

COB - BOSAIR FORM

01/23/2026 1:31 PM (MST)

Submitted by Christina.Drennan2@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: PO HD PO2500036633

Award Type: Contract

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 02/17/2026

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Arizona Board of Regents, on behalf of University of Arizona

Project Title / Description: Substance Use Prevention & Response Interventions

Purpose: Award: Intergovernmental Agreement No. PO2500036633. This Intergovernmental Agreement (IGA) is for an initial term of January 6, 2026 to January 5, 2027, with \$229,509.95 in funding and includes two one-year renewal options.

Procurement Method: Medical and Health Related Professional Services: Board of Supervisors Policy D29.7.

Procurement Method Additional Info: IGAs: This IGA is a non Procurement contract and not subject to Procurement rules. Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, Solicitation No. RFP-PCHD-2025-100 was conducted. A combined total of thirty-eight (38) proposals were received across five strategic areas. The highest scoring proposals within each strategic area were selected for recommendation of award. This award is being granted for Strategy Area 1: Youth Prevention Services in Areas of Designated Need.

Program Goals/Predicted Outcomes: The Substance Use Prevention & Response Interventions project with the University of Arizona's Pima County Cooperative Extension programs, The Garden Kitchen (GK) and Tucson Village Farm (TVF), will provide holistic substance use prevention programming to middle and high school students in Pima County.

Public Benefit and Impact: This project will provide learning opportunities that would otherwise be non-existent with the elimination of Supplemental Nutrition Assistance Program Education (SNAP-Ed), ensuring continuity of important education and providing new programming, guided by critical substance use prevention data.

TO: COB, 1/29/26 (1)

VERSION: 0

PAGES: 13

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Budget Pillar

- Improve the quality of life

Support of Prosperity Initiative:

- 2. Improve Quality of Life and Opportunity in High Poverty Areas

Provide information that explains how this activity supports the selected Prosperity Initiatives

Funding of this project supports the Prosperity Initiative on improving the quality of life for Pima County residents by increasing funds for and access to resources and services focused on substance misuse prevention for youth in high risk populations.

Metrics Available to Measure Performance:

The following key metrics will be tracked. Additional key metrics are identified in Exhibit A - Scope of Services of the agreement.

- Number of youth engaged in the program
- Zip code/Census Tract of participants
- Zip code/Census Tract of program location
- Number of mentors working with youth
- Youth enrollment retention 30/60 days for school year activities

Retroactive:**YES****Retroactive Description:**

Yes, this agreement is retroactive. On January 6, 2026, the Pima County Health Department presented the Pima County Board of Supervisors with awards and contracts under RFP-PCHD-2025-100. However, the review and signing of this IGA was not completed in time to be included on the agenda. If not approved, programming under this IGA cannot begin, resulting in limited substance use prevention services for youth in Pima County.

Contract / Award Information

Record Number: PO HD PO2500036633

Document Type: PO

Department Code: HD

Contract Number: PO2500036633

Commencement Date: 01/06/2026

Termination Date: 01/05/2027

Total Expense Amount:

\$229,509.95

Total Revenue Amount:

\$0.00

Funding Source Name(s) Required:

One Arizona Distribution of Opioid Settlement Funds Agreement

Funding from General Fund?

NO

Contract is fully or partially funded with Federal Funds?

NO

Were insurance or indemnity clauses modified?

YES

Vendor is using a Social Security Number?

NO

Department: Health

Name: Christina Drennan

Telephone: 5207247614

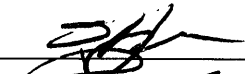
Add Procurement Department Signatures

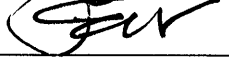
No

Add GMI Department Signatures

No

Department Director Signature:  Date: 1/26/26

Deputy County Administrator Signature:  Date: 1-27-2026

County Administrator Signature:  Date: 1/27/2026



Modification to Insurance or Indemnity Clause

Date: 11/18/2025

Requestor Name: Christina Drennan

Department: Health



Change to Insurance



Change to Indemnity

Supplier Name: Arizona Board of Regents, on behalf of University of Ar

Contract No: PO2500036633

Project Title/Description:

Substance Use Prevention & Response Interventions

Requested Change:

The supplier has requested that the Insurance clause within Pima County's standard Professional Services Contract be removed and replaced with language speaking to the supplier's self-insured status. The supplier has also requested that the Indemnification clause be removed and replaced with language holding each party harmless. Arizona Law (A.R.S. A§ 35-154) prohibits persons from incurring obligations against the state for which funds have not yet been appropriated or allocated.



