

<p>PIMA COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION</p> <p>PROJECT NAME: Reverse Mortgage Program</p> <p>SUBGRANTEE: Non Profit Inc. P.O. Box 23000 Tucson, AZ 85713</p> <p>PURPOSE: to provide assistance and counseling to senior citizens regarding home equity conversion loans, debt counseling, and financial management.</p> <p>FUNDING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</p> <p>DISTRICT NO: All</p> <p>GRANT AGREEMENT TERM: 10/01/08 TO 09/30/09</p> <p>GRANT AGREEMENT AMOUNT: \$15,000.00</p>	<h2 style="margin: 0;">SAMPLE CONTRACT</h2>
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GRANT AGREEMENT

THIS Grant Agreement entered between Pima County, a body politic and corporate of the State of Arizona, hereinafter called COUNTY; and Non Profit, Inc., a non-profit corporation, hereinafter called SUBGRANTEE.

W I T N E S S E T H

WHEREAS, COUNTY is authorized by A.R.S. § 11-254.04, 11-251 (5) and 11-251 (17), to spend public monies to improve the economic welfare and health of the inhabitants of the COUNTY; and,

WHEREAS, COUNTY has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD ACT), Public Law 93-383; and,

WHEREAS, COUNTY, through its annual Community Development Block Grant (CDBG) proposal process for federal year 2008-2009, received applications for projects for CDBG funding; and,

WHEREAS, SUBGRANTEE submitted a response to COUNTY under solicitation number CDNC-11-26-07-CDBG-ESG-OA; and,

WHEREAS, COUNTY has submitted its 2008-2009 Annual Action Plan to HUD, which included the SUBGRANTEE'S proposal; and,

WHEREAS, the COUNTY has determined that the SUBGRANTEE is qualified to provide the proposed services; and,

WHEREAS, the SUBGRANTEE'S program was determined to be beneficial to the economic welfare and/or health of the residents of the COUNTY; and

WHEREAS, COUNTY finds that it is appropriate to provide CDBG funds for SUBGRANTEE'S program.

NOW THEREFORE, the parties hereto agree as follows:

ARTICLE I - TERM AND EXTENSION/RENEWAL

- A. This Grant Agreement, as awarded by the Board of Supervisors, shall start on the 1st day of October, 2008, and shall terminate on the 30th day of September, 2009 unless sooner terminated or further extended pursuant to the provisions of this Grant Agreement. The parties may renew this Grant Agreement for up to one (1) additional one-year period or any portion thereof.

- B Any modification, or extension of the Grant Agreement termination date shall comply with the modification provisions contained in Exhibit A.

ARTICLE II - SCOPE

A. Purpose

This Grant Agreement establishes the rights and responsibilities of the Parties for the provision of funding for SUBGRANTEE'S Reverse Mortgage Program. The Reverse Mortgage Program provides assistance to senior citizens in obtaining home equity conversion loans, debt counseling, and financial management.

B. Activities:

1. SUBGRANTEE shall:

- a. In consideration for the funds received, perform the following work to the satisfaction of COUNTY;
 - i. Market the program in unincorporated Pima County in order to solicit applications from interested and eligible persons by using the following methods:
 - (1) Presentations to groups and organizations;
 - (2) Public service announcements;
 - (3) Public affairs programs; and
 - (4) Press releases.
 - ii. Offer the following services to low-to-moderate income elderly applicants from unincorporated Pima County, Marana, Oro Valley, South Tucson, and Sahuarita:
 - (1) Program information and screening;
 - (2) Housing and financial assessment;
 - (3) Housing and financial counseling;
 - (4) Community referrals;
 - (5) Home equity conversion loans; and
 - (6) Follow-up counseling
 - iii. Verify eligibility of applicants based on the following:
 - (1) Applicant must be owner-occupant of house;
 - (2) Applicant must have copy of recorded property deed or land contract to show evidence of property ownership;
 - (3) Applicant must have income below 80% of Pima County's 2008 median income (based on U.S. Housing and Urban Development requirements); and
 - (4) Applicant must be resident of unincorporated Pima County.
 - iv. Assist a total of 108 applicants.
- b. Comply with the Special Agency Conditions set forth in Exhibit A.
- c. Certify that the activities carried out under this Grant Agreement meet the CDBG Program's National Objective to benefit low- and moderate-income persons.
- d. Provide quarterly and annual program reports on the COUNTY'S web based reporting system at <http://www.pima.gov/CED/Data/forms.html>. Reports provided in any other form shall be accepted only after written approval is provided by the Community Development and Neighborhood Conservation director or authorized representative. Reports shall be submitted as follows:
 - i. Quarterly reports shall be submitted on the following dates for the preceding quarter:
 - (1) January 31;
 - (2) April 30;

