



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 21, 2021

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Marana Health Center, dba MHC Healthcare (MHC)

**\*Project Title/Description:**

Facilitating Patient and Provider Participation for Advancing Health Literacy Project

**\*Purpose:**

MHC Healthcare will work with the Pima County Health Department (PCHD) to conduct activities related to the Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19 project.

**\*Procurement Method:**

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

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

MHC will serve as the healthcare setting to implement this pilot project of human centered design. The human centered design approach will guide and co-create with appropriate stakeholders clinical, public health and administrative healthcare solutions that will allow varied populations to find, understand and use COVID-19 information and services and inform and guide implementable actions that need to be taken by MHC and the PCHD to improve health outcomes for patients and residents. The project will examine things such as policies, procedures, services, data collection/electronic health record system, messaging and educational resources with an eye towards making them more effective at meeting the needs of priority clients.

**\*Public Benefit:**

The project will generate new tools, practices, and systems-level changes that allow MHC Healthcare patients to find, understand and use COVID-19 public health information. By increasing access to culturally and linguistically appropriate health information, the PCHD will contribute to improved responses to public health strategies for COVID-19 and improve health outcomes for racial and ethnic minority populations and socially vulnerable populations in Pima County. Priority clients for this project are pregnant, pre- and post-partum Hispanic/Latinx/Latina women aged 20 to 45.

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

The University of Arizona will be serving as the evaluation lead for this project. The metrics, including the methodological framework, process, and tools to measure project success, will be developed by a human centered design agency in partnership with the University of Arizona, the PCHD and other appropriate stakeholders, including end users. Monthly progress reports in a format provided by PCHD that demonstrate completion of assignments will be submitted. A list of tasks / deliverables is included in the contract Scope of Services.

**\*Retroactive:**

No

TO: COB 12-8-21 (1)  
Vers.: 1  
pgs.: 24

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

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

**Contract / Award Information**

Document Type: CT Department Code: HD Contract Number (i.e., 15-123): 22-150  
 Commencement Date: 12/21/2021 Termination Date: 06/30/2023 Prior Contract Number (Synergen/CMS): N/A  
☒ Expense Amount \$ 751,000.00 \* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** U.S. Dept. of Health and Human Services, Advancing Health Literacy grant

Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☒ Yes ☐ No

**If Yes, is the Contract to a vendor or subrecipient?** Subrecipient

Were insurance or indemnity clauses modified? ☐ Yes ☒ No

*If Yes, attach Risk's approval.*

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

*If Yes, attach the required form per Administrative Procedure 22-10.*

**Amendment / Revised Award Information**

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

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

Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

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

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

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

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

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

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

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

Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

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

**\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: 

Date: 12/03/21

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

Date: 12/03/21

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

Date: 12/03/21

**Pima County Department of Health**

**Project:** Facilitating Patient and Provider Participation for Advancing Health Literacy Project

**Subrecipient:** Marana Health Center, dba MHC Healthcare  
13395 N. Marana Main Street  
Marana, AZ 85653

**Subrecipient DUNS number:** 078985702

**Amount of federal funds obligated to subrecipient:** \$751,000.00

**Contract No.:** CT-HD-22-150

**Funding:** Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19

**Funding agency:** U.S. Department of Health and Human Services, passed through the Pima County Health Department

**Federal Award Identification Number:** 1CPIMP211275-01-00

**Federal Award Date:** 06/18/2021

**Total Amount of Federal Award:** \$4,000,000.00

**Federal Award Period of Performance:** 07/01/2021 – 06/30/2023

**Subaward Period of Performance/ Budget Period:** 12/21/2021- 06/30/2023

**Assistance listing number and title:** CFDA 93.137, Community Program to Improve Minority Health

**Research and Development?** No

**Indirect cost rate and methodology:** 10% of direct expenses; de minimis

**SUBRECIPIENT 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 Marana Health Center, dba MHC Healthcare ("Subrecipient").
- 1.2. Authority. The Department of Health and Human Services (HHS) released funding opportunity MP-CPI-21-006 on March 8, 2021, for local municipalities. County partnered with Subrecipient in developing its response to this funding opportunity.

- 1.3. Background. County received a grant from HHS called *Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19*. Subrecipient was proposed as one of the grant subrecipients for the two year term. This Agreement serves as a means to reimburse Subrecipient for their expenses in implementation of this project.