Approved



Denied

Risk Management:

M. Juna

Comments:

Pima County Department of Health

Project: Substance Use Prevention & Response Interventions

University: Arizona Board of Regents, on behalf of University of Arizona
UArizona - Sponsored Projects Services
PO Box 41867
Tucson, AZ 85721

Amount: \$229,509.95

Agreement No.: PO2500036633

Funding: One Arizona Distribution of Opioid Settlement Funds Agreement

INTERGOVERNMENTAL AGREEMENT

1. Parties and Background.

- 1.1. Parties. This Agreement is between Pima County, a body politic and corporate of the State of Arizona ("County"), and Arizona Board of Regents, on behalf of University of Arizona ("University").
- 1.2. Authority. County selected University pursuant to and consistent with Board of Supervisors Policy D29.7 and County's Procurement Code 11.12.020 Competitive sealed proposals.
- 1.3. Solicitation. County previously issued Solicitation No. RFP-PCHD-2025-100 Substance Use Prevention & Response Interventions for certain services (the "Solicitation"). Requirements and specifications contained in the Solicitation, all documents included in the Solicitation, and any information and documentation submitted by University in response to the Solicitation, are incorporated into this Agreement by reference.
- 1.4. University's Response. University submitted the most advantageous response to the Solicitation.

2. Term.

- 2.1. Initial Term. The term of this Agreement commences on January 6, 2026, and will terminate on January 5, 2027.
- 2.2. ("Initial Term"). "Term," when used in this Agreement, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Agreement, the parties will, for all purposes, deem the Agreement to have been in effect as of the commencement date.
- 2.3. Extension Options. County may renew this Agreement for up to two (2) additional periods of up to 1 year each (each an "Extension Option"). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

3. Scope of Services.

University will provide County with the services described in Exhibit A (4 pages), at the dates and times described in Exhibits A or, if Exhibits A contains no dates or time frames, then upon demand. The Services must comply with all requirements and specifications in the Solicitation.

4. Key Personnel.

University will employ suitably trained and skilled professional personnel to perform all consultant services under this Agreement. Prior to changing any key personnel, especially those key personnel

County relied upon in making this Agreement, University will obtain the approval of County. The key personnel include the following staff:

Jennifer Parlin

5. Compensation and Payment.

- 5.1. Rates; Adjustment. County will pay University at the rates set forth in Exhibit B (1 page). Those rates will remain in effect during an Extension Option period unless University, at least 90 days before the end of the then-existing Term, or at the time the County informs University that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.
- 5.2. Maximum Payment Amount. County's total payments to University under this Agreement, including any sales taxes, may not exceed \$229,509.95 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. University is not required to provide any services, payment for which will cause the County's total payments under this Agreement to exceed the NTE Amount; if University does so, it is at the University's own risk.
- 5.3. Sales Taxes. The payment amounts or rates in **Exhibit B** do not include sales taxes. University may invoice County for sales taxes that University is required to pay under this Agreement. University will show sales taxes as a separate line item on invoices.
- 5.4. Timing of Invoices. University will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which University delivered the invoiced products or services to County. County may refuse to pay for any product or service for which Contactor does not timely invoice the County and, pursuant to A.R.S. § 11-622(C), will not pay for any product or service invoiced more than 6-months late.
- 5.5. Content of Invoices. University will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item. Each request for reimbursement must have a unique invoice number, reference this Agreement number, be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor, or executive of the University to ensure proper internal financial controls, and be for costs identified as allowable in Exhibit B of this Agreement. Each reimbursement request must be accompanied by documentation which must include, but is not limited to:
 - 5.5.1. A Financial Status Report and Request for Funds summarizing monthly expenditures by expense categories as shown in the approved budget in **Exhibit B** of this Agreement. County will provide University with a form similar to that attached hereto as **Exhibit C – Pima County Invoice Request** (1 page) upon execution of this Agreement. The Financial Status Report and Request for Funds must be signed by the person who prepared the report and by an authorized representative of University.
 - 5.5.2. Copies of paid invoices and receipts or cancelled checks (front and back) to support all purchases of goods or services.
 - 5.5.3. University will include detailed documentation in support of invoices and assign each amount billed to the appropriate line item.
 - 5.5.4. Accounting system report(s) specifying rate of pay and cost of employer-paid benefits.
 - 5.5.5. Detailed travel reports to support all travel expenses if reimbursement is authorized for travel.
 - 5.5.6. Any other documentation requested by County.
- 5.6. Invoice Adjustments. County may, at any time during the Term and during the retention period set forth in Section 22 below, question any payment under this Agreement. If County raises a

