

Contract Extension Agreement
Between ARIZONA@WORK–Southeastern Arizona and Professional Youth Quest (PYQ)
Project: Youth Services – PY25 Youth Funds
Contract Amount: To Be Determined
Extension Term: July 1, 2025 – June 30, 2026

This **Contract Extension Agreement** is entered into by and between **ARIZONA@WORK–Southeastern Arizona (AWSA)** and **Professional Youth Quest (PYQ)**, located at 2600 E. Wilcox Drive, H-106, Sierra Vista, AZ 85635, for the purpose of extending the current General Services Agreement related to youth workforce development services. PYQ's existing five-year contract is set to expire on June 30, 2025.

In light of the U.S. Department of Labor's proposed FY26 budget—which includes the elimination of Title I youth funding and the consolidation of funding streams under the proposed Make America Skilled Again (MASA) Act—AWSA has elected to extend the contract for an additional year. This extension is intended to provide continuity of services during this period of potential federal funding transition.

It is understood that these proposed changes are subject to Congressional approval. Should Congress decline to approve the transition from WIOA to MASA funding, ARIZONA@WORK–Southeastern Arizona will proceed with the standard procurement process and release a competitive bid for youth services.

WHEREAS, ARIZONA@WORK–Southeastern Arizona and Professional Youth Quest entered into a General Services Agreement in July 2020 to provide workforce development services for youth in Cochise County, funded by the Workforce Innovation and Opportunity Act (WIOA) Title 1B Youth Program and other non-federal funding sources;

WHEREAS, ARIZONA@WORK–Southeastern Arizona has received PY25 formula funds designated for Youth services and intends for Professional Youth Quest to continue delivering workforce development services in accordance with WIOA Title 1B requirements;

NOW, THEREFORE, the parties agree to extend the term of the original agreement for a period of **one (1) year**, commencing on **July 1, 2025** and ending on **June 30, 2026**, under the following terms:

1. **Contract Amount:**
ARIZONA@WORK–Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and allowable costs incurred under this extension, not to exceed **To Be Determined**.

2. **Scope of Work:**


Professional Youth Quest shall continue to provide services as outlined in the original agreement in compliance with WIOA Title 1B and any applicable regulations and guidance.

3. **Terms and Conditions:**


All other provisions of the original General Services Agreement not modified by this extension shall remain in full force and effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Extension Agreement as of the **18th day of June, 2025**.

ARIZONA@WORK–Southeastern Arizona

By: 
Name: Ron Curtis
Title: President
Date: June 18, 2025

Professional Youth Quest (PYQ)

By: 
Name: Angie Luna
Title: PYQ Director
Date: June 18, 2025

PYQ Budget Worksheet							
2025-2026							
07/01/2025 - 06/30/2026							
	BUDGET	Budget	Received	Budget	Received	Received	%
	2025-2026	PYQ I/S	PYQ I/S	PYQ O/S	PYQ O/S	PYQ Total	Received
INCOME							
Program Income							
Carryover from prev year	167,607	41,902		125,705			
Contract 2025/2026	231,469	57,867		173,602			
TOTAL INCOME	399,076	99,769		299,307		-	
EXPENDITURES							
	BUDGET	Budget	Actual	Budget	Actual	Actual	%
	2025-26	PYQ I/S	PYQ I/S	PYQ O/S	PYQ O/S	PYQ Total	Spent
Salaries	74,634	18,659		55,976			
EREs	22,208	5,552		16,656			
Professional Services	100	25		75			
Staff Training	4,000	1,000		3,000			
Utilities - Non Energy	100	25		75			
Building Maintenance Service	350	88		263			
Repair & Maintenance	75	19		56			
Rent	9,931	2,483		7,448			
Equipment Rental	50	13		38			
Other Space Costs	1,300	325		975			
Telephone Communications	4,500	1,125		3,375			
Advertising/Publications	75	19		56			
Information & Marketing	100	25		75			
Printing	500	125		375			
Board Expense		0		0			
In State Travel	13,500	3,375		10,125			
Out of State Travel	4,000	1,000		3,000			
Building Maintenance Supplies	125	31		94			
Office Supplies	600	150		450			
Utilities - Energy	150	38		113			
Equipment/Fixed Assets	2,500	625		1,875			
Supplies - Technology	250	63		188			
Membership Dues	400	100		300			
Client Training	156,525	39,131		117,394			
Client Support	103,103	25,776		77,327			
Contingency							
TOTAL EXPENDITURES	399,076	99,769		299,307			