2. **Term.**

- 2.1. Initial Term. The term of this Agreement commences on December 21, 2021 and will terminate on June 30, 2023 ("Initial Term"). "Term," when used in this Agreement, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Agreement, the parties will, for all purposes, deem the Agreement to have been in effect as of the commencement date.

- 2.2. Extension Options. In the event of an extension to the Federal award period of performance, County may renew this Agreement for up to two additional periods of up to one 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**. Subrecipient will provide County with the services described in **Exhibit A** (3 pages), at the dates and times described on **Exhibit A** or, if **Exhibit A** contains no dates or times, then upon demand.

4. **Key Personnel**. Subrecipient 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, Subrecipient will obtain the approval of County. The key personnel include the following individuals:

Jenitza Serrano-Feliciano, Chief Medical Officer  
Jennifer Dixon-Steakley, Director of Clinical Quality Administration  
David Dixon, Director of Accounting and Finance

5. **No Commission**. Subrecipient certifies that no individual or agent has been employed or retained to solicit or secure this Agreement for commission, percentage, brokerage or contingent fee except a bona fide employee or bona fide established agents maintained by the Subrecipient for the purpose of securing business.

6. **Compensation and Payment.**

- 6.1. Budget; Adjustment. County will reimburse Subrecipient according to the budget in **Exhibit B** (2 pages). This budget will remain in effect during an Extension Option period unless Subrecipient, at least 90 days before the end of the then-existing Term, or at the time the County informs Subrecipient that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to the budget, and the reasons for the adjustments.

- 6.2. Maximum Payment Amount. County's total payments to Subrecipient under this Agreement, including any sales taxes, may not exceed \$751,000.00 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment

executed by the Parties. Subrecipient is not required to provide any services, payment for which will cause the County's total payments under this Agreement to exceed the NTE Amount; if Subrecipient does so, it is at the Subrecipient's own risk.

- 6.3. Sales Taxes. The payment amounts or rates in **Exhibit B** do not include sales taxes. Subrecipient may invoice County for sales taxes that Subrecipient is required to pay under this Agreement. Subrecipient will show sales taxes as a separate line item on invoices.
- 6.4. Timing of Invoices. Subrecipient will invoice County on a monthly basis unless a different billing period is included in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which Subrecipient carried out the scope goals and objectives. County may refuse to pay for any period for which Contactor does not timely invoice the County and, pursuant to A.R.S. § 11-622(C), will not pay for any period invoiced more than 6-months late.
- 6.5. Content of Invoices. Subrecipient will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item. Each request for reimbursement must:
  - 6.5.1. Have a unique invoice number
  - 6.5.2. Reference this Agreement number.
  - 6.5.3. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Subrecipient to ensure proper internal financial controls.
  - 6.5.4. Be for costs as identified in Exhibit A of this Agreement.
  - 6.5.5. Be accompanied by documentation which must include, but is not limited to:
    - 6.5.5.1. A summary report of monthly expenditures by expense categories as shown in the approved budget in Exhibit A of this Agreement.
    - 6.5.5.2. Copies of paid invoices and receipts or cancelled checks (front and back) to support all purchases of goods or services.
    - 6.5.5.3. Timesheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of the employee's efforts under this Agreement, that account for one hundred percent (100%) of the employee's time worked in the pay period and specify:
      - 6.5.5.3.1. Hours worked on the program
      - 6.5.5.3.2. Total hours worked per pay period
      - 6.5.5.3.3. Days worked and

6.5.5.3.4. Hours worked each day.

6.5.5.4. Accounting system report(s) specifying rate of pay and cost of employer-paid benefits.

6.5.5.5. Detailed travel reports to support all travel expenses if reimbursement is authorized for travel,

6.5.5.6. Any other documentation requested by County

6.5.5.7. Be accompanied by signed copy of the Financial Status Report and Request for Funds. County will provide Subrecipient with a form similar to that attached hereto as **Exhibit C** (one page) upon execution of this Agreement.

6.6. County may, at its sole discretion:

6.6.1. Determine the acceptability and progress of work performed and determine the resulting entitlement to payment of each request for reimbursement.

6.6.2. Liquidate funds available under this Agreement for costs incurred by County on behalf of Subrecipient.

6.6.3. Deny full payment for requests for reimbursement that are submitted to County after the date set forth in Paragraph 5.4. County may deduct its processing costs or delay-related damages in connection with a request for payment submitted after that date.

