and Catholic Community Services of Southern Arizona, Inc. ("Awardee"), a non-profit corporation authorized to do business in the State of Arizona.

**RECITALS**

- A. Pursuant to the Community Services Block Grant Act ("CSBG"), 42 U.S.C. §9901 *et seq.*, the U.S. Department of Health and Human Services ("HHS") makes funds available for local programs to combat poverty and provide services for low-income individuals.
- B. Through the Arizona Department of Economic Security, County has received federal CSBG funds for federal fiscal year 2017-2018.
- C. County, as Grantee, administers the CSBG funds through its Community Action Agency.

- D. Pursuant to A.R.S. § 11-254.04, County may appropriate and spend public monies for and in connection with activities that the Pima 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.
- E. County issued Request for Proposals No. **CSBG-GA-2017-10** (“the RFP”) on June 7, 2017 seeking applications to provide presenters for the Community Services Ending Poverty Now economic development initiative.
- F. Awardee has submitted a response to the RFP that is beneficial to the residents of the County.
- G. County has determined Awardee is qualified and able to provide the required CSBG services to residents of Pima County.
- H. Awardee is a Subrecipient of the CSBG funds provided pursuant to this Agreement.
- I. The Pima County Board of Supervisors finds that entering into this Agreement is in the best interests of the residents of Pima County.

NOW THEREFORE, County and Awardee, pursuant to the above, and in consideration of the matters and things set forth herein, agree as follows:

## **1.0 TERM, EXTENSIONS AND AMENDMENTS**

- 1.1. Original Term. This Agreement will commence on January 1, 2018, or upon execution by Pima County Board of Supervisors, whichever is later, and will terminate on June 30, 2018 (the “Initial Term”). “Term,” when used in this Agreement, means the Initial Term plus any exercised Extension Option.
- 1.2. Extension Option. County may renew this Agreement for four (4) additional one year periods or any portion thereof (the “Extension Option”). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.
- 1.3. This Agreement may be modified, amended, altered or extended only by a written amendment signed by the parties. County must approve any amendment to the Agreement before Awardee commences services under the amendment.
- 1.4. Notwithstanding paragraphs 1.1 and 1.2 above, the term of this Agreement will survive and remain in effect during any period that Awardee has control over grant funds, including program income.

## **2.0 SCOPE OF SERVICES**

### **2.1. Awardee will:**

- 2.1.1. Provide County with the services described in the attached **Exhibit A**.
- 2.1.2. Employ suitable trained and skilled personnel to perform all services under this Agreement.
- 2.1.3. Perform its duties:
  - 2.1.3.1. In a humane and respectful manner and in accordance with any applicable professional standards;
  - 2.1.3.2. To the satisfaction of County; and
  - 2.1.3.3. In compliance with all terms and conditions applicable to the grant funds being provided under this Agreement.
- 2.1.4. Obtain and maintain all licenses, permits and authority required for performance under this Agreement.
- 2.1.5. **Give first priority to hiring low-income, disadvantaged and/or unemployed individuals, if hiring personnel is required or allowed with grant funds provided under this Agreement.**

- 2.2. Unless otherwise provided for herein, the personnel delivering services under this Agreement will:
  - 2.2.1. Be employees or volunteers of Awardee;
  - 2.2.2. Satisfy any qualifications set forth herein; and
  - 2.2.3. Be covered by personnel policies and practices of Awardee.
- 2.3. Awardee certifies that no individual or agent has been employed or retained to solicit or secure this Agreement for commission, percentage, brokerage or contingent fee except a bona fide employee whose job duties include securing business.
- 2.4. No program funded under this Agreement may 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.
- 2.5. Confidentiality. Awardee:
  - 2.5.1. Understands that client and applicant files and information collected pursuant to the terms of this Agreement are private and the use or disclosure of such information, when not directly connected with the administration of County's or Awardee's responsibilities with respect to services provided under this Agreement is prohibited, unless written consent is obtained from the individual or, in the case of a minor, from the responsible parent or guardian.
  - 2.5.2. Will provide access to client and applicant files only to persons properly authorized to view and utilize the information to perform the services set forth in this Agreement.
  - 2.5.3. Will 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 services.

### 3.0 COMPENSATION AND PAYMENT

- 3.1. In consideration for services specified in **Exhibit A** of this Agreement, County agrees to pay Awardee **up to \$4,470.00** ("the Maximum Allocated Amount").
- 3.2. Payment will be made from the CSBG grant funds County has received from HHS/Community Partnerships and Innovative Practices through ADES/15-089143 ("the Awarding Agency").
- 3.3. Payment of the full Maximum Allocated Amount is subject to the Awarding Agency allocating and making available to County the amount set forth above for this Agreement. The Maximum Allocated Amount may be decreased at any time due to reduction, termination, or any other change in the grant funding being provided to County. **Unexpended funds will not be carried over into another fiscal year.**
- 3.4. **Awardee must submit a request for reimbursement every month**, even if no funds are being requested for the prior month. Requests for reimbursement are due as follows:

| Contract Month                                | Due date for Request for Reimbursement |
|---|--|
| January through May and July through December | 15 calendar days from end of month     |
| June  | July 7                                 |

