

<p><b>PIMA COUNTY COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT</b></p> <p><b>AGENCY:</b> _____</p> <p><b>PROJECT:</b> _____</p> <p><b>AMOUNT:</b> \$000.00</p> <p><b>FUNDING:</b> County General Funds</p>	<p>(STAMP HERE)</p>
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This Contract ("Contract") is entered into between Pima County ("COUNTY"), a body politic and corporate of the State of Arizona, and \_\_\_\_\_, ("AGENCY").

**WITNESSETH**

WHEREAS, pursuant to A.R.S. §§ 11-254.04, 11-251(5), 11-251(17) and 11-267, COUNTY may appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the improvement or enhancement of the economic welfare, health and/or services to disabled persons and/or persons sixty years of age or older and inhabitants of the COUNTY; and

WHEREAS, the Pima County Board of Supervisors established the Pima County Outside Agency ("OA") Program to involve community organizations in the provision of services critical to the needs of the people of the County; and

WHEREAS, AGENCY responded to County Solicitation Number \_\_\_\_\_ to provide \_\_\_\_\_; and

WHEREAS, the Board of Supervisors has recommended funding be provided to AGENCY for such program; and

WHEREAS, the Pima County Board of Supervisors finds that it is in the best interests of the residents of the County to support AGENCY's \_\_\_\_\_.

NOW, THEREFORE, the parties agree as follows:

**ARTICLE I - TERM AND EXTENSION/RENEWAL/CHANGES**

- A. This Contract, as awarded by the Board of Supervisors on \_\_\_\_\_ and shall terminate on \_\_\_\_\_, unless sooner terminated or further extended pursuant to the provisions of this Contract.
- B. Any modification, or extension of the contract termination date, shall be by formal written amendment executed by the parties hereto.
- C. Amendments to the Contract must be approved by the Board of Supervisors as required by the Pima County Procurement Code, before any work or deliveries under the Amendment commences.

**ARTICLE II – SCOPE OF SERVICES**

A. PURPOSE:

This Contract establishes the terms and conditions under which AGENCY will provide services in accordance with the attached **Exhibit A, Scope of Work** and all provisions set forth in this Contract and shall deliver services each month throughout the term of the Contract. . Failure to do so without prior approval of the Community Development and Neighborhood Conservation Director shall be considered a default subject to termination by COUNTY pursuant to Article XV(B).

B. ACTIVITIES:

1. AGENCY shall:
  - a. Provide services set forth in Exhibit A, Scope of Work.
  - b. Assure that all services comply with the requirements and specifications of the documents set forth in Article XVIII – Other Documents.
  - c. Notify COUNTY of any changes to any of the following positions: chief executive, financial officer, program director and any other COUNTY liaison. In addition, AGENCY is responsible for updating contact information for the above personnel. Notification of any of these changes shall be provided within two (2) weeks of change.
  - d. Have a written grievance policy to provide to all applicants and participants with the opportunity for a fair hearing for grievances and advise all applicants and participants of their right to present to COUNTY any grievances arising from the delivery of contract services including, but not limited to, ineligibility determination, service reduction, suspension, termination or quality of service.
  - e. Design and conduct a participant satisfaction survey at least once during each Contract year for activities funded under this Contract.
  - f. Have a personnel policy manual and conduct an annual performance appraisal of all personnel providing services under this Contract.
  - g. Provide quarterly and annual program reports on COUNTY’S web-based reporting system at <https://secure.pima.gov/CIRS/>. Reports provided in any other form shall be accepted only after written approval is provided by the Community Development and Neighborhood Conservation Director or their authorized representative.
  - h. Quarterly reports shall be submitted on the following dates of the contract year for the preceding quarter:
    - (1) October 31
    - (2) January 31
    - (3) April 30
    - (4) July 31 with the additional Annual Report
2. COUNTY may:
  - a. In its sole discretion, direct those services which are provided to specific populations, areas or projects that the Board of Supervisors or County Administrator determines to be most appropriate and advantageous to the residents of the County.
  - b. Conduct on-site monitoring of AGENCY during the Contract term to evaluate AGENCY performance and determine AGENCY’S needs, if any, for technical assistance from COUNTY.