6.6.4. Deny payment for any request for reimbursement received after July 30, 2023.

6.7. Request for final payment for compensation earned and/or eligible costs incurred must be submitted to the County within 30 calendar days after the end of the Agreement term. The request must meet the requirements set forth in paragraph 6.5 above and include a report summarizing Subrecipient's performance during the term of the Agreement.

6.8. No payments will be made to Subrecipient, until all of the following conditions are met:

6.8.1. Subrecipient has completed and submitted a W-9 Taxpayer Identification Number form;

6.8.2. Subrecipient has registered as a Pima County Vendor at the Pima County Procurement Vendor Portal:  
<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=18377>

6.8.3. Adequate and accurate documentation is provided with each request for payment or invoice; and

6.8.4. This Agreement is fully executed.

- 6.9. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require an Agreement amendment. Such change will not be effective, nor will compensation under the change be provided, until the Agreement amendment is fully executed by both parties.
- 6.10. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 6.1 and 6.2 above will be at Subrecipient's own risk.
- 6.11. Invoice Adjustments. County may, at any time question any payment under this Agreement. If County raises a question about the propriety of a past payment, Subrecipient will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to Subrecipient under this or any other contract between County and Subrecipient. Subrecipient will promptly pay to County any overpayment that County cannot recover by set-off.

## **7. Monitoring and Evaluation.**

- 7.1. County will monitor Subrecipient's activities and information sources in the management, fiscal, and services systems of Subrecipient and any subcontracted parties relating to performance of duties and obligations under this Agreement to ensure that Subrecipient uses the funding as allowed by the U.S. Department of Health and Human Services.
  - 7.1.1. Making adequate and acceptable progress in the provision of services;
  - 7.1.2. Maintaining adequate and acceptable systems to document services and expenditures; and
  - 7.1.3. Using the funds provided pursuant to this Agreement effectively and efficiently to accomplish the purposes for which funds were made available.
- 7.2. Subrecipient must cooperate in the County's monitoring and evaluation process and any monitoring or oversight by the U.S. Department of Health and Human Services.
- 7.3. If County finds that Subrecipient's performance is inconsistent with HHS grants policy and the Uniform Guidance, (2 C.F.R Part 200); and subpart F, Subrecipient will be in default of this Agreement. If Subrecipient fails to take appropriate actions to correct the default within fifteen (15) calendar days from date of notices, this Agreement may be suspended or terminated.
- 7.4. Books and Records. To the greatest extent permissible by law, County, and any authorized federal, state or local agency, including, but not limited to, the Centers for Disease Control, will at all reasonable times have the right of access to Subrecipient's facility, books, documents, papers, or other records which are pertinent to this Agreement, in order to make audits, examinations, excerpts and transcripts for the purpose of evaluating Subrecipient's compliance with this Agreement.



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

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

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

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

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

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

- 8.2. Additional Coverage Requirements:

- 8.2.1. Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Agreement, and Subrecipient must maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

- 8.2.2. Additional Insured Endorsement: The General Liability and Business



Automobile Liability Policies shall each be endorsed to include Pima County, its departments, districts, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subrecipient.

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

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

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

8.5. Approval and Modifications:

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

9. **Indemnification.** To the fullest extent permitted by law, Subrecipient will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "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 Subrecipient or any of Subrecipient's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Subrecipient to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnitee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnitee, be indemnified by Subrecipient from and against any and all Claims. Subrecipient is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Agreement.

10. **Laws and Regulations.**

10.1. Compliance with Laws. Subrecipient will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.

10.2. Licensing. Subrecipient warrants that it is appropriately licensed to provide the services under this Agreement and that its subcontractors will be appropriately licensed.

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

- 10.4. Compliance with grant regulations. Federal financial assistance is used to fund this contract. Subrecipient will comply with the requirements of 45 CFR part 75.
- 10.5. Debarment/suspension. Subrecipient certifies that it has not been debarred or suspended from receiving federal contracts and will notify County in writing within 5 business days if this changes.
- 10.5.1. This Agreement is a covered transaction for purposes of 2 CFR 180 and 2 CFR 3000. As such the subrecipient is required to verify that none of the subrecipient, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 10.5.2. The subrecipient is required to provide their DUNS number to Pima County.
- 10.5.3. The subrecipient must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 10.5.4. This certification is a material representation of fact relied upon by subrecipient. If it is later determined that the subrecipient did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Pima County, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.
- 10.6. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Subrecipients with awards exceeding \$100,000 must file the required certification. Subrecipient certifies that it has not and will not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient of the Federal award, who will in turn forward the certification(s) to the federal awarding agency.
- 10.7. Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS Awarding Agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