- 3.5. Each monthly Request for Reimbursement must:
  - 3.5.1. Reference this contract number.
  - 3.5.2. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Awardee to insure proper internal financial controls.
  - 3.5.3. Be for services and costs identified in **Exhibit A**.
  - 3.5.4. Be accompanied by documentation which must include, but is not limited to:

- 3.5.4.1. A summary report of monthly expenditures by expense categories as shown in the approved budget in **Exhibit A**.
- 3.5.4.2. Copies of invoices, receipts and/or checks (front and back) to support all purchases of goods or services.
- 3.5.4.3. If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.
- 3.5.4.4. Any other documentation requested by County.
- 3.5.5. If reimbursement is authorized for personnel costs, be accompanied, at a minimum by the following documentation for each pay period:
  - 3.5.5.1. Time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Agreement, that specify:
    - 3.5.5.1.1. Hours worked on the grant;
    - 3.5.5.1.2. Total hours worked on the grant;
    - 3.5.5.1.3. Days worked; and
    - 3.5.5.1.4. Hours worked each day.
  - 3.5.5.2. Accounting system report(s) specifying rate of pay and costs of employer paid benefits.
- 3.5.6. Comply with the applicable provisions of 2 C.F.R. §§ 200.
- 3.5.7. Be only for participants determined eligible by County and properly enrolled in the program or for other authorized expenses which are not paid or reimbursed by another Federal, State or Local grant revenue source.
- 3.6. If Awardee is required to provide matching funds under the terms of the Awarding Agency, Awardee must also provide the documentation described in Paragraphs 3.5.4 and 3.5.5 for the matching funds.
- 3.7. **Awardee must utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.** Awardee may not bill the County for costs which are paid by another source. Awardee must notify County within ten (10) days of receipt of alternative funding for costs which would otherwise be subject to payment pursuant to this Agreement.
- 3.8. If each request for payment includes adequate and accurate documentation, County will generally pay Awardee within thirty (30) days from the date invoice is received. Awardee should budget cash needs accordingly.
- 3.9. **No payments will be made to Awardee until all of the following conditions are met:**
  - 3.9.1. Awardee has completed and submitted a W-9 Taxpayer Identification Number form;
  - 3.9.2. Awardee has registered as a Pima County Vendor at the following web address -- <https://secure.pima.gov/procurement/vramp/login.aspx>;
  - 3.9.3. This Agreement is fully executed; and
  - 3.9.4. Adequate and accurate documentation is provided with each request for payment or invoice.
- 3.10. **REQUEST FOR FINAL PAYMENT** for compensation earned and/or eligible costs incurred must be submitted to the County within **fifteen (15) working days after the end of the contract term** on invoices that meet the requirements set forth in Paragraph 3.5 above.
- 3.11. Awardee will report to County:
  - 3.11.1. Accrued expenditures;
  - 3.11.2. Program income, as defined by the awarding agency; and

- 3.11.3. All other fiscal resources applied to expenses incurred in providing services under this Agreement.
- 3.12. County may, at its sole discretion:
- 3.12.1. Determine the acceptability and progress of work performed and determine the resulting entitlement to payment of each request for reimbursement.
  - 3.12.2. Liquidate funds available under this Agreement for costs incurred by County on behalf of Awardee.
  - 3.12.3. **Deny full payment** for requests for reimbursement that are submitted to County after the date set forth in Paragraph 3.4. County may deduct its processing costs or delay-related damages in connection with a request for payment submitted after that date.
- 3.13. Pursuant to A.R.S. § 11-622, County **will deny reimbursement completely** for requests for payment made later than six (6) months after the last item of the account accrues.
- 3.14. Changes between budget line items may only be made as follows:
- 3.14.1. Changes up to and including 15% of the total operating budget amount may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Awardee 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.**
  - 3.14.2. Changes of more than 15% of the total operating budget amount 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.**
- 3.15. Program Income: Awardee must comply with all provisions of the Awarding Agency regarding Program Income.
- 3.16. Disallowed Charges or Cost principles will be as follows:
- 3.16.1. The cost principle set forth in the Code of Federal Regulations (CFR), Title 48, Chapter 1, Part 31.201-6, (October 1, 1991), as modified by amendments and additions, on file with the Secretary of State and incorporated herein by reference, will be used to determine whether reimbursement of an incurred cost will be allowed under this Agreement. Those costs which are specifically defined as unallowable therein cannot be submitted for reimbursement by the Awardee and will not be reimbursed with Department funds.
  - 3.16.2. **Awardee must 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.**
- 3.17. For the period of record retention required under Section 21.0 – Books and Records, County reserves the right to question any payment made under this Section 3.0 and to require reimbursement by setoff or otherwise for payments determined to be improper or contrary to the Agreement or law.

#### **4.0 PROGRAM INCOME**

- 4.1. County does not anticipate that Awardee will generate program income, as defined by the Awarding Agency, under the activities of this Agreement.
- 4.2. In the event that activities under this Agreement do generate program income or program income is authorized, Awardee must:
- 4.2.1. Report to County all program income, as defined at 24 CFR 570.500(a), generated and received as a result of activities carried out with the grant-funds provided pursuant to this Agreement. These reports are due quarterly.

- 4.2.2. Return program income to County within fifteen (15) days of the end of each month, unless otherwise specified in **Exhibit A**.