- (3) July 31; and
 - (4) October 31.
 - ii. The quarterly reports shall include:
 - (1) Demographic information, including: client's name and address; income level; family size; race; whether family is female-headed household; services provided, and, whether anyone in the family is elderly or handicapped.
 - (2) A narrative of program's accomplishments; problems or concerns impacting the achievement of the program's goals and objectives during the past quarter.
 - (3) An output report including Financial Assistance/Education, Material assistance and Screening/Assessment.
 - (4) An outcome report of the clients' increased access to use of services.
 - iii. The annual report shall include an annual community impact narrative, demographic information and a financial report. SUBGRANTEE shall submit the annual report no later than October 31 of the Grant year.
- e. Warrant compliance with Subgrantee's Certification set forth in Exhibit B.
- f. Employ suitable trained and skilled personnel to perform all services under this Grant Agreement.
- g. Provide office facilities necessary to accomplish provisions of this Grant Agreement.
- 2. COUNTY may in its sole discretion, direct that services be provided to specific populations, areas, or projects that the Board of Supervisors or County Administrator determines to be most appropriate and beneficial to the residents of the COUNTY.

ARTICLE III - PAYMENT

A. This is a cost reimbursement Grant Agreement. In consideration for the services specified in this Grant Agreement, COUNTY agrees to pay SUBGRANTEE in an amount not to exceed \$15,000.00:

- 1. **BUDGET:** Salaries and Benefits \$15,000.00
- 2. **The total amount of this Grant Agreement is \$15,000.00.**

B. PAYMENTS:

- 1. Payments and allocation by COUNTY will not exceed the amount allocated for this project by the U.S. Department of Housing and Urban Development under the Community Development Block Grant Program administered by Pima County. The following conditions shall apply:
 - a. All of SUBGRANTEE'S drawdowns for the payment of eligible expenses shall be made against the line item budget specified in Paragraph A above. Expenses for general administration shall also be paid against the line item budget specified in Paragraph A above.
 - b. Requests for payment shall include all claims and invoices of every kind and nature against COUNTY arising under this Grant Agreement or any portion thereof.
 - c. SUBGRANTEE shall submit monthly requests for payment no more than 30 calendar days following the expenditure month except requests for payment for expenses occurring in May must be submitted by June 15 and an estimate for expenses occurring in June must be submitted prior to July 7.
 - d. All requests for payments shall be made on the form set forth in Exhibit C. Each monthly request for payment shall include:
 - i. Copies of general ledger to support all labor and personnel charges; and