HHS OASH Grants and Acquisitions Management  
1101 Wootton Parkway, Plaza Level  
Rockville, MD 20852

AND

U.S. Department of Health and Human Services Office of the Inspector General  
ATTN: OIG HOTLINE OPERATIONS -- MANDATORY GRANT DISCLOSURES  
PO Box 23489  
Washington, DC 20026

URL: <http://oig.hhs.gov/fraud/report-fraud/index.asp>  
(Include "Mandatory Grant Disclosures" in subject line)  
Fax: 1-800-223-8164 (Include "Mandatory Grant Disclosures" in subject line)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371, including suspension or debarment (see also 2 C.F.R. Parts 180 & 376 and 31 U.S.C. 3321).

10.8. Copyright Interests and Inventions. The Subrecipient grants to County a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this Agreement to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the Agreement but not first produced in the performance of this contract, the Subrecipient will identify such data and grant to County or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this Agreement, the Subrecipient will deliver to County data first produced in the performance of this Agreement and data required by the Agreement but not first produced in the performance of this Agreement in formats acceptable by County.

10.9. Non-Discrimination

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

10.9.2. As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, contractors, successors, transferees, and assignees to comply) with applicable provisions

of national laws and policies prohibiting discrimination, including but not limited to:

10.9.2.1. Subrecipient 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).

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

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

10.10. Drug Free workplace requirements. Per 41 U.S.C. 8102, subrecipient must take the following measures to maintain a drug-free workplace (1) Publish a drug-free workplace statement and establish drug-free awareness programming for employees (see 2 CFR §182.205 through 182.220); and (2) Take actions concerning employees who are convicted of violating drug statutes in the workplace (see 2 CFR §182.225).

11. **Telecommunications.** 2 CFR §200.216 prohibits obligating or expending grant funds for certain telecommunications and video surveillance services or equipment. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
12. **Independent Contractor.** Subrecipient is an independent contractor. Neither Subrecipient, nor any of Subrecipient'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. Subrecipient is responsible for paying all federal, state and local taxes on the compensation received by Subrecipient under this Agreement and will indemnify and hold County harmless from any and all liability that County may incur because of Subrecipient's failure to pay such taxes.
13. **Subcontractors.** Subrecipient is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Subrecipient is responsible for the acts and omissions of its own employees. Nothing in this Agreement

creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

14. **Assignment.** Subrecipient may not assign its rights or obligations under this Agreement, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.
15. **Authority to Contract.** Subrecipient warrants its right and power to enter into this Agreement. If any court or administrative agency determines that County does not have authority to enter into this Agreement, County will not be liable to Subrecipient or any third party by reason of such determination or by reason of this Agreement.
16. **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.
17. **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.
18. **Termination by County.**
  - 18.1. Without Cause. County may terminate this Agreement at any time without cause by notifying Subrecipient, in writing, at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to Subrecipient will be payment for services rendered prior to the date of termination.
  - 18.2. With Cause. County may terminate this Agreement at any time without advance notice and without further obligation to County when County finds Subrecipient to be in default of any provision of this Agreement.
  - 18.3. 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 Subrecipient, other than to pay for services rendered prior to termination.
19. **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, Director  
Pima County Health Department  
3950 S. Country Club Rd., Suite 100  
Tucson, AZ 85714

**Subrecipient:**

Clint Kuntz, CEO, MHC  
13395 N Marana Main Street  
PO Box 118  
Marana, AZ 85653

20. **Non-Exclusive Agreement.** Subrecipient understands that this Agreement is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.
21. **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.
22. **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.
23. **Audit Requirements**
  - 23.1. Subrecipient will:
    - 23.1.1. Comply with the applicable provisions of the Audit Requirements for Federal Awards in 2 CFR Part 200, Subpart F.
    - 23.1.2. Establish and maintain a separate, identifiable accounting of all funds provided by County under this Agreement. The accounting must record all expenditures that are used to support invoices and requests for payment from County.
    - 23.1.3. Establish and maintain accounting records that identify the source and application of any funds not provided under this Agreement used to support these Agreement activities.
    - 23.1.4. Ensure that all accounting records meet the requirements of the Federal, State, County, and generally accepted accounting principles laws and regulations.
    - 23.1.5. 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.
    - 23.1.6. Ensure that any audit conducted pursuant to this Agreement is performed by a qualified, independent accounting firm and submitted to County within six (6) months of completion of the audit required pursuant to this Section 24.0, unless a different time is specified by County. The audit submitted must include Subrecipient responses, if any, concerning any audit findings.