### **ARTICLE III – COMPENSATION AND PAYMENT**

- A. This is a cost reimbursement contract. In consideration of the services specified in this Contract, COUNTY agrees to pay AGENCY as provided in the budget contained in Exhibit A.
- B. Total payment shall not exceed: **Award amount \$00,000.00.**
- C. Payments shall be made from COUNTY General Funds only. The following conditions shall apply:
  1. All of AGENCY’S activities under this Contract must comply with the budget to be eligible for payment. Line items in budget shall follow budget narrative descriptions as set forth on web site <http://www.pima.gov/ced/reporting-compliance.shtml>
  2. Requests for payment shall include all claims and invoices of every kind and nature against COUNTY arising under this Contract or any provision thereof.
  3. All requests for payments shall be on the form set forth on following web site:

<http://www.pima.gov/ced/reporting-compliance.shtml>

Each monthly request for payment shall include:

- (1) Copies of time sheets that inform time work efforts;
- (2) General ledger to support all labor and personnel charges;
- (3) Personnel time allocation to support payroll expenses charged to this Contract; and
- (4) Copies of all receipts and/or checks (front and back) or the general ledger to support all purchased goods or services for which reimbursement is sought

4. AGENCY may bill the COUNTY for indirect administrative costs. Direct and indirect administrative costs allocated to Outside Agency funds may not exceed 15% of the funded amount for each program. Requests for payment of administrative costs shall include proper documentation with written notation sufficient to establish the specific administrative expenses for which reimbursement is sought. AGENCY must provide a copy of AGENCY'S Federal Indirect Cost Rate with the COUNTY as requested.

5. At the end of the Contract term any unexpended funds shall be retained by the COUNTY.

- D. AGENCY shall submit monthly requests for payment no more than 15 calendar days following the expenditure month. For expenses incurred in June, invoices must be submitted no later than July 8 to meet COUNTY fiscal year-end requirements.
- E. For any requests for payment received after the dates set forth in Paragraph D above, COUNTY may, at its sole discretion, deduct processing and administrative costs from the payment to AGENCY.
- F. AGENCY may not bill the COUNTY for costs that are paid by another source. AGENCY must notify the COUNTY within ten (10) days of receipt of alternative funding for costs that would otherwise be eligible for payment pursuant to this Contract.
- G. All requests to modify the current fiscal year budget line item amounts shall be on the form set forth on following web site <http://www.pima.gov/ced/reporting-compliance.shtml> AGENCY must include a written justification for the modification in any such request. AGENCY must limit requested modifications of line items to 10% of the total contract amount per year. Any requests to modify the current fiscal year budget line item amounts must be submitted to COUNTY and must:
1. Include invoices for the requested change;
  2. Be for expenditures made within 30 days of the date of the request; and
  3. Be submitted before May 15.

Granting any such request is within the sole discretion of COUNTY and must be signed by the Community Development and Neighborhood Conservation Director or their authorized representative.

- H. AGENCY shall have an accounting manual that describes its financial procedures in sufficient detail to allow reasonable understanding of financial practices.
- I. AGENCY shall have a written cost allocation plan and provide expenditure documentation allocated to this Contract.
- J. Reduction in allocation. Notwithstanding any other provision of this Contract, the COUNTY, at its sole option and after consideration of COUNTY needs, available resources and other obligations, may reduce the total Contract amount by decreasing the amount of Pima County General Funds monies allocated to this Contract upon the occurrence of either of the following:
1. AGENCY is underperforming under this Contract.
  2. The amount of monies that the State of Arizona distributes to Pima County's General Fund pursuant to A.R.S. §42-5029 ("Distributed Revenues") is less than the amount anticipated in Pima County's then current fiscal year budget ("Budgeted Revenues"); or

3. The State of Arizona financial obligations are transferred to and becomes an expenditure obligation of Pima County in amount greater than the amount anticipated in the County's applicable annual budget.

AGENCY shall be notified, in writing, by COUNTY of any such reduction in the amount allocated under this Contract. The reduction shall be effective on the date stated in County's notice and shall not require a contract amendment.

- K. AGENCY shall not provide goods and services to be charged to the COUNTY in excess of the amounts set forward in this Contract, without prior authorization by an amendment executed by COUNTY. Goods and Services provided in excess of Line Item or Contract Total Amounts without prior authorization by fully executed amendment will be at AGENCY'S own risk.
- L. For the period of record retention required under Article XXI, COUNTY reserves the right to question any payment made under this Article and to require reimbursement therefore by setoff or there wise for payments determined to be improper or contrary to the contract or law.