- ii. Copies of all receipts and/or checks (front and back) and general ledger to support all purchased goods or services.
 - e. All requests to modify the current fiscal year budget line item amounts shall be on the form set forth in Exhibit D. SUBGRANTEE must limit requested modification of line items to 10% of the total Grant Agreement amount. Any requests to modify the current fiscal year budget line item amounts must be submitted to COUNTY and must:
 - i. Include invoices for the requested change;
 - ii. Be for expenditures made within 30 days of the date of the request; and
 - iii. Be submitted on or before July 7.
 - f. SUBGRANTEE agrees to submit quarterly documentation of staff time allocation as evidence of payroll expenses charged to the funds provided under this Grant Agreement. Upon request of the COUNTY, the SUBGRANTEE will be required to submit this payroll documentation on a monthly basis.
- C. SUBGRANTEE may use funding provided under this Grant Agreement to purchase the required insurance prescribed in Article IV of this Grant Agreement. COUNTY shall approve no other requests for funds until the required insurance certificate is delivered and approved by COUNTY.
- D. If SUBGRANTEE requests payment for invoiced bills, rather than a reimbursement, SUBGRANTEE must submit evidence that the invoiced bill was paid by SUBGRANTEE within (30) thirty calendar days. Future payments to SUBGRANTEE may be withheld until this evidence of payment is received and approved by COUNTY.
- E. Payment by COUNTY will generally occur ten (10) days from the date the submission is received by the Pima County Finance Department. SUBGRANTEE should budget their cash needs accordingly.
- F. SUBGRANTEE may not bill the COUNTY for costs which are paid by another source. SUBGRANTEE must notify the COUNTY within ten (10) days notification or receipt of alternative funding for costs which would otherwise be subject to payment pursuant to this Grant Agreement.
- G. SUBGRANTEE shall have an accounting manual that describes its financial procedures in sufficient detail to allow reasonable understanding of financial practices.
- H. SUBGRANTEE may not be entitled to, and may forfeit, payment of expenses not submitted to COUNTY within the following time frames:
- 1. Within sixty (60) days after the end of the month in which the expenses were incurred in the months of November through March;
 - 2. No later than June 15 for expenses incurred in April and May;
 - 3. No later than July 6 for expenses incurred in June;
 - 4. Within sixty (60) days for expenses incurred in July and August; and
 - 5. No later than October 31 for expenses incurred in September.
- I. Payment received by SUBGRANTEE shall be reconciled with actual costs incurred by SUBGRANTEE either before the final payment is made under this Grant Agreement or through a subsequent audit after final payment. If payment received exceeds actual costs, COUNTY shall, at its sole discretion, determine whether it will require SUBGRANTEE to:
- 1. Refund to COUNTY the excess amount received. SUBGRANTEE shall refund the excess amount received to COUNTY within thirty (30) days of receipt of the request from COUNTY; or,
 - 2. Provide, for no additional reimbursement, additional units of Grant Agreement services during the following Grant Agreement term, if any. Such additional units of service must be provided in a number equal to the excess amount received by SUBGRANTEE divided by the unit fee in effect at the time the excess funds were provided to SUBGRANTEE.

- J. For the period of record retention required under Article XXI, COUNTY reserved the right to question any payment made under this Article and to require reimbursement therefore by setoff or otherwise for payments determined to be improper or contrary to the Grant Agreement or law.

ARTICLE IV - INSURANCE

- A. SUBGRANTEE shall obtain and maintain at its own expense, during the entire term of this Grant Agreement the following type(s) and amounts of insurance:
1. Commercial General Liability in the amount of \$1,000,000.00 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 Grant Agreement between Pima County and SUBGRANTEE;
 2. Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Grant Agreement 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 Grant Agreement 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. SUBGRANTEE 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. SUBGRANTEE 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 SUBGRANTEE, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Grant Agreement.
- B. SUBGRANTEE warrants that all products and services provided under this Grant Agreement are non-infringing. SUBGRANTEE will indemnify, defend and hold COUNTY harmless from any claim or infringement arising from services provided under this Grant Agreement or from the provision, license, transfer or use for their intended purpose of any products provided under this Grant Agreement.

ARTICLE VI - COMPLIANCE WITH LAWS

SUBGRANTEE shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Grant Agreement. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Grant Agreement, and any disputes hereunder. Any action relating to this Grant Agreement 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 Grant Agreement shall apply, but do not require an amendment.

ARTICLE VII - INDEPENDENT CONTRACTOR

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

ARTICLE VIII - SUBCONTRACTOR

- A. SUBGRANTEE shall not enter into any subcontracts for any services to be performed under this Grant Agreement unless it received prior written approval of the subcontract by the COUNTY. SUBGRANTEE shall follow applicable Federal, State, and County rules for obtaining subcontractor services. Prior written approval shall not be required for

the purchase of supplies that are necessary and incidental to SUBGRANTEE'S performance under this Grant Agreement.

- B. SUBGRANTEE 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 SUBGRANTEE is responsible for the acts and omissions of persons directly employed by it. Nothing in this Grant Agreement shall create any obligation on the part of COUNTY to pay or see to the payment of any money due any subcontractor, except as may be required by law.

ARTICLE IX - ASSIGNMENT

SUBGRANTEE shall not assign its rights to this Grant Agreement, 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

SUBGRANTEE shall not discriminate against any COUNTY employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out SUBGRANTEE'S duties pursuant to this Grant Agreement. SUBGRANTEE shall comply with the provisions of Executive Orders 75-5, as amended by Executive Order 99-4, which are incorporated into this Grant Agreement by reference as if set forth in full herein.