23.1.7. Pay all costs for any audit required or requested pursuant to this Section 24.0.

23.2. Subrecipient status:

23.2.1. If Subrecipient is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. 10-3140, Subrecipient will comply with the applicable audit requirements set forth in A.R.S. 11-624, "Audit of Non-Profit Corporations Receiving County Monies."

23.2.2. Subrecipient 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 Subrecipient's fiscal year.

23.3. Subrecipient must timely submit the required or requested audit(s) to:  
Pima County Grants Management and Innovation  
130 West Congress St, 3<sup>rd</sup> floor  
Tucson, Arizona 85701

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

25. **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.

26. **Other Documents.**

26.1. In entering into this Agreement, Subrecipient and County have relied upon information provided in the HHS Notice of Funding Opportunity Number MP-CPI-21-006; the County's application submitted in response to this NOFO; the County's Disparity Impact Statement submitted to HHS for this project; and the Pima County Advancing Health Literacy Plan dated 10/01/2021.

26.2. The documents set forth in Paragraph 26.1 are hereby incorporated into and made a part of this Agreement as if set forth in full herein, to the extent not inconsistent with the provisions of this Agreement, including all exhibits. Subrecipient will promptly bring any provisions which Subrecipient believes are inconsistent to County's attention, and

County will provide Subrecipient with its interpretation of the provisions in question. In the event of an irreconcilable inconsistency, the provisions of the awarding agency documents will govern over the conditions of this Agreement, unless otherwise required by law.

26.3. Subrecipient will provide copies of the Subrecipient Core Documents in **Exhibit C** (one page).

**27. Public Records.**

27.1. **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.

27.2. **Records Marked Confidential; Notice and Protective Order.** If Subrecipient reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Subrecipient must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Subrecipient of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Subrecipient has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

**28. Legal Arizona Workers Act Compliance.**

28.1. Compliance with Immigration Laws. Subrecipient hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Subrecipient will further ensure that each subcontractor who performs any work for Subrecipient under this Agreement likewise complies with the State and Federal Immigration Laws.

28.2. Books & Records. County has the right at any time to inspect the books and records of Subrecipient and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

28.3. Remedies for Breach of Warranty. Any breach of Subrecipient's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Agreement subjecting Subrecipient to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Subrecipient will be required to take such steps as may be

necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Subrecipient.

- 28.4. Subcontractors. Subrecipient 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."

29. **Israel Boycott Certification.** Pursuant to A.R.S. § 35-393.01, if Subrecipient engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000.00 or more, Subrecipient certifies it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
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).

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

**PIMA COUNTY**

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

\_\_\_\_\_  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney  
**Jonathan Pinkney**

\_\_\_\_\_  
Print DCA Name

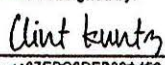
12/3/21  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Representative

12/03/21  
\_\_\_\_\_  
Date

**SUBRECIPIENT**

DocuSigned by:  
  
\_\_\_\_\_  
Authorized Officer Signature

Clint Kuntz CEO  
\_\_\_\_\_  
Printed Name and Title

12/2/2021  
\_\_\_\_\_  
Date

## **Exhibit A (3 pages)**

### **Scope of Services**

Subrecipient will work with the Pima County Health Department (PCHD) to conduct activities related to the HHS Office of Minority Health funded project, Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19. Sub-recipient will implement project plans for the Health Literacy project in partnership with PCHD, a human-centered design (HCD) agency and local community-based organizations and healthcare centers to generate new policies, practices, and systems-level changes that allow pregnant and pre-post-partum Hispanic/Latinx women aged 20 to 45 ("priority clients") in Pima County to find, understand and use COVID-19 public health information. Strategies to meet project deliverables include quality improvement and HCD projects at three designated MHC Healthcare clinics that offer OB/GYN services and the creation of tools, practices, policies, materials and strategies that increase COVID-19 vaccine uptake and understanding among priority clients.