## **5.0 INSURANCE**

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

### **5.2. Insurance Coverages and Limits:**

- 5.2.1. Commercial General Liability (CGL): Occurrence Form covering liability arising from premises, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations with minimum limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate.
- 5.2.2. Business Automobile Liability: Coverage for any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Agreement with minimum limits not less than \$1,000,000 Each Accident.
- 5.2.3. Workers’ Compensation (WC) and Employers’ Liability:
- 5.2.3.1. Workers’ Compensation with Employers Liability limits of \$1,000,000 each accident and \$1,000,000 each employee – disease. Workers’ Compensation statutory coverage is compulsory for employers of one or more employees.
- 5.2.3.2. Note: The Workers’ Compensation requirement does not apply if Awardee is exempt under A.R.S. § 23-901, and has executed the appropriate Pima County Sole Proprietor (Independent Contractor) Waiver form.

### **5.3. Additional Coverage Requirements:**

- 5.3.1. Insurer Financial Ratings: Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A- VII, unless otherwise approved by the County.
- 5.3.2. Additional Insured: The General Liability policy must be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively “County and its Agents”) as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Awardee. The full policy limits and scope of protection must apply to the County and its Agents as an additional insured, even if they exceed the Insurance Requirements.
- 5.3.3. Waiver of Subrogation: Commercial General Liability and Workers’ Compensation coverages must each contain a waiver of subrogation in favor of County and its Agents for losses arising from work performed by or on behalf of the Awardee.
- 5.3.4. Primary Insurance: The Required Insurance policies, with respect to any claims related to this Agreement, must be primary and must treat any insurance carried by County as excess and not contributory insurance. The Required Insurance policies may not obligate the County to pay any portion of a Awardee’s deductible or Self Insurance Retention (SIR).
- 5.3.5. Subcontractors: Awardee must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Awardee must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Awardee must obtain County’s approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

#### 5.4. **Verification of Coverage:**

5.4.1. Insurer or Broker of Awardee must evidence compliance with the Insurance Requirements by furnishing certificates of insurance executed by a duly authorized representative of each insurer. Each certificate must include:

5.4.1.1. The Pima County tracking number for this Agreement, which is shown on the first page of the Agreement, and a project description, in the body of the Certificate,

5.4.1.2. A notation of policy deductibles or SIRs relating to the specific policy, and

5.4.1.3. Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for the County and its Agents.

5.4.2. Each Required Insurance policy and appropriate endorsements must be in effect not less than fifteen (15) days prior to commencement of work under this Agreement. A renewal certificate must be provided to County not less than fifteen (15) days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the Required Insurance, or to provide evidence of renewal, is a material breach of this Agreement.

5.4.3. County reserves the right to, at any time, require complete copies of any or all Required Insurance policies.

5.4.4. **Cancellation Notice:** Awardee's insurance policies and endorsements will not be permitted to expire, be cancelled, suspended or materially changed from the agreed upon Insurance Requirements for any reason without thirty (30) days advance written notice to the County of the policy cancellation, suspension or material change. Awardee must provide written notice to County within two (2) business days of receipt of notice. For cancellation of non-payment, Insurer is to provide County with written notice ten (10) days prior to cancellation of policy.

5.5. **Approval and Modifications:** The Pima County Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, or the County's receipt of any other information from the Awardee, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

#### 6.0 **INDEMNIFICATION**

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

#### 7.0 **LAWS AND REGULATIONS**

7.1. **Compliance with Laws; Changes.** Awardee will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Agreement. Any changes in the governing laws, rules, and regulations during the terms of this Agreement will apply, but do not require an amendment.

- 7.2. Licensing. Awardee warrants that it is appropriately licensed to provide the services under this Agreement and that its subcontractors will be appropriately licensed.
- 7.3. Choice of Law; Venue. The laws and regulations of the State of Arizona will govern the rights of the parties, the performance of this Agreement, and any disputes hereunder. Any action relating to this Agreement must be brought in a court of the State of Arizona in Pima County.
- 7.4. Use of Funds. Awardee warrants that funds provided for personnel employed in the administration of the activities funded under this Agreement will not be used for:
- 7.4.1. Political activities;
  - 7.4.2. Inherently religious activities;
  - 7.4.3. Lobbying;
  - 7.4.4. Political patronage; or
  - 7.4.5. Nepotism activities.
- 7.5. Compliance with Federal Law, Rules and Regulations. Awardee will comply with the applicable provisions of:
- 7.5.1. CSBG (Public Law 105-285) ([www.acf.hhs.gov](http://www.acf.hhs.gov)) and CSBG Act (42 U.S.C. 9901 et seq. Subtitle B);
  - 7.5.2. The National Association for State Community Services Programs, NPI Instruction Manual. Awardee understands that the performance requirements for this Agreement are set forth in the NPI Manual. Awardee has been provided with a copy of the NPI Instruction Manual, may obtain a copy upon request or at:  
<http://ncidc.org/sites/default/files/document-center/statewide-operations/csbg/2015/NPI%20Guide.pdf>
  - 7.5.3. ADES Policy and Procedures Manuals as amended;
  - 7.5.4. Verification of identity and citizenship and/or immigration status (A.R.S. §46-140.01);
  - 7.5.5. Eligibility for federal and state or local public benefits (A.R.S. §§1-501-1-502);
  - 7.5.6. Fingerprinting, certification, and criminal background checks including, but not limited to the applicable provisions of: A.R.S. §§ 8-804, 36-594.01, 36-3008, 41-1964, and 46-141;
  - 7.5.7. Child Labor Laws (A.R.S. §23-230 et seq.);
  - 7.5.8. Debarment and Suspension (29 CFR Part 98 and Executive Order 12549);
  - 7.5.9. Drug-Free Workplace (41 U.S.C. 702 et seq. and 2 CFR 182);
  - 7.5.10. Environmental Tobacco Smoke (Pub. L. 103-227, Part C); and
  - 7.5.11. All rules and regulations applicable to the Acts set forth above.
- 7.6. Cooperation. Awardee will fully cooperate with County, HHS, ADES, and any other federal agency in the review and determination of compliance with the above provisions.