AZ@WORK-Southeastern Arizona

Project: Youth Services – PY24 Youth Funds

Subcontractor: Professional Youth Quest (PYQ)
2600 E. Wilcox Drive, H-106
Sierra Vista, AZ 85635

2024-2025 Contract Amount: \$404,526.00

WHEREAS, AZ@WORK-Southeastern Arizona (AWSA) and Professional Youth Quest (PYQ) entered into a general services agreement to provide workforce development services for youth in Cochise County funded by the Workforce Innovation and Opportunity Act Title 1B Youth Program and other non-Federal funding sources.

WHEREAS, AZ@WORK-Southeastern Arizona received PY24 formula funds for Youth. Professional Youth Quest will provide workforce development services for the WIOA Title 1B youth program.

AZ@WORK-Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and costs incurred by Professional Youth Quest up to but not to exceed \$404,526.00 for the WIOA Title 1B youth program. All other provisions of the general services agreement, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract on the 1st day of July, 2024.

For Professional Youth Quest (PYQ):

Signature Angie Luna

Angie, Luna, Director, Professional Youth Quest

For ARIZONA@WORK-Southeastern Arizona, Inc. (AZSE)

Signature Vada Phelps

Vada Phelps, Executive Director

Signature Vickie Simmons

Vickie Simmons, Community Services Director

AZ@WORK-Southeastern Arizona

Project: Youth Services – PY23 Youth Funds

Subcontractor: Professional Youth Quest (PYQ)

2600 E. Wilcox Drive, H-106

Sierra Vista, AZ 85635

2023-2024 Contract Amount: \$441,286.00

WHEREAS, AZ@WORK-Southeastern Arizona (AWSA) and Professional Youth Quest (PYQ) entered into a general services agreement to provide workforce development services for youth in Cochise County funded by the Workforce Innovation and Opportunity Act Title 1B Youth Program and other non-Federal funding sources.

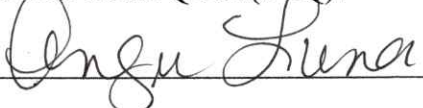
WHEREAS, AZ@WORK-Southeastern Arizona received PY23 formula funds for Youth. Professional Youth Quest will provide workforce development services for the WIOA Title 1B youth program.

AZ@WORK-Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and costs incurred by Professional Youth Quest up to but not to exceed \$441,286.00 for the WIOA Title 1B youth program. All other provisions of the general services agreement, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract on the 1st day of July, 2023.

For Professional Youth Quest (PYQ):

Signature



Angie, Luna, Director, Professional Youth Quest

For AZ@WORK-Southeastern Arizona, Inc. (AZSE)

Signature



Vada Phelps, Executive Director

Signature



Vickie Simmons, Community Services Director

AZ@WORK-Southeastern Arizona

Project: Youth Services – PY22 Youth Funds

Subcontractor: Professional Youth Quest (PYQ)
2600 E. Wilcox Drive, H-106
Sierra Vista, AZ 85635

2022-2023 Contract Amount: \$559,830

WHEREAS, AZ@WORK-Southeastern Arizona (AWSA) and Professional Youth Quest (PYQ) entered into a general services agreement to provide workforce development services for youth in Cochise County funded by the Workforce Innovation and Opportunity Act Title 1B Youth Program and other non-Federal funding sources.

WHEREAS, AZ@WORK-Southeastern Arizona received PY22 formula funds for Youth. Professional Youth Quest will provide workforce development services for the WIOA Title 1B youth program.