#### **ARTICLE IV - INSURANCE**

- A. AGENCY shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:
  1. Commercial General Liability in the amount of \$2,000,000.00 combined single limit Bodily Injury and Property Damage. Pima County is to be named as an additional insured for all operations performed within the scope of the Contract between Pima County and AGENCY;
  2. Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Contract with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage;
  3. If this Contract involves professional services, professional liability insurance in the amount of \$1,000,000.00; and,
  4. If required by law, workers' compensation coverage including employees' liability coverage.
- B. AGENCY shall provide COUNTY with current certificates of insurance. All certificates of insurance must provide for guaranteed thirty (30) days written notice to the COUNTY of cancellation, non-renewal or material change.

#### **ARTICLE V - INDEMNIFICATION**

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

#### **ARTICLE VI - COMPLIANCE WITH LAWS**

AGENCY shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Contract. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Contract, and any disputes hereunder. Any action relating to this Contract shall be brought in a court of the State of Arizona in Pima County. Any changes in the governing laws, rules, and regulations during the terms of this Contract shall apply, but do not require an amendment.

## **ARTICLE VII - INDEPENDENT CONTRACTOR**

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

## **ARTICLE VIII - SUBCONTRACTORS**

- A. AGENCY will be fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor and of persons for whose acts any of them may be liable to the same extent that the AGENCY is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract shall create any obligation on the part of COUNTY to pay or see to the payment of any money due any subcontractor, except as may be required by law.
- B. AGENCY shall enter into a contract with all subcontractors. These contracts shall be renewed annually.

## **ARTICLE IX - ASSIGNMENT**

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

## **ARTICLE X - NON-DISCRIMINATION**

AGENCY agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 **including flow down of all provisions and requirements to any subcontractors**. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website: [http://www.azgovernor.gov/dms/upload/EO\\_2009\\_09.pdf](http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf). These provisions are hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, AGENCY shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

## **ARTICLE XI - AMERICANS WITH DISABILITIES ACT**

AGENCY shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

## **ARTICLE XII - AUTHORITY TO CONTRACT**

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

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

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of this Contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

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

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

**ARTICLE XV - TERMINATION**

- A. COUNTY reserves the right to terminate this Contract at any time and without cause by serving upon AGENCY 30 days advance written notice of such intent to terminate. In the event of such termination, the COUNTY'S only obligation to AGENCY shall be payment for services rendered prior to the date of termination.
- B. This Contract may be terminated at any time without advance notice and without further obligation to the COUNTY when the AGENCY is found by COUNTY to be in default of any provision of this Contract.
- C. Notwithstanding any other provision in this Contract, this Contract may be terminated if for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining COUNTY or other public entity obligations under this Contract. In the event of such termination, COUNTY shall have no further obligation to AGENCY, other than to pay for services rendered prior to termination.

**ARTICLE XVI - NOTICE**

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

**COUNTY:**

Margaret Kish, Director  
Community Development and  
Neighborhood Conservation  
2797 E. Ajo Way, 3<sup>rd</sup> Floor  
Tucson, Arizona 85713

**AGENCY:**

\_\_\_\_\_, Executive Director  
AGENCY  
ADDRESS  
Tucson, AZ      ZIP

**ARTICLE XVII - NON-EXCLUSIVE CONTRACT**

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

**ARTICLE XVIII - OTHER DOCUMENTS**

AGENCY and COUNTY in entering into this Contract have relied upon information provided in the Pima County Solicitation No CDNC-12-16-11-CDBG-ESG-OA including the Invitation for Proposals, Instructions to Bidders, Standard Terms and Conditions, Specific Terms and Conditions, Solicitation Addenda, AGENCY'S Proposal and on other information and documents submitted by the AGENCY in its' response to Solicitation No. CDNC-12-16-11-CDBG-ESG-OA These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

**ARTICLE XIX - REMEDIES**

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

**ARTICLE XX - SEVERABILITY**

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

**ARTICLE XXI - BOOKS AND RECORDS**

- A. AGENCY shall keep and maintain proper and complete books, records and accounts, which shall be open at all reasonable times for inspection and audit by duly authorized representatives of COUNTY.
- B. In addition, AGENCY shall retain all records relating to this contract at least 5 years after its termination or cancellation or until any related pending proceeding or litigation has been closed, whichever date is later.