## **8.0 INDEPENDENT CONTRACTOR**

- 8.1. Awardee is an independent contractor. Neither Awardee nor any of Awardee's officers, agents, or employees will be considered an employee of Pima County or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System.
- 8.2. Awardee is responsible for paying all federal, state and local taxes on the compensation by Awardee under this Agreement and will indemnify and hold County harmless from any and all liability which County may incur because of Awardee's failure to pay such taxes.
- 8.3. Awardee will be solely responsible for its program development, operation, and performance.

## **9.0 SUBCONTRACTORS**

- 9.1. Except as provided in paragraph 9.2, Awardee will not enter into any subcontracts for any services to be performed under this Agreement without County's prior written approval of the subcontract. Awardee must follow all applicable Federal, State, and County rules and regulations for obtaining subcontractor services.
- 9.2. Prior written approval is not required for the purchase of supplies that are necessary and incidental to Awardee's performance under this Agreement.
- 9.3. Awardee is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that Awardee is responsible for the acts and omissions its own employees. Nothing in this Agreement creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.
- 9.4. Awardee must include the provision set forth in paragraph 3.4, in all contracts between Awardee and its subcontractors providing goods or services pursuant to this Agreement. Awardee will be responsible for subcontractors' compliance with that provision and for any disallowances or withholding of reimbursements resulting from noncompliance of said subcontractors with the provision.

## **10.0 ASSIGNMENT**

Awardee cannot assign its rights or obligations under this Agreement, in whole or in part, without County's prior written approval. County may withhold approval at its sole discretion.

## **11.0 NON-DISCRIMINATION**

- 11.1. Awardee will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Agreement, including flow down of all provisions and requirements to any subcontractors.
- 11.2. During the performance of this Agreement, Awardee will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

## **12.0 AMERICANS WITH DISABILITIES ACT**

Awardee will 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 Awardee is carrying out a government program or services on behalf of County, then Awardee will 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.

## **13.0 AUTHORITY TO CONTRACT**

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

## **14.0 FULL AND COMPLETE PERFORMANCE**

The failure of either party to insist, in one or more instances, upon the other party's full and complete performance under this Agreement, or to take any action based on the other party's failure to fully and completely perform, is not 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 is not an accord and satisfaction.

## 15.0 CANCELLATION FOR CONFLICT OF INTEREST

- 15.1. This Agreement is subject to cancellation for conflict of interest pursuant to ARS § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.
- 15.2. Awardee 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 this Agreement, including, but not limited to, those governing nepotism.

## 16.0 TERMINATION AND SUSPENSION BY COUNTY

- 16.1. Without Cause: County may terminate this Agreement at any time, without cause, by serving a written notice upon Awardee at least thirty (30) days before the effective date of the termination. In the event of such termination, the County's only obligation to Awardee will be payment for services rendered prior to the date of termination.
- 16.2. With Cause: County may terminate this Agreement at any time without advance notice and without further obligation to County finds Awardee to be in default of any provision of this Agreement.
- 16.3. Insufficient Funds: Notwithstanding Paragraphs 16.1 and 16.2 above, if any state or federal grant monies used to pay for performance under this Agreement are reduced or withdrawn, County will have the right to either reduce the services to be provided and the total dollar amount payable under this Agreement or terminate the Agreement. 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 will not be liable to Awardee for more than the reduced amount. In the event of a termination under this paragraph, County's only obligation to Awardee will be payment for services rendered prior to the date of termination to the extent that grant funds are available.
- 16.4. Non-Appropriation: Notwithstanding any other provision in this Agreement, County may terminate this Agreement 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 will have no further obligation to Awardee, other than for services rendered prior to termination.
- 16.5. Suspension: County reserves the right to suspend Awardee's performance and payments under this Agreement immediately upon notice delivered to Awardee's designated agent in order to investigate Awardee's activities and compliance with this Agreement. In the event of an investigation by County, Awardee will cooperate fully and provide all requested information and documentation. At the conclusion of the investigation, or within forty-five (45) days, whichever is sooner, Awardee will be notified in writing that the contract will be immediately terminated or that performance may be resumed.