AZ@WORK-Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and costs incurred by Professional Youth Quest up to but not to exceed \$559,830 for the WIOA Title 1B youth program. All other provisions of the general services agreement, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract on the 1st day of July, 2022.

For Professional Youth Quest (PYQ):

Signature Angie Luna

Angie, Luna, Director, Professional Youth Quest

For AZ@WORK-Southeastern Arizona, Inc. (AZSE)

Signature Vada Phelps

Vada Phelps, Executive Director

Signature Vickie Simmons

Vickie Simmons, Community Services Director

AZ@WORK-Southeastern Arizona

Project: Youth Services – PY21 Youth Funds

Subcontractor: Professional Youth Quest (PYQ)
2600 E. Wilcox Drive, H-106
Sierra Vista, AZ 85635

2021-2022 Contract Amount: \$694,833

WHEREAS, AZ@WORK-Southeastern Arizona (AWSA) and Professional Youth Quest (PYQ) entered into a general services agreement to provide workforce development services for youth in Cochise County funded by the Workforce Innovation and Opportunity Act Title 1B Youth Program and other non-Federal funding sources.

WHEREAS, AZ@WORK-Southeastern Arizona received PY21 formula funds for Youth. Professional Youth Quest will provide workforce development services for the WIOA Title 1B youth program.

AZ@WORK-Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and costs incurred by Professional Youth Quest up to but not to exceed \$694,833 for the WIOA Title 1B youth program. All other provisions of the general services agreement, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract on the 1st day of July, 2021.

For Professional Youth Quest (PYQ):

Signature Angie Luna

Angie Luna, Director, Professional Youth Quest

For AZ@WORK-Southeastern Arizona, Inc. (AZSA)

Signature Vada Phelps

Vada Phelps, Executive Director

Signature Vickie Simmons

Vickie Simmons, Community Services Director

AZ@WORK-Southeastern Arizona

Project: Youth Services -- PY20 Youth Funds

Subcontractor: Professional Youth Quest (PYQ)
2600 E. Wilcox Drive, H-106
Sierra Vista, AZ 85635

2020-2021 Contract Amount: \$550,056

WHEREAS, AZ@WORK-Southeastern Arizona (AWSA) and Professional Youth Quest (PYQ) entered into a general services agreement to provide workforce development services for youth in Cochise County funded by the Workforce Innovation and Opportunity Act Title 1B Youth Program and other non-Federal funding sources.

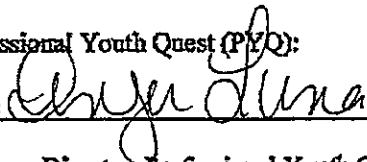
WHEREAS, AZ@WORK-Southeastern Arizona received PY20 formula funds for Youth. Professional Youth Quest will provide workforce development services for the WIOA Title 1B youth program.

AZ@WORK-Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and costs incurred by Professional Youth Quest up to but not to exceed \$550,056 for the WIOA Title 1B youth program. All other provisions of the general services agreement, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract on the 1st day of July, 2020.

For Professional Youth Quest (PYQ):

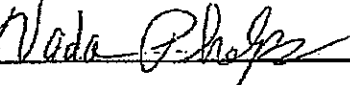
Signature



Angie, Luna, Director, Professional Youth Quest

For AZ@WORK-Southeastern Arizona, Inc. (AZSA)

Signature



Vada Phelps, Executive Director

Signature



Vickie Simmons, Community Services Director

Professional Youth Quest (PYQ)

Youth Services Contract Attachment

Effective July 1, 2020

Purpose of the Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA accomplishes this by prescribing: 1. A stronger alignment of the workforce, education, and economic development systems; and 2. Improving the structure and delivery in the system to assist America's workers in achieving a family-sustaining wage while providing America's employers with the skilled workers they need to compete on a global level.