ARTICLE XI - AMERICANS WITH DISABILITIES ACT

- A. SUBGRANTEE 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.
- B. If SUBGRANTEE is carrying out a government program or service on behalf of COUNTY, then SUBGRANTEE shall maintain accessibility to the program to the same extent and degree that would be required of COUNTY under 28 CFR Sections 35.130, 35.133, 35.149 through 35.151, 35.160, 35.161, and 35.163. Failure to do so could result in the termination of this Grant Agreement.

ARTICLE XII - AUTHORITY TO CONTRACT

- A. SUBGRANTEE warrants its right and power to enter into this Grant Agreement. If any court or administrative agency determines that COUNTY does not have authority to enter into this Grant Agreement, COUNTY shall not be liable to SUBGRANTEE or any third party by reason of such determination or by reason of this Grant Agreement.
- B. Nothing in the provisions of this Grant Agreement is intended to create duties or obligations to or rights in third parties not parties to this Grant Agreement or affects the legal liability of either party to the Grant Agreement by imposing any standard of care different from the standard of care imposed by law.

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 Grant Agreement 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 at any time shall not be construed as an accord and satisfaction.

ARTICLE XIV - CANCELLATION FOR CONFLICT OF INTEREST

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

ARTICLE XV – TERMINATION/SUSPENSION

- A. COUNTY reserves the right to terminate this Grant Agreement at any time and without cause by serving upon SUBGRANTEE 30 days advance written notice of such intent to terminate. In the event of such termination, the COUNTY'S only obligation to SUBGRANTEE shall be payment for services rendered prior to the date of termination.

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

ARTICLE XVI - NOTICE

Any notice required or permitted to be given under this Grant Agreement 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
 Pima County Community Development and Neighborhood Conservation Dept.
 2797 East Ajo Way, 3rd Floor
 Tucson, AZ. 85713

SUBGRANTEE:
 Mary Jane Rich, Executive Director
 Non Profit Inc.
 P.O. Box 23000
 Tucson, AZ 85713

ARTICLE XVII - NON-EXCLUSIVE GRANT AGREEMENT

SUBGRANTEE understands that this Grant 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.

ARTICLE XVIII - OTHER DOCUMENTS

SUBGRANTEE and COUNTY in entering into this Grant Agreement have relied upon information provided in the SUBGRANTEE'S proposal submitted in response to Pima County's 2008-2009 annual CDBG proposal process solicitation number CDNC-11-26-07-CDBG-ESG-OA. These documents are hereby incorporated into and made a part of this Grant Agreement as if set forth in full herein, to the extent not inconsistent with this Grant Agreement. To the extent of any inconsistency among the Grant Agreement documents, the Special Agency Conditions shall govern, except as otherwise required by law.

ARTICLE XIX - REMEDIES

Either party may pursue any remedies provided by law for the breach of this Grant Agreement. 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 Grant Agreement.

ARTICLE XX - SEVERABILITY

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

ARTICLE XXI – RECORD RETENTION

- A. SUBGRANTEE shall keep and maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Grant Agreement, which shall be open at all reasonable times for inspection and audit by duly authorized representative of COUNTY. Such records shall include, but are not limited to:
1. Records providing a full description of each activity taken;
 2. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
 3. Records required to determine the eligibility of activities;
 4. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
 5. Records documenting scope of work;
 6. Records of disbursements made;
 7. Financial records as required by 24 CFR 570.502 and 24 CFR 84.21-28; and
 8. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.
- B. SUBGRANTEE shall retain all financial records, supporting documents, statistical records, and all other records relating to this Grant Agreement for a period of four (4) years from the start of the retention period or until any related-pending proceeding or litigation has been closed, whichever date is later. The retention period starts from the date of submission of the COUNTY'S annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award. SUBGRANTEE must comply with Section 570.506 "Records to be Maintained" of the Community Development Block Grant Program – Entitlement Grant Regulations.

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 – LEGAL ARIZONA WORKERS ACT COMPLIANCE

- A. SUBGRANTEE hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to SUBGRANTEE’S employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the “State and Federal Immigration Laws”). SUBGRANTEE shall further ensure that each subcontractor who performs any work for SUBGRANTEE 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 SUBGRANTEE and any subcontractor in order to verify such party’s compliance with the State and Federal Immigration Laws.
- C. Any breach of SUBGRANTEE’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 SUBGRANTEE 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, SUBGRANTEE shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, (subject to COUNTY approval if MWBE preferences apply) as soon as possible so as not to delay project completion.
- D. SUBGRANTEE 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 SUBGRANTEE. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of SUBGRANTEE’S approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which SUBGRANTEE shall be entitled to an extension of time, but not costs.