## 17.0 NOTICE

- 17.1. Awardee will give written notice of any change of corporate or entity status as promptly as possible and, in any event, within fifteen (15) 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.
- 17.2. Any notice required or permitted to be given under this Agreement must be in writing and served by personal delivery or by certified mail upon the other party as follows:

### County:

Director  
Pima County Community Services  
2797 E. Ajo Way  
Tucson, AZ 85713

### Awardee:

Chief Executive Officer  
Catholic Community Services of Southern  
Arizona, Inc.  
140 W Speedway Blvd #130  
Tucson, AZ 85705

## 18.0 NON-EXCLUSIVE CONTRACT

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

## 19.0 OTHER DOCUMENTS

Awardee and County in entering into this Contract have relied upon information provided in the Pima County Solicitation RFP No. **RFP-CSBG-GA-2017-10** 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 Awardee in its' response to said Solicitation. These documents are hereby incorporated 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.

## 20.0 AUDIT REQUIREMENTS

### 20.1. Awardee will:

- 20.1.1. Comply with the applicable provisions of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200).
- 20.1.2. **Establish and maintain a separate, identifiable accounting of all funds provided by County under this Agreement.** The accounting must record all expenditures which are used to support invoices and requests for payment from the County.
- 20.1.3. Establish and maintain accounting records which identify the source and application of any funds not provided under this Agreement used to support these Agreement activities.
- 20.1.4. Ensure that all accounting records meet the requirements of the Federal, State, County, and generally accepted accounting principles laws and regulations.
- 20.1.5. 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.
- 20.1.6. Assure that any audit conducted pursuant to this Agreement is performed by a qualified, independent accounting firm and submitted to County within six (6) months of completion of the audit required pursuant to this Section 20.0, unless a different time is specified by County. The audit submitted must include Awardee responses, if any, concerning any audit findings.
- 20.1.7. Pay all costs for any audit required or requested pursuant to this Section 20.0, unless the cost is allowable for payment with the funds provided pursuant to this Agreement under the appropriate federal or state law and the cost was specifically included in the Awardee grant budget approved by County.

### 20.2. Awardee status:

- 20.2.1. If Awardee is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. §10-3140, Awardee will comply with the applicable audit requirements set forth in A.R.S. § 11-624, "Audit of Non-Profit Corporations Receiving County Monies."
- 20.2.2. If Awardee meets or exceeds the single audit threshold set forth in 2 C.F.R. § 200, Awardee will 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 Awardee's fiscal year.

### 20.3. Awardee must timely submit the required or requested audit(s) to:

Director  
Community Services, Employment & Training Dept.  
2797 E. Ajo Way, 3<sup>rd</sup> Floor  
Tucson, AZ 85713

## **21.0 BOOKS AND RECORDS**

- 21.1. Awardee must keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County.
- 21.2. Awardee will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.

## **22.0 COPYRIGHT**

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

## **23.0 PROPERTY OF THE COUNTY**

- 23.1. Awardee is not the agent of County for any purpose and will not purchase any materials, equipment or supplies on the credit of County.
- 23.2. Any materials, including reports, computer programs and other deliverables, created under this Agreement are the sole property of County. Awardee is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. Awardee will not use or release these materials without the prior written consent of County.

## **24.0 DISPOSAL OF PROPERTY**

Termination of this Agreement will not relieve any party from liabilities or costs already incurred under this Agreement, nor affect any ownership of property pursuant to this Agreement.

## **25.0 COORDINATION**

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

## **26.0 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 will at all reasonable times have the right of access to Awardee's facility, books, documents, papers, or other records which are pertinent to this Agreement, in order to make audits, examinations, excerpts and transcripts for the purpose of evaluating Awardee's performance and Awardee's compliance with this Agreement. This provision must be included in all contracts between Awardee and its subcontractors providing goods or services pursuant to this Agreement. Awardee will 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.

## **27.0 ISRAEL BOYCOTT CERTIFICATION**

Awardee hereby certifies that is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by the County up to and including termination of this Agreement.

## **28.0 PUBLIC RECORDS**

- 28.1. Disclosure. Pursuant to Arizona Public Records law, A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or architectural and engineering services procured under A.R.S. § Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in an award of this Agreement, including, but not limited to pricing schedules, product specifications, work plans, and any supporting

documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

**28.2. Records Marked Confidential; Notice and Protective Order.**

- 28.2.1. If Awardee reasonably believes that some of the records described in paragraph 28.1 above contain proprietary, trade-secret or otherwise-confidential information, Awardee must prominently mark those records "CONFIDENTIAL."
- 28.2.2. In the event that a public records request is submitted to County for records marked "CONFIDENTIAL," County will notify Awardee of the request as soon as reasonably possible.
- 28.2.3. County will release the records ten (10) business days after the date of that notice, unless Awardee has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

**29.0 ELIGIBILITY FOR PUBLIC BENEFITS**

Awardee will comply with applicable provisions of A.R.S. §§1-501 and 1-502 regarding public benefits, which are hereby incorporated as provisions of this Agreement.