State Priorities

The Local Workforce Development Board shall determine the most appropriate activities to be conducted to fill the gaps in local youth services, with consideration given to activities and providers that:

- provide appropriate services based on age and individual youth needs;
- demonstrate involvement of the business/employer community;
- demonstrate prior successes in providing employment and training services to youth;
- prepare youth for and [foster] success in employment;
- improve educational achievement;
- provide high [level of] support for youth;
- demonstrate the connection between learning and work;
- provide comprehensive guidance and counseling;
- provide accommodations for special needs populations;
- minimize barriers to youth success;
- have active advisory committee of parents, community members involved with youth, local business, and educators;
- coordinate activities with local schools (secondary and post-secondary);
- develop relationships between youth and caring adults;
- involve family members;
- build youth responsibility;
- develop youth citizenship and leadership skills;
- place high expectations on youth and staff; and
- provide follow-up services.

ARIZONA@WORK-Southeastern Arizona Local Workforce Development Board's Vision

ARIZONA@WORK-Southeastern Arizona's Local Workforce Development Board will create a comprehensive workforce investment framework anchored in the underlying principles of the Workforce Innovation and Opportunity Act of 2014 and the State's four broadly defined strategic economic and workforce development goals. The new framework will be based on the key principles of WIOA, to include: streamlined services, empowerment for individuals, universal

access, increased accountability, strong local board and private sector roles, state and local flexibility, and improved services.

This seamless system will be responsive to the needs of both employers and people seeking self-sufficiency through employment. The ultimate measure of success, using the "no wrong door" approach to the One-Stop service delivery system, will be the availability of a skilled workforce for employers in Graham and Greenlee Counties.

ARIZONA@WORK-Southeastern Arizona Local Workforce Development Board (LWDA) Priorities:

The Local Workforce Development Board is responsible for recommending a distribution plan for WIOA youth funds and providers of WIOA youth services, identified through a competitive process, to the SEAZWC Board.

The Local Workforce Development Board's priorities for youth services represent a considered response to the need for youth workforce development services in Cochise County within the framework of the WIOA and the SEAZWC Board's Strategic 5-Year Plan. The following priorities are intended to guide the Youth Provider's activities and to assist the LWDA in recommending the award of contracts to provide youth services.

First, The LWDA intends that WIOA services provide youth participants with appropriate tools to become economically and personally self-sufficient.

Second, The LWDA intends to direct resources to areas where existing resources are inadequate to meet the needs, and to prioritize critical services, and areas where the gaps between existing resources and service needs are greatest.

Third, The LWDA has the responsibility to ensure that service providers meet the performance standards required for youth under the law and defined by the State. The LWDA will ensure that the mix of recommended programs will achieve the highest possible performance on WIOA core indicators for youth.

Fourth, The LWDA recognizes that there is a need for workforce development services throughout Cochise County. The impact of rural and border issues strongly affect attitudes about work opportunities and employment services.

Fifth, The LWDA intends that WIOA services be linked with Cochise County's larger economic and workforce development initiatives and plans developed by local businesses, governments and educational entities, as well as directed towards the needs of individual youth participants.

Sixth, Services provided by WIOA funds will be linked with current youth programs such as the Youth Transition Program at public high schools. The LWDA does not intend to duplicate

services that are already available within the community and intends to encourage collaboration among youth service providers. The LWDA expects that youth workforce development services funded through the Workforce Innovation and Opportunity Act will fill gaps in services. Filling service gaps may include expanding or enhancing existing workforce development services.

Workforce Innovation and Opportunity Act (WIOA) Youth Activities

WIOA Sec. 129 authorizes workforce investment activities for eligible youth in each local Workforce Investment Area.

1. YOUTH SERVICES

The Workforce Innovation and Opportunity Act Section 129 (c) (1) specifies that funds allocated to youth service providers shall be used for the following program design:

- 1) Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
- 2) Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
- 3) Provide:
 - a) Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
 - b) Preparation of postsecondary educational and training opportunities;
 - c) Strong linkages between academic learning and occupational learning;
 - d) Preparation for unsubsidized employment opportunities; and
 - e) Effective connections to intermediaries with strong links to the job market and local, regional employers.