question about the propriety of a past payment, University will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to University under this or any other Agreement between County and University. University will promptly pay to County any overpayment that County cannot recover by set-off.

6. **Insurance.**

The County acknowledges that University, as an instrumentality of the State of Arizona, participates in a program of self-insurance, administered by the State of Arizona, Department of Administration, Risk Management Division, which provides coverage against loss for its employees, officers, and agents under the provisions of Arizona Revised Statutes § 41-621 et seq. The enabling statute does not specify dollar limits of coverage, or an expiration date. The parties agree that the general and professional liability coverage provided by this self-insurance program is deemed sufficient for the purposes of this Agreement. University will require any subcontractor to separately meet all minimum insurance requirements of the County.

7. **Indemnification.**

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

8. **Independent Contractor.**

Neither University, nor any of University's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. University is responsible for paying all federal, state and local taxes on the compensation received by University under this Agreement and University will be responsible for administering any claims for any and all liability that County may incur because of University's failure to pay such taxes.

9. **Subcontractors.**

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.

10. **Assignment.**

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

11. **Non-Discrimination.**

University will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Agreement, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Agreement, University 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. **Americans with Disabilities Act.**

University will comply with Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C. §§ 12101-12213) and the federal regulations for Title II (28 CFR Part 35).

13. **Legal Authority.**

University 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 University or any third party by reason of such determination or by reason of this Agreement.

14. **Full and Complete Performance.**

The failure of either party to insist, in one or more instances, upon the other party's complete and satisfactory performance under this Agreement, or to take any action based on the other party's failure

to completely and satisfactorily perform, is not a waiver of that party's right to insist upon complete and satisfactory performance, or compliance with any other covenant or condition in this Agreement, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

15. Cancellation for Conflict of Interest.

This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.

16. Termination.

16.1. Without Cause. Either party may terminate this Agreement at any time without cause by notifying the other party, in writing, at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to University will be payment for services rendered prior to the date of termination.

16.2. With Cause. Either party may terminate this Agreement at any time without advance notice and without further obligation when a party finds the other to be in default of any provision of this Agreement.

16.3. Non-Appropriation. Notwithstanding any other provision in this Agreement, either party may terminate this Agreement if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining the obligations under this Agreement. In the event of such termination, County will have no further obligation to University, other than to pay for services rendered prior to termination.

17. Notice.

Any notice required or permitted to be given under this Agreement must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County

Theresa Cullen, MD, MS, Director
Pima County Department of Health
3950 S Country Club Drive #100
Tucson, AZ 85714

University

Melissa Riha, Director
Office of Research Contracts & Agreements
845 N Park Avenue, Room 538
Tucson, AZ 85721-0158

18. Non-Exclusive Agreement.

University 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. Remedies.

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

20. 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.

21. Books and Records.

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

22. Public Records.

22.1. **Disclosure.** Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter

6, all documents submitted in response to the solicitation resulting in award of this Agreement, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

- 22.2. **Records Marked Confidential; Notice and Protective Order.** If University reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, University must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify University of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless University 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.