## **ARTICLE XXII- PUBLIC INFORMATION**

- A. Pursuant to A.R.S. § 39-121 *et seq.*, and A.R.S. § 34-603(G) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release and/or review by the general public including competitors.
- B. Any records submitted in response to this solicitation that respondent believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by respondent prior to the close of the solicitation.
- C. Notwithstanding the above provisions, in the event records marked CONFIDENTIAL are requested for public release pursuant to A.R.S. § 39-121 *et seq.*, County shall release records marked CONFIDENTIAL ten (10) business days after the date of notice to the respondent of the request for release, unless respondent has, within the ten day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release shall not be counted in the time calculation. Respondent shall be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.
- D. County shall not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor shall County be in any way financially responsible for any costs associated with securing such an order.

## **ARTICLE XXIII- PROFESSIONAL STANDARDS**

- A. In carrying out its duties under this Contract, AGENCY shall perform in a humane and respectful manner and in accordance with any applicable professional accreditation standards. AGENCY and its employees shall obtain and maintain all applicable licenses, permits and authority for its performance and the performance of its employees and agents under this Contract.
- B. AGENCY shall apply for and obtain any license, registration or permit which shall be required during the term of this Contract by the State of Arizona and shall maintain such licenses, registration or permits in good standing throughout the term of this Contract. AGENCY shall immediately notify COUNTY, in writing, if the license, registration or permit is suspended, denied or terminated. In the event of such denial or termination, COUNTY may, in its sole discretion, terminate this Contract with no further obligation to AGENCY.

## **ARTICLE XXIV –ACCOUNTABILITY**

To the greatest extent permissible by law, COUNTY, and any authorized federal, state, or local agency, shall at all reasonable times have the right of access to AGENCY'S facility, books, documents, papers, or other records which are pertinent to this Contract, in order to make audits, examinations, excerpts and transcripts and for the purpose of evaluation AGENCY'S performance and AGENCY'S compliance with this Contract. This provision shall be included in all contracts between AGENCY and its subcontractors providing goods or services pursuant to this Contract. AGENCY shall be responsible for subcontractors' compliance with this provision and for any disallowances or withholding or reimbursements resulting from noncompliance of said subcontractors with this provision.

## **ARTICLE XXV- AUDIT REQUIREMENTS**

- A. AGENCY shall:
  - 1. Establish and maintain a separate and identifiable account of all funds provided by COUNTY pursuant to this Contract.
  - 2. Provide financial statement audits as required by law.
  - 3. Upon written notice from COUNTY provide a program-specific financial statement. Such notice from County will specify the period to be covered by the statement and the deadline for completion and submission of the statement.

4. Assure that any audit conducted pursuant to this Contract is performed by an independent certified public accountant and submitted to COUNTY within six (6) months of completion of AGENCY'S fiscal year, unless a different time is specified by COUNTY. The audit submitted must include AGENCY'S responses, if any, concerning any audit findings.
5. Pay all costs for any audit required or requested pursuant to this Article, unless the cost was specifically included in the AGENCY'S budget approved by COUNTY and the cost is an allowable charge for payment under applicable law or regulation.
6. Timely submit the required or requested audit(s) to:

Contract Specialist  
 Community Development and Neighborhood Conservation  
 2797 E. Ajo Way, 3<sup>rd</sup> Floor  
 Tucson, AZ 85713

- B. If AGENCY is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. §10-3140, AGENCY shall comply with the applicable audit requirements set forth in A.R.S. § 11-624.

**ARTICLE XXVI – CONFIDENTIALITY**

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

**ARTICLE XXVII– CHILD LABOR**

AGENCY shall comply with all child labor laws, including, but not limited to A.R.S. § 23-230 *et seq.* which are hereby incorporated as provisions of this Contract to the extent such provisions are applicable.

**ARTICLE XXVIII – FINGERPRINTING**

AGENCY shall comply with applicable provisions of A.R.S. § 46-141, which are hereby incorporated as provisions of this Contract to the extent such provisions, are applicable.