**30.0 LEGAL ARIZONA WORKERS ACT COMPLIANCE**

- 30.1. Compliance with Immigration Laws. Awardee hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Awardee's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Awardee will further ensure that each subcontractor who performs any work for Awardee under this contract likewise complies with the State and Federal Immigration Laws.
- 30.2. Books and Records. County has the right at any time to inspect the books and records of Awardee and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- 30.3. Remedies for Breach of Warranty. Any breach of Awardee's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this Section 26, is a material breach of this Agreement subjecting Awardee to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Awardee will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Awardee.
- 30.4. Subcontractors. Awardee will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 30.0 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."*

### 31.0 REMEDIES

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

### 32.0 SEVERABILITY

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

### 33.0 ENTIRE AGREEMENT

- 33.1. This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and supersedes all prior or contemporaneous agreements and understandings, oral or written.
- 33.2. No verbal agreements or conversations with any officer, agent or employee of County prior to or after the execution of this Agreement will affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreements are unofficial information and in no way binding upon County.

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

#### PIMA COUNTY

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

\_\_\_\_\_  
Date

#### ATTEST

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

#### AWARDEE

Marguerite D. Hauman  
Authorized Officer Signature

MARGUERITE D. HAUMAN  
Please print name

CEO  
Title

11-15-17  
Date

#### APPROVED AS TO CONTENT

Charles R. Long  
Community Services, Employment  
& Training Director

#### APPROVED AS TO FORM

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

## SCOPE OF WORK

**1.0 PROGRAM OVERVIEW.**

Awardee will provide Getting Ahead in a Just-Gettin'-By-World workshops to further the implementation and goals of "Ending Poverty Now: An Economic Initiative of Pima County" ("the Initiative").

**2.0 PROGRAM ACTIVITIES.**

- 2.1. Awardee will provide one (1) Getting Ahead in a Just-Gettin'-By-World workshop ("the Workshop"). The workshop will be:
  - 2.1.1. Presented in sixteen (16) sessions for a total of fifty (50) hours;
  - 2.1.2. Presented at a safe, accessible space with at least one (1) session scheduled weekly; and
  - 2.1.3. Adhere to the Model Fidelity Elements set forth in **Exhibit B**.
- 2.2. Prior to the initiation of a workshop, Awardee will:
  - 2.2.1. Meet with the Pima County CSET Program Manager for Ending Poverty Now to establish the specific work objectives and target audience for the Workshop.
  - 2.2.2. Submit a projected schedule of the sessions, proposed location and identify the proposed Workshop facilitator who will conduct the sessions.
  - 2.2.3. Identify and train an Assistant-Facilitator who is a past graduate of a Getting Ahead program
  - 2.2.4. Obtain approval from the Program Manager to proceed with the workshop.
  - 2.2.5. Recruit 12 to 15 eligible participants. To be eligible, a participant must meet the income requirements set forth in Section 4.0 below. Intake procedure must meet the CSBG requirements.
  - 2.2.6. Make arrangements to provide snacks or meal if a session is longer than two hours. **CSBG funds cannot be used to pay for snacks or meals.**
- 2.3. For the Workshop Awardee will:
  - 2.3.1. Conduct the Workshop according to the agreed upon schedule.
  - 2.3.2. Pay each participant \$10.00 for every three (3) hours attended. County funds will cover the stipends for 12 participants, Awardee will be responsible for paying any additional participants from another source.
- 2.4. At the conclusion of the 16 sessions, Awardee will:
  - 2.4.1. Administer and provide to County a community assessment survey, provided by the Pima County Program Manager; and
  - 2.4.2. Invite participants to complete the survey attached as **Exhibit D**.
  - 2.4.3. Conduct one additional special session for Pima County to share information about ARIZONA@WORK Pima County One-Stop services and other County and community services.
  - 2.4.4. Invite the County to participate in at least one session and the graduation.
- 2.5. Awardee will:
  - 2.5.1. Promote post-workshop opportunities for the Workshop graduates to fulfill their goals.
  - 2.5.2. Participate in the evaluations of the Initiative and the Workshop.
  - 2.5.3. Ensure that the Facilitator and Assistant Facilitator participate in bi-monthly Getting Ahead Coordinating Group meetings throughout the contract period.

2.6. County will:

2.6.1. Provide training for:

2.6.1.1. Facilitator certification; and

2.6.1.2. Use of pre- and post- evaluation tools.

2.6.2. Provide support to prepare and conduct first workshop, including outreach and participant resource referrals.

**3.0 PARTICIPANT ELIGIBILITY**

To receive the services funded pursuant to this Agreement, recipient's household income must not exceed the income caps established by HHS for ADES/Department of Aging and Adult Services (DAAS). Income requirements in effect on the effective date of this Agreement are attached as **Exhibit C**. Income guidelines may be changed during the term of this Agreement by the funding agency. County will endeavor to provide Awardee with written notice of such changes, but Awardee is responsible for insuring that the guidelines in effect at any point in time are used for eligibility determinations.

**4.0 OUTCOME/GOALS**

Provide low-income or under-resourced individuals with the knowledge and resources to develop their own solutions to poverty.