23. Legal Arizona Workers Act Compliance.

- 23.1. Compliance with Immigration Laws. University hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). University will further ensure that each subcontractor who performs any work for University under this Agreement likewise complies with the State and Federal Immigration Laws.
- 23.2. Books & Records. County has the right at any time to inspect the books and records of University and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- 23.3. Remedies for Breach of Warranty. Any breach of University's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Agreement subjecting University 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, University 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 University.
- 23.4. Subcontractors. University will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 24 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 Agreement 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 is a material breach of this Agreement subjecting Subcontractor to penalties up to and including suspension or termination of this Agreement."

24. Grant Compliance.

Not Applicable.

25. Israel Boycott Certification.

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

or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

26. **Forced Labor of Ethnic Uyghurs.**

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

27. **Heat Injury and Illness Prevention and Safety Plan.**

Not Applicable.

28. **Health Insurance Portability and Accountability Act.**

The parties acknowledge that the County is a hybrid covered entity as described in 45 C.F.R. §160.103 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and is required to comply with the provisions of HIPAA with respect to safeguarding the privacy, confidentiality and security of protected health information. Under the terms of this Contract, Contractor will not create, receive, maintain, or transmit protected health information as defined in 45 C.F.R. §160.103. However, Contractor agrees to maintain the privacy, confidentiality, and security of any personal information it may obtain in the course of its performance under this Contract. Contractor further agrees not to divulge such information other than to employees or officers of Contractor as needed for the performance of its duties under this Contract, or to County.

29. **Arbitration.**

The parties to this Agreement agree to resolve all formal disputes relating this Agreement through arbitration, after exhausting all applicable administrative review, to the extent required by A.R.S. § 12-1518 and A.R.S. § 12-133.

30. **Amendment.**

The parties may modify, amend, alter or extend this Agreement only by a written amendment signed by the parties.

31. **Entire Agreement.**

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Agreement supersedes all prior or contemporaneous agreements and understandings, oral or written.

32. **Effective Date.** This Agreement will become effective when all parties have signed it. The effective date of the Agreement will be the date this Agreement is signed by the last party (as indicated by the date associated with that party's signature).

PIMA COUNTY

ARIZONA BOARD OF REGENTS,
ON BEHALF OF UNIVERSITY OF ARIZONA

Chair, Board of Supervisors



Authorized Officer Signature

Date

January 13, 2026

Date

ATTEST

Clerk of the Board

Approval

The foregoing Intergovernmental Agreement between Pima County and Arizona Board of Regents, on behalf of University of Arizona has been reviewed by the undersigned and is hereby approved as to content.

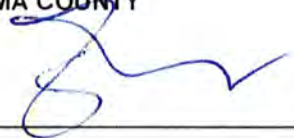


Theresa Cullen, MD, MS, Director
Pima County Department of Health

Intergovernmental Agreement Determination

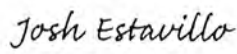
The foregoing Intergovernmental Agreement between Pima County and the Arizona Board of Regents, on behalf of University of Arizona has been reviewed by the undersigned, each of whom has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party he or she represents.

PIMA COUNTY



Deputy County Attorney
Jonathan Pinkney

ARIZONA BOARD OF REGENTS,
ON BEHALF OF UNIVERSITY OF ARIZONA



Josh Estavillo, Associate General Counsel

Exhibit A (4 Pages)
Scope of Services

OBJECTIVE

The University of Arizona's Pima County Cooperative Extension programs, The Garden Kitchen (GK) and Tucson Village Farm (TVF), will provide holistic substance use prevention programming to middle and high school students in Pima County, Arizona. For more than 30 years, Supplemental Nutrition Assistance Program Education (SNAP-Ed) has provided a safe space for Arizona youth to explore health, wellbeing, and resilience, with trauma-informed instructors, in their schools. Starting in fall 2025, SNAP-Ed will no longer be federally funded. To fill this gap, GK and TVF will provide learning opportunities that would otherwise be non-existent with the elimination of SNAP-Ed, ensuring continuity of important education and providing new programming, guided by critical substance use prevention data.