2. IN SCHOOL ELIGIBILITY

Under WIOA, youth are eligible for services if they are age 14 through 24. Youth are eligible to participate in In-School WIOA Youth Programs if they are:

- (1) between ages 14 and 21;
- (2) are a United States citizen or have the right to work; and
- (3) are registered for selective service (applicable males); and
- (4) are attending school; and
- (5) are low-income under one (1) of the categories below:
 - a. Receiving or in the last 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP)
 - b. Receiving or in the last 6 months has received assistance through Temporary Assistance for Needy Families program (TANF)

- c. Receiving or in the last 6 months has received Supplemental Security Income (SSI)
- d. Family income at or below the income guidelines
- e. Homeless per section 103 (a) and 103 (c) of the McKinney Act
- f. Publically funded foster child
- g. Receives or is eligible to receive free or reduced price lunch
- h. Lives in a high poverty area
- i. Disabled youth with own income at or below the income guidelines

They also must meet one or more of the following criteria:

- Basic skills deficient
- English language learner
- Offender
- Homeless
- Runaway
- Foster Care
- Pregnant or Parenting
- Disability
- an individual who requires additional assistance to complete an educational program or to obtain and retain employment

Note: Up to 5% of participants may be individuals who do not meet the income criteria but do meet one or more of the above-mentioned barriers.

MANDATORY PROGRAM REQUIREMENTS

All youth programs provided with WIOA funds must provide:

1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
2. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
3. Provide:
 - a) Activities leading to attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
 - b) Preparation of postsecondary educational and training opportunities;
 - c) Strong linkages between academic learning and occupational learning;
 - d) Preparation for unsubsidized employment opportunities; and
 - e) Effective connections to intermediaries with strong links to the job market and local, regional employers.

WIOA-REQUIRED PROGRAM ELEMENTS

The following fourteen program elements must be **available** to all participants, as deemed appropriate in the participant's Individual Service Strategy. The Southeastern Arizona Workforce Connection Local Workforce Development

Board does not anticipate that WIOA funds will cover all fourteen elements; however, any programs that receives WIOA youth funds must ensure that all fourteen are available. Bidders are encouraged to find creative ways to ensure that each element is provided, particularly by forming partnerships with other youth providers, educators and/or employers.

1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities;
5. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned within demand industry sectors or occupations;
6. Leadership development opportunities, which may include such activities as positive social behaviors and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow-up services for at least 12 months period;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors and occupations;
14. Activities that help youth prepare for and transition to post-secondary education and training.

PURPOSE OF THESE ACTIVITIES

- provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers
- ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities
- provide opportunities for training to eligible youth
- provide continued supportive services for eligible youth

- provide incentives for recognition and achievement to eligible youth
- provide opportunities for eligible youth in activities related to leadership, development decision-making, citizenship, and community service.

OUT OF SCHOOL YOUTH ELIGIBILITY

Youth are eligible to participate in Out-Of-School WIOA Youth Programs if they are:

- (1) between ages 16 and 24;
- (2) are a United States citizen or have the right to work; and
- (3) are registered for selective service (applicable males); and
- (4) are not attending school; and
- (5) One or more of the following:
 - a. School Dropout
 - b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - c. Subject to the juvenile or adult justice system
 - d. Homeless
 - e. Runaway
 - f. Foster Care
 - g. Pregnant or Parenting
 - h. Disability
 - i. Disabled Recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner*
 - j. Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment*

* Low Income is defined as one or more of the following:

- a. Receiving or in the last 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP)
- b. Receiving or in the last 6 months has received assistance through Temporary Assistance for Needy Families program (TANF)
- c. Receiving or in the last 6 months has received Supplemental Security Income (SSI)
- d. Family income at or below the income guidelines
- e. Homeless per section 103 (a) and 103 (c) of the McKinney Act
- f. Publically funded foster child
- g. Receives or is eligible to receive free or reduced price lunch
- h. Lives in a high poverty area

j. Disabled youth with own income at or below the income guidelines

Performance Measures

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas. The Department of Labor announced that WIOA performance measures will go into effect on July 1, 2016.