**5.0 BUDGET**. Awardee will be paid as follows:

| ITEM   | Maximum Amount    |
|--|-------------------|
| Participant Stipends – 12* students x \$160<br>(\$10.00 per student for every 3 hours)<br>* Awardee will be responsible for stipend payments to any<br>additional participants enrolled in the Workshop. | \$1,920.00        |
| Facilitator - \$18.00 x 75 hours   | \$1,350.00        |
| Assistant Facilitator - \$12.00 x 60 hours   | \$720.00          |
| Workbook and Kit - \$40.00 x 12 students   | \$480.00          |
| <b>TOTAL</b>   | <b>\$4,470.00</b> |

**6.0 REPORTING REQUIREMENTS**

6.1. Within twenty-four (24) hours of the Workshop's completion Awardee will provide County the following:

6.1.1. Workshop attendance list; and

6.1.2. Participant evaluations, indicating satisfaction with the Workshop and recommendations for improvement.

6.2. Awardee will aggregate the responses to the survey administered pursuant to paragraph 2.4.2 above and report results to County within fifteen (15) calendar days after the conclusion of the Workshop.

**END OF EXHIBIT A**

Model Fidelity Elements  
When Conducting  
*Getting Ahead in a Just-Gettin'-By-World*

Thanks to feedback from facilitators and sponsors who use Getting Ahead we have learned what elements of our model are essential. In other words, we can now define our model. To adhere to our model sponsors and facilitators should attend to the following:

Role, Responsibilities, and Skills of the Facilitator:

1. **Problem-Solvers:** our view (or mental model) of participants must be based on the understanding that they are problem-solvers in their daily lives and can be problem-solvers at the community level. They are needed at the planning tables in our communities.
2. **Investigators:** Getting Ahead participants are most accurately described as “investigators.” They investigate community life as well as their personal circumstances in the light of the new learning they are doing. Each module is another layer of that investigation. It is not the facilitator’s job to defend everything in the workbook; it is their job to help the investigators to dig into the material.
3. **Sequence and Reinforcement:** the sequence has been worked out carefully so that investigators move from the safe to the challenging, the concrete to the abstract, and the small to the large. It allows for reinforcement of the difficult concepts and should not be altered.
4. **Motivation for Change:** Those who attend the workgroup are not expected to be motivated for change at the outset. The process and the facilitator assist people to make their own argument for change. It isn’t necessary for the facilitator to make the argument; in fact, the facilitator should not make the argument for change. Facilitators who adhere to this model and have the ability to assist another person’s process of self-discovery are to be prized.
5. **Mental Models:** the investigators should end the workgroup with a collection of mental models of their own making that describe their process, hold the knowledge of their investigation, and guide their action.
6. **Self-Assessment:** developing a plan without doing an accurate self-assessment is meaningless. The quality of the plans rests on the quality of thinking that goes into the assessment, therefore it’s necessary to practice analyzing resources using a number of case studies found in *Bridges Out of Poverty*.
7. **Community Assessment:** this assessment is equally important and should arise out of the work of the group. Community organizations should not be brought in for “dog and pony” shows.
8. **Personal and Community Plans:** the ultimate goal is to create plans for building resources on a personal and community level.
9. **Facilitator Characteristics:** select facilitators who have the knowledge, skills, and attitudes described in the “Getting Ahead Facilitator Qualities.”

Sponsor Responsibilities:

10. **Attraction, not coercion:** planners are often pushed for quick results and think that forcing people to attend a particular workshop will bring the desired outcome. We think that this learning experience will attract people through word of mouth. Sanctions for failing to attend are not necessary, and even counter-productive.

11. Stipends: administrators are driven to be cost-effective. This means doing more with less, in this case, less money. Choosing not to pay stipends appears on the surface to be an easy solution. But paying stipends makes the point that people in poverty have something to offer the decision making process in our communities, that results of the Getting Ahead investigation have value, and that the investigators are being paid for their work.
12. 15 Sessions: another way of doing more for less is to reduce the amount of time given to the work, i.e. cutting down on the number of sessions. Fifteen sessions is the minimum amount of time needed to complete the investigation.
13. Closed Group: There are two reasons for running the workbook with the same set of investigators from beginning to end. Having new people join the group means that they will not experience the sequence of learning as it works best. Secondly, the Getting Ahead process is based on a growing sense of trust and shared experiences.
14. Long-Term Support: the responsibility for this element falls on the sponsors of the workgroup more than on the facilitator. They should be champions for the Getting Ahead investigators, making a place for them to build the resources according to their own plans, engaging the community to assist them during their transition. The investigators themselves may have plans of their own regarding long-term support; the sponsors should be prepared to assist them.
15. Getting to the Table: if the investigators want to take part in community planning and decision-making, i.e. “get to the table,” the sponsor and facilitator should be prepared to assist and mentor them and to prepare the community for their participation.

### **Instructions for Getting Ahead Facilitator Training**

#### *Critical Indicator Descriptions*

Demonstrates Bridges knowledge: Does the facilitator have a command of core concepts, such as mental models of poverty, research continuum, key points, hidden rules, resources, family issues, and language issues? [sources: observations by reviewer, evidence in case notes, illustrations/examples].

Adheres to model: Does the facilitator use the workbook in sequence and cover the content of each module—and do so in at least 15 sessions? [sources: observations by reviewer, schedules, attendance records, documents from Getting Ahead class].

Uses registers appropriately (including translation of abstract concepts using casual register): Does the facilitator translate from the formal to the casual effectively—and use casual register to make and maintain relationships? [source: observations by reviewer].

Facilitates another person’s self-discovery: Does the facilitator encourage an individual’s exploration of issues and analysis rather than “give the answers”? Does the facilitator “allow” the participants to do and decide what they can do and decide, not stepping in? Is the facilitator non-judgmental? [source: observations by reviewer].