TASKS

The University will perform the activities outlined below:

Activity #1	
Planning for spring and fall afterschool programming with Utterback Middle School and Catalina High School, Flowing Wells Family Night, and Tucson Village Farm camps for Utterback Middle School.	
Metrics	
• Number of youth engaged in the program • Zip code/Census Tract of participants • Zip code/Census Tract of program location • Number of mentors working with youth • Youth enrollment retention 30/60 days for school year activities • Youth enrollment retention 7/21 days for summer activities	
Tasks	Timeframe
Create curricula outline and marketing materials to share with school staff and interested students.	First Quarter
Hire The Garden Kitchen's Community Outreach Assistant II.	
Meet with Catalina High School (HS) staff to finalize details of the youth selection process, youth community engagement process, attendance policies, communication with caregivers, and create program buy-in with school staff.	First Quarter: four meetings with Catalina HS
Meet with Utterback Middle School (MS) staff to finalize details of the youth selection process, youth community engagement process, attendance policies, communication with caregivers, and create program buy-in with school staff.	First Quarter: four meetings with Utterback MS, hire one 0.5 FTE Community Outreach Assistant II, order one semester of supplies
Order program supplies for two spring 2026 Catalina HS cohorts.	
Attend Around the Table Training (lead staff), Food Smarts (lead staff), and CATCH training (Community Outreach Assistant II)	First Quarter
Plan Flowing Wells Family Night at Tucson Village Farm.	First Quarter
Community Engagement with Catalina HS students to determine program content on 'free weeks' and the fall mentorship program with Utterback MS. Distribute Photo and Transportation Release Forms to Catalina HS students.	First Quarter
Plan Tucson Village Farm camps. Finalize camp calendar and work with The Garden Kitchen team to plan camp week(s) for Utterback MS students.	First Quarter
Activity #2	

Implementation of spring afterschool programming with two cohorts from Catalina High School. Planning for Utterback MS summer camps and fall afterschool programming with two cohorts. Implement Flowing Wells Family Night at Tucson Village Farm.		
Metrics		
• Number of youth engaged in the program • Zip code/Census Tract of participants • Zip code/Census Tract of program location • Number of mentors working with youth • Youth enrollment retention 30/60 days for school year activities • Youth enrollment retention 7/21 days for summer activities		
Tasks	Timeframe	
Implement after-school programming for two cohorts of 20 students at Catalina HS. Cohort one will attend on Tuesday and Thursday. Cohort two will attend on Wednesday and Friday. Programming will consist of Coordinated Approach to Child Health (CATCH) physical activity and social emotional learning, hands-on cooking, programming determined by youth during community engagement in activity 1, and financial literacy.	First-Second Quarter for 11 consecutive weeks, with each youth attending up to 22 activities during weekdays.	
Implement programming for two cohorts of 20 students at The Garden Kitchen on Saturdays. Programming will consist of CATCH physical activity and social emotional learning, hands-on cooking, programming determined by youth during community engagement in activity 1, and financial literacy.	First-Second Quarter for 11 consecutive weeks, with each youth attending up to 11 activities on Saturdays.	
Implement Flowing Wells Family Night at Tucson Village Farm.	Second Quarter	
Plan for The Garden Kitchen June summer camps and order supplies.	Second Quarter	
Finalize Tucson Village Farm summer camp attendance with The Garden Kitchen staff for Utterback MS students.	Second Quarter	
Connect with Utterback MS students and parents around The Garden Kitchen summer camp and plan for Tucson Village Farm summer camp attendance (transportation provided).	Second-Third Quarter	
Connect with Catalina HS and JVYC students and parents around The Garden Kitchen summer camp.	Second-Third Quarter	
Community Engagement with Utterback MS students to determine program content on 'free weeks'.	Third Quarter	
Connect with Catalina HS staff for youth mentorship program and finalize details for implementation at Utterback MS in Fall.	Third Quarter	
Analyze Catalina HS results of pre/post surveys to improve after-school program delivery.		
Activity #3		
Implementation of summer programming with two cohorts from Catalina High School, two cohorts from Utterback MS, and one cohort from the John A. Valenzuela Youth Center (JVYC).		
Metrics		
• Number of youth engaged in the program • Zip code/Census Tract of participants • Zip code/Census Tract of program location • Number of mentors working with youth • Youth enrollment retention 30/60 days for school year activities • Youth enrollment retention 7/21 days for summer activities		
Tasks	Timeframe	
Plan for The Garden Kitchen July summer camps and order supplies.	Third Quarter	
40 students from Utterback MS attend camp at Tucson Village Farm for one week.	Third Quarter for one week	