ARTICLE XXIV - 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 Grant Agreement 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 Grant Agreement on the date written below.

PIMA COUNTY

NON PROFIT INC.

Chairman, Board of Supervisors
Date: _____

Name and Title
Date: _____

ATTEST

Clerk of the Board
Date: _____

APPROVED AS TO CONTENT

Community Development and Neighborhood Conservation Director

APPROVED AS TO FORM

Deputy County Attorney

EXHIBIT A

SPECIAL AGENCY CONDITIONS

A. Modification

- 1) Modifications may be made to this Grant Agreement in accordance with the following provisions:
- 2) All modifications shall be in writing and shall conform to applicable law, Federal and State regulations and County policies and directives. Approval of modifications is at the sole discretion of COUNTY.
- 3) Major modifications shall be by written amendment signed by both parties. Major modifications include any which do the following:
 - a) Change the purpose of the Grant Agreement;
 - b) Increase or decrease the compensation provided for in the Grant Agreement;
 - c) Change the term of the Grant Agreement;
 - d) Change the scope or assurances of the Grant Agreement;
 - e) Change any section of the Grant Agreement other than the Scope of Work or budget;
 - f) Any change that is not a minor modification as described below.
- 4) Minor modifications may be made by written memorandum and must be approved and signed by the Director of the Pima County Community Development and Neighborhood Conservation Department or authorized representative to be effective. Minor modifications are changes in the Scope of Work or budget that do not change the purpose or total compensation of this Grant Agreement and do not in any way increase the direct or indirect liability of the COUNTY under this Grant Agreement.

B. Procurement of Goods and Services:

SUBGRANTEE is not the agent of COUNTY for any purpose and shall not purchase any materials, equipment, or supplies on the credit of the COUNTY. SUBGRANTEE shall comply with OMB Circular No. A -122, "Cost Principals for Non-Profit Organizations" (if SUBGRANTEE is a non-profit corporation), and OMB Circular No. A-110.

C. Monitoring and Evaluation:

- 1) COUNTY shall monitor all activities and information sources in the management, fiscal, and service systems of SUBGRANTEE and any subcontracted parties, relating to performance of duties and obligations under this GRANT AGREEMENT, to assure that SUBGRANTEE is maintaining adequate and acceptable progress and systems, and to ensure that the funds provided to SUBGRANTEE by COUNTY are being used effectively and efficiently to accomplish the purposes for which funds were made available.
- 2) SUBGRANTEE shall provide payroll information consisting of source documentation that can include employment letters, authorization for rates of pay, benefits, and employee withholding, minutes from Board of Directors' meetings where salary schedules and benefit packages are established, copies of written policies, W-4 forms in conjunction with time and attendance records. If an employee works solely on the CDBG funded services, a statement to that effect should be signed by the applicable employee and supervisor. Such statement should be certified semi-annually. If an employee's time is split between CDBG and another funding source, SUBGRANTEE must have time distribution records supporting the allocation of charges among the sources.
- 3) COUNTY in cooperation with SUBGRANTEE shall evaluate products, services, and performance under the terms of this GRANT AGREEMENT. Substandard performance as determined by the COUNTY will constitute noncompliance with this GRANT AGREEMENT. If action to correct such substandard performance is not

taken by the SUBGRANTEE within a reasonable period of time after being notified by the COUNTY, contract suspension or termination procedures will be initiated.

- 4) SUBGRANTEE shall assist COUNTY in providing to the U.S. Department of Housing and Urban Development reports and other communications relating to the performance and impact of the operating costs of the Reverse Mortgage Program.

D. Client Fees and Program Income:

- 1) Any program income generated and received by SUBGRANTEE as a result of GRANT AGREEMENT services shall be kept by SUBGRANTEE, used for the purpose of this GRANT AGREEMENT, and reported to COUNTY.
- 2) SUBGRANTEE shall comply with Section 570.504 "Program Income", and Section 570.503 "Agreements with Subrecipients" of the Community Development Block Grant Program Entitlement Grant Regulations.