#### **Tasks**

Subrecipient will:

1. Hire or assign one full-time Project Manager to coordinate MHC participation in Human Centered Design activities for this award.
2. Complete all action plan activities assigned to MHC Healthcare in the Advancing Health Literacy action plan for the 2021 – 2023 grant period.
3. Participate in and contribute to weekly Advancing Health Literacy community of practice meetings to develop, utilize and leverage tailored COVID-19 vaccination educational materials and resources for priority clients.
4. Recruit a minimum of ten MHC Healthcare providers and healthcare professionals to participate in two trainings held by Pima County staff on non-traditional reminder and recall methods to deliver evidence-based positive-vaccine messaging using plain, non-technical language.
5. Conduct a thorough review of MHC Healthcare policies, protocols, practices, services and/or standards to identify potential opportunities for promoting national Culturally and Linguistically Appropriate Services (CLAS) standards and incorporating lessons learned from the human centered design process with priority clients.
6. Develop or revise a minimum of three MHC Healthcare policies, protocols, practices, services or standards that improve patient-provider communication using lessons learned from the human centered design process with priority clients.

7. Engage in one clinical Quality Improvement (QI) project lead by the human centered design agency to generate new communication strategies and techniques that address observed/informed patient-provider communication barriers at MHC Healthcare centers.
  - Use findings from the QI project to develop and execute a training, tool, or other method to improve patient-provider communication strategies and techniques.
8. Participate in a minimum of two Health IT team meetings with Pima County to discuss electronic health system data concepts and identify gaps and opportunities for improvements to increase COVID-19 vaccinations among priority clients.
  - Make any needed revisions to MHC Healthcare's electronic health record system to address gaps and opportunities for improvement identified through the Health IT meetings.
    - Example: Include a check box on MHC Healthcare patient medical records to show that healthcare providers asked their patient about their COVID-19 vaccination status.
  - Train MHC Healthcare providers and healthcare professionals on any new changes made to MHC Healthcare's electronic health record system.
9. Participate in and collaborate with the Advancing Health Literacy community of practice to co-develop a playbook that can be used by healthcare organizations to promote tailored COVID-19 vaccinations and messaging for priority clients.
10. Recruit a minimum of 10 MHC Healthcare providers and healthcare professionals to participate in a train-the-trainer webinar series hosted by Pima County on how to integrate cultural humility, cultural dignity and culturally competent health care into the healthcare continuum.
11. Participate in four human centered design projects, led by the human centered design agency, to increase COVID-19 vaccine understanding and uptake among priority clients at MHC Healthcare centers.
12. Recruit a minimum of 25 priority clients to participate in each of the four human centered design projects.
13. Participate in monthly Arizona Advancing Health Literacy Learning Collaborative calls with healthcare professionals, community-based organizations, and the three other Health Literacy grant awardees in Arizona (Maricopa, Globe, and Yuma) to develop and leverage best practices and standards for the adoption of COVID-19 health information among priority clients.
14. Meet with Pima County Health Literacy project staff monthly by phone or in person.

15. Work with Pima County to develop a data collection plan with the following components:
  - a. Form to report on progress on each element of the Advancing Health Literacy Action Plan;
  - b. data that will be collected to substantiate progress and evaluate success;
  - c. data collection protocols to include formalized policies and trainings to prevent disclosure of confidential information; appropriate licensing of all clinical staff; and training in the use of data management tools to prevent unintentional or accidental disclosure of information. Parties agree that there will be no exchange of protected health information, and subrecipient will only share aggregate or de-identified data with PCHD and its contractors and subrecipients.
16. Submit Monthly Activity and Progress Reports and data in accordance with the data collection plan co-developed with Pima.
17. Submit monthly invoices for payment using the invoice template provided in **Exhibit D** (one page).

**Due Date(s)**

Monthly Reports and Invoices: Due the 15th of each month for the previous month.



## Exhibit B (2 pages) Compensation

### 1. Payment

County will reimburse Subrecipient's expenses in accordance with the budget set forth below. Invoices submitted with monthly reports must contain adequate supporting documentation to verify the amount and nature of expenditures. Invoices will be paid on a net 30 basis in accordance with County policy. County reserves the right to audit Contractor's financial records as relates to the performance of duties under this Agreement.