Implement summer programming for two cohorts of 20 students at Catalina HS. Cohort one will attend on Tuesday and Thursday. Cohort two will attend on Wednesday and Friday. Programming will consist of CATCH physical activity and social emotional learning, hands-on cooking, programming determined by youth during community engagement in activity 1, and financial literacy.	Third Quarter for three consecutive weeks, with each youth attending up to two activities during weekdays.
Implement summer programming for two cohorts of 20 Utterback MS students. Cohort one will attend on Tuesday and Thursday. Cohort two will attend on Wednesday and Friday. Programming will consist of CATCH physical activity and social emotional learning, hands-on cooking, programming determined by youth during community engagement in activity 1, and financial literacy.	Third Quarter for three consecutive weeks, with each youth attending up to two activities during weekdays.
Implement programming for one cohort of 10 JVYC students at The Garden Kitchen.	Third Quarter for four consecutive days, with each youth attending up to four activities.
Hold mentorship session for Catalina HS students and parents in preparation for the Utterback MS afterschool program.	Fourth Quarter
Train Catalina HS student mentors.	
Analyze The Garden Kitchen summer programming results of pre/post surveys to improve delivery.	Fourth Quarter
Plan for Kids of Arizona Leadership Experience (KALE) conference at Tucson Village Farm.	Fourth Quarter
Activity #4	
Implementation of Utterback MS fall after-school programming with two cohorts. Implementation of KALE Conference.	
Metrics	
• Number of youth engaged in the program • Zip code/Census Tract of participants • Zip code/Census Tract of program location • Number of mentors working with youth • Youth enrollment retention 30/60 days for school year activities • Youth enrollment retention 7/21 days for summer activities	
Tasks	Timeframe
Implement the KALE conference for Catalina HS and JVYC youth.	Fourth Quarter
Analyze data collected during Utterback MS afterschool programming and KALE conference.	Fourth Quarter
Implement after-school programming for two cohorts of 20 students at Utterback MS. Cohort one will attend on Tuesday and Thursday. Cohort two will attend on Wednesday and Friday. Programming will consist of CATCH physical activity and social emotional learning, hands-on cooking, programming determined by youth during community engagement in activity 1, and financial literacy.	Fourth Quarter for 11 consecutive weeks, with each youth attending up to 22 activities during weekdays.
Implement programming for two cohorts of 20 students at The Garden Kitchen on Saturdays. Programming will consist of CATCH physical activity and social emotional learning, hands-on cooking, programming determined by youth during community engagement in activity 1, and financial literacy.	Fourth Quarter for 11 consecutive weeks, with each youth attending up to 11 activities on Saturdays.

REQUIREMENTS

The University shall comply with the following requirements as a condition of funding:

- Materials Review and Approval

- All training, outreach, or educational materials developed for this project must be submitted to the Pima County Health Department (PCHD) for review and approval prior to dissemination or implementation.
- Any materials containing Pima County branding (logo, name, or visual identity) must also be submitted for pre-approval by PCHD.
- Client Confidentiality
 - The University must maintain client confidentiality in accordance with all applicable federal and state laws, including but not limited to HIPAA and 42 CFR Part 2, as related to medical, behavioral health, and substance use treatment information.
- Working with Minors
 - Any staff member with direct access to minors must:
 - Obtain and maintain an Arizona Department of Public Safety Level 1 Fingerprint Clearance Card.
 - Complete a background check prior to engaging in any project activities involving youth.
- Evaluation Requirements
 - Prior to implementing program activities, the University shall collaborate with PCHD to develop a comprehensive evaluation plan that includes:
 - Key implementation metrics
 - Intended short-term outcomes
 - Clearly defined outcome measures
 - Validated tools and methods for assessing outcomes
 - A process for identifying and applying continuous quality improvement strategies
 - PCHD reserves the right to adjust evaluation and data collection requirements with at least 30 days written notice.

DELIVERABLES

The University shall comply with the following deliverables as a condition of funding:

- Reporting
 - The University shall submit quarterly reports that include:
 - A narrative summary of project activities during the reporting period
 - Descriptions of accomplishments (including success stories) and challenges
 - Updates on staffing, including any changes
 - A current budget summary, with explanation of over- or under-spending
 - Evaluation metrics as outlined in the approved evaluation plan

Reports must be submitted electronically via an online platform designated by PCHD (e.g., Survey123, REDCap) or via a PCHD-provided template. Additional reporting requirements may be specified and must be fulfilled as requested.
- Invoicing
 - Monthly invoices for reimbursement of approved costs must be submitted by the 15th of the following month.
 - All invoices must include supporting documentation for each expense claimed.
- Meetings and Site Visits
 - The University must participate in a minimum of one (1) monthly meeting with PCHD staff to discuss and present on program progress and implementation.
 - The University shall accommodate at least one (1) in-person site visits annually, to be scheduled in coordination with PCHD.

Exhibit B (1 Page)
Rates

The following categories and associated costs represent the fees to be invoiced for reimbursement under the One Arizona Distribution of Opioid Settlement Funds Agreement. All listed expenses shall be consistent with the agreement's allowable expenditure guidelines and support the delivery of services and outreach to the underserved communities, including non-Medicaid reimbursable intervention and treatment activities.

Category	Total
Salary	\$106,533.98
Fringe Benefits	\$33,819.43
Travel	\$17,800.00
Supplies	\$50,492.00
Total Direct Charges	\$208,645.41
Indirect Charges at 10% de minimis rate	\$20,864.54
Total Project Cost	\$229,509.95

One Arizona Distribution of Opioid Settlement Funds Agreement allowable expenditures and expenditure prohibitions:

- Funding must be utilized for service and outreach to underserved communities.
- Support for non-Medicaid reimbursable intervention and treatment services including wrap-around services. Funding may support added costs related to services provision to remote areas that are not Medicaid reimbursable.
- Funding for mobile facility equipment (folding canopies, folding tables) is allowable.
- Funding for increased access to underserved or hard to reach populations by addressing geographical and economic barriers, especially where a lack of infrastructure (Wi-Fi, cell phone access, vehicles) exists.
- Funding **may not** be used to purchase vehicles.
- Funding **may not** be used for capital expenses, capital improvements, or capital equipment greater than \$5,000.

VARIANCE OR REPROGRAMMING

Any reallocation of funds resulting in a budget variance greater than 20% of the total budget will be submitted to the Pima County Health Director for review and approval prior to implementation.

Exhibit C (1 page)
Pima County Invoice Request

PIMA COUNTY INVOICE REQUEST
SAMPLE

Invoice For The Month Of _____, 2025

PLEASE SEND INVOICE TO THE ATTENTION OF:

AGENCY INVOICE INFORMATION:

FUNDING INFORMATION _____

INV DATE _____

PROGRAM NAME _____

INVOICE # _____

APPROVED BUDGET & BILLING DETAILS (12/01/25-08/31/26)

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

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

REQUIRED SIGNATURES:

Agency Preparer Signature - please print & sign

Date

Contact Phone Num/Ext

Agency Authorized Approver Signature - please print &

Contact Phone Num/Ext

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

Date bill rcv'd/Initials

Date rtnd for corrections/Initials

Date rvwd & submitted for payment/Initials