It is important to note that once an individual is registered into WIOA, the participant will also be counted in the federal WIOA performance measures.

Core indicators of performance for youth aged 19 through 21 are:

- entry into unsubsidized employment;
 - retention in unsubsidized employment 6 months after entry into the employment;
 - earnings received in unsubsidized employment 6 months after entry into the employment; and
 - attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills.
-
- Core indicators of performance for youth aged 14 through 18 are:
 - attainment of basic skills, and as appropriate, work readiness or occupational skills;
 - attainment of secondary school diplomas and their recognized equivalents; and
 - placement and retention in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

How performance measures will be calculated

The following formulas will be used to measure performance, where "registration" means entry into the program, and "exit" means leaving the program.

1. Youth Placement in Employment/Education

The percentage of youth who are in education/training activities or in unsubsidized employment in the 2nd quarter after exit.

2. Youth Retention in Employment/Education

The percentage of youth who are in education/training activities or in unsubsidized employment during the 4th quarter after exit.

3. Median Earnings

The median average earnings of youth who are in unsubsidized employment in the 2nd quarter after exit.

4. Credential Attainment

The percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/GED during participation or within 1 year after exit.

5. Skills Gain

The percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains.

Data and Customer Tracking Systems

The Arizona Job Connection (AJC) system is the current web-based, state-managed database system that supports workforce systems in Arizona. The successful applicant will be required to use AJC to record and track all participant activities, including services rendered and outcomes achieved.

In addition to reporting and tracking customers through AJC, selected providers must submit monthly reports that document participant enrollments and outcomes on key benchmarks.

File Records, Retention and Ownership

Respondents must retain program files and records, including customer files and records, in compliance with Federal and State WIOA requirements, and the Partnership's record retention policies. Respondents must maintain and secure accurate case files for every WIOA-registered participant. Case files must contain a variety of documentation including, but not limited to: program eligibility/determination of need; assessment data; Individual Service Strategy (ISS); regular updates (minimally every 30 days); progress reports, case notes, etc.

Respondents must allow local, state and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for seven years, beginning on the last day of the program year.

Oversight, Evaluation and Planning

SEAZ LWDB and their representative will monitor and evaluate selected respondents to determine if employer and job seeker clients are receiving the most comprehensive, streamlined set of services. We must also ensure program compliance and evaluate the quality and effectiveness of the service strategies. External monitoring and evaluation will also be conducted periodically by the U.S. Department of Labor, AZ Department of Economic Security WIOA Section and any other agency that provides funds used by SEAZ LWDB to contract for services in the area's workforce system.

Accessibility and Equal Opportunity

All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All bidders are expected to demonstrate full compliance with the Americans with Disabilities Act Amendment Act of 2008 (ADAAA) and all other equal opportunity laws. All staff should receive accessibility training, and may involve accessibility plans. All respondents must ensure all written materials and communication include the statement: **“Reasonable accommodations and auxiliary equipment and services are available upon request.”**

Assurances

We, recognize that we must comply with the assurances listed below. If we cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustee, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. WE are not currently on any Federal, State of Arizona, or local Debarment List.
3. WE will provide records to show that we are fiscally solvent, if needed.
4. WE have, or will have all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
5. /WE have additional funding sources and will not be dependent on WIA funds alone.
6. **WE will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance
 - Maintaining record confidentiality, as required
 - reporting financial, participant, and performance data, as required
 - complying with Federal and State non-discrimination provisions
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
 - Meeting all applicable labor law, including child Labor Law standards.
7. **We will not:**
 - Place a youth in a position that will displace a current employee
 - Use WIOA money to assist, promote, or deter union organizing.
 - Use funds to employ or train of persons in sectarian activities.,
 - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

- Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
- Use WIOA funds to carry out programs funded under the School-to-Work Opportunities Act of 1994 unless the program(s) are only for youth eligible to participate under WIOA.