### 2. Budget (December 2021 – June 2023 – 19 months)

Category	Budget	Notes
Salary & Wages	\$ 523,718	Staff time including 1 FTE Project Manager, 0.8 FTE FNP, 1 FTE MACC, 0.2 FTE CMO, Data Analyst, and 0.1 Medical Director*
Fringe Benefits	\$ 93,850	Allocated benefits for staff indicated above
Consultant Costs	\$ -	None allowed
Equipment	\$ -	None allowed
Supplies	\$ 28,000	Office supplies, electronic devices (such as WiFi hotspots, cell phones, computers and laptops) and other supplies
Travel	\$ 6,250	Local mileage
Other	\$ 15,000	Electronic health record system changes, printing costs, professional development, clinical quality improvement adjustments, information technology cost, and others.
Subcontractor Costs	\$ -	None allowed
<b>Modified Total Direct Costs</b>	<b>\$ 666,818</b>	
Indirect Costs	\$ 66,682	10% IDC rate
Client stipends	\$ 17,500	Excluded from Modified Total Direct Costs
<b>Total Contract Budget</b>	<b>\$ 751,000</b>	

\*Annual salary rate of pay that may be claimed under this subaward is capped at \$199,300.

### **3. Variance or Reprogramming**

Budget variance in a category of up to 10% of the total budgeted amount is allowed while remaining within the total agreement budget. Variance of greater than 10% will require County approval of reprogramming and will be approved at the sole discretion of County.

## **Exhibit C (1 page)**

### **Subrecipient Core Documents**

All Subrecipients are required to submit the following agency core documents to the County within 30 days of approval of this Agreement:

1. Audited Financial Statement(s)(most current)
2. Single Audit (in accordance with per 2 CFR Part 200.331(f) and Part 200.501(a) Audit requirement(s). 2 CFR Part 200.501 Audit Requirements:
  - a. Non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
3. Organizational Charts
4. Chart of Accounts with Cost Centers
5. Internal Control Procedure(s) including but not limited to:
  - a. Procurement/Purchasing Policy(ies)
  - b. Procedure for budgeting grants
  - c. Personnel Policies
  - d. Drug-free Workplace Policy
  - e. Code of Conduct
  - f. Conflict of Interest
  - g. Whistle Blower Protection
  - h. Employee Travel
6. Federal grants including but not limited to:
  - a. Cost Allocation Plan
  - b. Cash Management Procedure(s)
  - c. Methodology for reporting accrued expenditures for Pima County contracts
  - d. Financial Management Systems
  - e. Determination of Allowable costs
  - f. Financial Reporting
  - g. Records Retention
7. Certificate of Insurance or Fidelity Bond for construction projects (if applicable)
8. Indirect Cost Rate (most current issued by your agency). Please note that per federal regulation at 2 CFR §200.331(4), Pima County will accept the following types of indirect cost rates:
  - a. An approved federal recognized indirect cost rate negotiated between the Federal Government; or
  - b. If no such rate exists, a de minimis indirect cost rate as defined in 2 CFR §200.414 Indirect (F&A) costs paragraph (f).

If additional documents are required, the Subrecipient will be notified by the respective County representative. Core documents may be submitted via email to [GMI\\_Development@pima.gov](mailto:GMI_Development@pima.gov) or via Surface Mail to Grants Management & Innovation, Development Division, 130 W. Congress, 3rd Floor, Tucson, Arizona 85701.

## EXHIBIT D (1 page)

PIMA COUNTY INVOICE REQUEST  
SAMPLE

Invoice For The Month Of \_\_\_\_\_, 2021

PLEASE SEND INVOICE TO THE ATTENTION OF:

AGENCY INVOICE INFORMATION:

FEDERAL FUNDING INFORMATION \_\_\_\_\_

INV DATE \_\_\_\_\_

PROGRAM NAME \_\_\_\_\_

INVOICE # \_\_\_\_\_

CFDA # 21.019

## APPROVED BUDGET &amp; BILLING DETAILS (07/01/21-06/30/21)

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

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

**REQUIRED SUBRECIPIENT SIGNATURES:**

Agency Preparer Signature - please print &amp; sign

Date

Contact Phone Num/Ext

Agency Authorized Approver Signature - please print &amp; :

Contact Phone Num/Ext

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

Date bill rcv'd/Initials

Date rtnd for corrections/Initials

Date rvwd &amp; submitted for payment/Initials