Works well with a co-facilitator who was a former group participant: Does the facilitator include and value the input of the co-facilitator? [source: observations by reviewer].

Empathic but not easily manipulated, challenges thinking: Does the facilitator demonstrate empathy with a healthy degree of detachment? Does the facilitator avoid “enabling” behavior and help participants be accountable for their own behavior? [source: observations by reviewer].

Uses mental models to illustrate abstract concepts: [source: review of representative mental models].



**COMMUNITY ACTION AGENCY  
2018 FEDERAL POVERTY INCOME GUIDELINES**

**Gross Monthly Income  
To be used to determine eligibility for Community Services Block Grant Funds (CSBG)  
Effective July 1, 2017 – June 30, 2018**

| <b>Family Size</b> | <b>125%</b> | <b>150% 60 &amp; Older or Disabled in Household</b> |
|--------------------|-------------|---|
| 1                  | \$1,256     | \$1,507   |
| 2                  | \$1,691     | \$2,030   |
| 3                  | \$2,127     | \$2,552   |
| 4                  | \$2,562     | \$3,075   |
| 5                  | \$2,997     | \$3,597   |
| 6                  | \$3,433     | \$4,120   |
| 7                  | \$3,868     | \$4,642   |
| 8                  | \$4,304     | \$5,165   |
| 9                  | \$4,739     | \$5,687   |
| 10                 | \$5,175     | \$6,210   |
| 11                 | \$5,610     | \$6,732   |
| 12                 | \$6,045     | \$7,255   |

**For each additional Household Member Add:**

**\$435**

**\$522**

Figures derived from information dated April 12, 2017 from Arizona Department of Economic Security, Division of Aging & Adult Services Community Services Unit.

I, \_\_\_\_\_, declare that I meet the above income guidelines under Household Size \_\_\_\_\_. I am also aware of the Agency's Grievance Procedures, Confidentiality Policy, and Release of Information Policy.

\_\_\_\_\_  
Signature & Date

**COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT**  
2797 E. Ajo Way  
Tucson, AZ 85713  
(520) 724-7700 • Fax (520) 724-6796



## INDICATOR ASSESSMENT SURVEY

Pima County wants to make sure that its programs provide valuable services to the Community. Please take a minute to complete this Survey. Your participation is voluntary and your answers will remain anonymous.

**Indicator 1.2 – Employment Supports** Since the Getting Ahead Workshop started, have you:

|    | Skill   | Yes | No | Had before the Workshop |
|----|---|-----|----|-------------------------|
| 1  | Gained pre-employment skills required for employment?                                     |     |    |                         |
| 2  | Earned training program certificate or diploma?   |     |    |                         |
| 3  | Completed the ABE/GED and receive a certificate or diploma?                               |     |    |                         |
| 4  | Completed a post-secondary education program and earn a certificate or diploma?           |     |    |                         |
| 5  | Enrolled your child(ren) in before or after school program to get a job or keep your job? |     |    |                         |
| 6  | Found care for a child or other dependent to get a job or keep your job?                  |     |    |                         |
| 7  | Found reliable transportation to get a job or keep your job?                              |     |    |                         |
| 8  | Received health care services for you or your family?                                     |     |    |                         |
| 9  | Found safe and affordable housing?  |     |    |                         |
| 10 | Received food assistance?   |     |    |                         |

**Indicator 1.3 --Economic Asset Enhancement and Utilization** Since the Getting Ahead Workshop started, have you:

|   | Skill  | Yes | No | Had before the Workshop |
|---|--|-----|----|-------------------------|
| 1 | Attended a tax preparation program?  |     |    |                         |
| 2 | Received a Federal or State tax credit? If yes, how much? _____  |     |    |                         |
| 3 | Obtained court-ordered child support? If yes, how much per month? _____  |     |    |                         |
| 4 | Enrolled in the telephone lifeline and/or energy discount programs? If yes, how much do you think you'll save every month? _____ |     |    |                         |
| 5 | Learned how to complete and maintain a budget?   |     |    |                         |
| 6 | Opened an Individual Development Account or other saving account? Approximately how much is in the account? _____                |     |    |                         |

**Indicator 2.3 -- Community Engagement** Since the Getting Ahead Workshop started, have you:

|   | Skill   | Yes | No | Had before the Workshop |
|---|---|-----|----|-------------------------|
| 1 | Volunteered somewhere in the community? If yes, how many hours? _____ |     |    |                         |

**Indicator 3.2 -- Community Empowerment** Because of the Getting Ahead Workshop, have you:

| Skill |   | Yes | No | Had<br>before the<br>Workshop |
|-------|---|-----|----|-------------------------------|
| 1     | Participated in a formal community organization, government, board or council that provides input to Getting Ahead? |     |    |                               |
| 2     | Opened a business?  |     |    |                               |
| 3     | Bought your own home?   |     |    |                               |
| 4     | Joined community activities you learned about from Getting Ahead?   |     |    |                               |

**END OF SURVEY**

Thank you for your help. Is there anything else that you think would make Getting Ahead a better program?

What other kinds of programs would help you get and keep a good job?

What other kinds of programs would help you get and keep safe, affordable housing?