E. Identification Of Funding and Copyrights:

- 1) All advertisements, real property, publications, printed and other materials which are produced by the SUBGRANTEE and refer to services funded under this Grant Agreement shall clearly attribute "PIMA COUNTY" and the Community Development Block Grant Program in the following suggested format:

Funded by: Pima County
and
Community Development Block Grant Program

- 2) Reference to Pima County shall be displayed at least as prominently as other credited funding sources.
- 3) SUBGRANTEE shall not copyright any materials or products developed through GRANT AGREEMENT services or GRANT AGREEMENT expenditures without prior written approval by the County. Upon approval, the federal government and Pima County shall have a non-exclusive and irrevocable license to reproduce, publish or otherwise use or authorize the use of any copyrighted material.

F. Nepotism

- 1) Agency shall not employ relatives in positions where one is in supervisory chain of the other, nor where one is in daily working contact with the other.
 - a) "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of whole or half blood or child of a spouse.
 - b) COUNTY may grant temporary waiver of this policy where relative employment situation already exists at the time of execution of this GRANT AGREEMENT.

G. Audit Requirements:

- 1) SUBGRANTEE shall:
 - a) Establish and maintain a separate and identifiable account of all funds provided by County pursuant to this GRANT AGREEMENT.
 - b) Provide financial statement audits as required by law.
 - c) Upon written notice from County provide a program-specific audit. Such notice from County will specify the period to be covered by the audit and the deadline for completion and submission of the audit.

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

Renee Poquette, Financial Officer
Community Services, Employment & Training Dept.
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

- 2) If SUBGRANTEE is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. §10-3140, SUBGRANTEE shall comply with the applicable audit requirements set forth in A.R.S. § 11-624.
- 3) If SUBGRANTEE is receiving federal funds under this GRANT AGREEMENT, and SUBGRANTEE is a state or local government or non-profit organization, SUBGRANTEE shall provide an annual audit which complies with the requirements of the most recent version of OMB Circular A-133, "Audits of State and Local Governments and Non-Profit Organizations."

END OF SPECIAL AGENCY CONDITIONS

EXHIBIT B

SUBGRANTEE'S CERTIFICATION

SUBGRANTEE hereby certifies it will comply with:

- 1) HUD Community Development Block Grant Regulations at 24 CFR Part 570.
- 2) Title I of the Housing and Community Development Act of 1974.
- 3) 24 CFI Part 85, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (if Agency is local government).
- 4) Title VI of the Civil Rights Act of 1964.
- 5) Section 109 of the Housing and Community Development Act of 1974.
- 6) Executive Order 11246 - Equal Employment Opportunity.
- 7) Section 3 of the Housing and Urban Development Act of 1968.
- 8) Flood Disaster Protection Act of 1973.
- 9) National Environment Policy Act of 1969.
Section 106 of the National Historic Preservation Act of 1966, Executive Order 11593.
- 10) Federal Labor Standards Provisions.
- 11) OMB Circular A-133, "Audits of States and Local Governments and Non-Profit Organizations".
- 12) OMB Circular A-122, "Cost Principals for Non-Profit Organizations" (if agency is non-profit organization).
- 13) OMB Circular A-110, A-87, and A-21.
- 14) Subpart K of the Community Development Block Grant Program Entitlement Regulations.
- 15) 570.200(J) First Amendment Church/State Principles of the Community Development Block Grant Program Entitlement Regulations.
- 16) 570.503(b)(6) Prohibition Against Religious Activities.
- 17) 570.503(b)(8) Reversion of Assets

EXHIBIT C

PIMA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2008-2009 CONTRACT #

NON PROFIT INC.

REVERSE MORTGAGE PROGRAM

FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS FOR THE MONTH OF

_____ 20 _____

REQUEST # _____

Activity	Budgeted	Expenditures This Month	Cumulative Expenditures	Balance Available
Salaries & Benefits	\$15,000.00			
Total Budget	\$15,000.00			

Funds requested this month \$ _____ (this line must equal the GRAND TOTAL column for "EXPENDITURES THIS MONTH")

I hereby certify that to the best of my knowledge, the date reported represents actual receipts and actual expenditures which have been incurred in accordance with the agreement for management and implementation of the CDBG Program and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit.

REVIEWED BY

PREPARED BY

TITLE

TITLE PHONE NUMBER

DATE

DATE