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

- A. AGENCY hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to AGENCY'S employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). AGENCY shall further ensure that each subcontractor who performs any work for AGENCY under this contract likewise complies with the State and Federal Immigration Laws.
- B. COUNTY shall have the right at any time to inspect the books and records of AGENCY and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- C. Any breach of AGENCY'S or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting AGENCY to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, AGENCY shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion.
- D. AGENCY shall advise each subcontractor of COUNTY'S rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and

with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that COUNTY may inspect the SUBCONTRACTOR'S books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract.”

- E. Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of AGENCY. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of AGENCY's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which AGENCY shall be entitled to an extension of time, but not costs.

**ARTICLE XXX – HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

If AGENCY is providing services under Continuum of Care or providing beds, emergency services or case management to homeless they shall actively participate in the Homeless Information Management System.

**ARTICLE XXXI – ELIGIBILITY FOR STATE AND LOCAL BENEFITS**

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

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**ARTICLE XXXII - ENTIRE AGREEMENT**

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

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

**Pima County Board of Supervisors**

**Contractor**

\_\_\_\_\_  
Ramón Valadez, Chairman  
Pima County Board of Supervisors

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
CDNC Department Director  
Approved as to content

Approved as to form:

\_\_\_\_\_  
Karen S. Friar  
Pima County Deputy County Attorney

Pima County Community Development and Neighborhood Conservation Department  
 Outside Agencies Program  
 Fiscal Year 2013-2014

**Agency:** \_\_\_\_\_  
**Program:** \_\_\_\_\_  
**Agency Address:** \_\_\_\_\_  
**Amount:** \$00,000.00  
**Program Service Category:** \_\_\_\_\_

- A. County Purpose**
- B. Program Activities**
- C. Target Population**
- D. Program Location**
- E. Program Days and Hours of Delivery**
- F. County Funded Activities**

**G. Deliverables**

Output Type:  
 Output Unit:  
 Delivered to:

Output Type:  
 Output Unit:  
 Delivered to:

**H. Program Evaluation**

Outcomes:  
 Indicator:  
 Measurement Tool:

**I. Budget**

	<b>Pima County Funds</b>	<b>Other Sources</b>	<b>Total Program Budget</b>
Personnel & Fringe			
Space Cost			
Operating Services			
Support Services			
Travel Associated Cost			
Staff Development			
Equipment			
Materials & Supplies			
Professional & Outside Services			
General Administrative Costs 15% Max OA only			
<b>Total</b>	<b>\$00,000.00</b>	<b>\$00,000.00</b>	<b>\$00,000.00</b>

AGENCY:

PROGRAM NAME:

**Section I Salaries & Training Specific to OA Budget**

Position Title	% of FTE	Hourly Wage	Hourly ERE	# hours per year dedicated to OA only	Yearly Staff Development Costs (OA)	List Other Specific Position Costs (OA)	Amt	TOTAL FY Program Position Costs
<b>Section I Total</b>								

**Section II General Program Costs Determination**

Program shares space, equipment with other programs?		Select one	Percent of Program
i) Total Program Space is divided by TOTAL AVAILABLE SPACE			
ii) Total PROGRAM FTEs divided by TOTAL Agency/Site FTEs			
iii) Other Method. Please describe:			
COSTS	Yearly Agency Total	Yearly Program Total	Description
Rent			
Utilities			
Operating			
<b>Section II Program Total</b>			

**Section III Program Specific Costs**

All specific costs for program materials, supplies, support services, outside professional services that can be tracked directly to program utilization

TYPE	Amount
Support Services	<b>Direct Support for Clients</b>
Materials & Supplies	
Equipment	<b>Provide Detailed Description (Useful Life 1 Yr+; Cost \$500+ )</b>
Outside Professional Services	<b>Provide Detailed Description (Purpose, Cost and Service)</b>
<b>Section III Program Total</b>	
	<b>\$0.00</b>

**Section IV Program Administration Costs**

A portion of salaries for director and admin staff not directly attributable to program: telephone, rent, utilities, maintenance for overall operations. Maximum of 15% of OA request

<b>Section IV Program Total</b>	
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<b>TOTAL OA PROGRAM BUDGET</b>	
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