

COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: Jennifer Steiger Department/Division: Health/Prevention
Date Prepared: 11/18/11 Telephone: 520-432-9402
Grantor: Child & Family Resources Grant Title: First Things First - Bright Futures Collaboration
Grant Term From: 7/1/11 To: 6/30/12
Fund No/Dept. No: _____ Note: Fund No. will be assigned by the Finance Department if new.
New Grant ☐ Yes ☒ No Amendment No. 1 Increase \$ n/a Decrease \$ n/a

Briefly describe purpose of grant:

This contract allows program to provide home visitations to high risk families where they are provided health education and nutrition information

If amendment, provide reason:

This amendment does not change the funding. It is a change in the required reporting procedures only.

If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service:

Funding Sources	Federal Funds 332.100	State Funds 336.100	County Funds 391.000	Other	Total
Current Fiscal Year				\$ 31,834	\$ 31,834
Remaining Years					
Total Revenue				\$ 31,834	\$ 31,834

Is County match required? ☐ Yes ☒ No If yes, dollar amount \$ _____

Has this amount been budgeted? ☒ Yes ☐ No Identify Funding Source: Child & Family Resources

Federal Catalog of Federal Domestic Assistance (CFDA) No: _____

Method of collecting grant funds: Lump sum payment ☐ Quarterly payments ☐ Draw ☐ Reimbursement ☒

Is reversion of unexpended funds required at end of grant period? ☐ Yes ☒ No

a) Total A-87 cost allocation 9,416

b) Amount of overhead allowed by grant \$964 County subsidy (a-b) \$8,452

Does Grantor accept indirect costs as an allowable expenditure? ☒ Yes ☐ No

If yes, dollar amount \$ 964 OR percentage allowed 5 %

Number of new positions that will be funded from grant: 0 Number of existing positions funded from grant: 5

Executive Summary Form

Agenda Number: ----- (Subcontract Agreement with Child & Family Resources)

Recommendation:

Approval of amendment to Subcontract Agreement, First Things First – Bright Futures Collaboration, between Child & Family Resources (CFR) and the Cochise County Health Department in the amount of \$31,834 for the period of July 1, 2011 to June 30, 2012.

Change in #3 **Billing & Payment**, second sentence:

- delete specification of MONTHLY payment

Change in #3 **Billing & Payment**, last sentence:

- reduce time for request for reimbursement from 90 days to 30 days

Background (Brief):

Cochise County Health Department and Child and Family Resources developed a collaborative effort under First Things First funding during FY 09/10. During that time we developed a decision tree to determine which program could benefit our clients most effectively, as both agencies deliver home visitation services of differing intensity.

This relationship will continue, with CFR being the primary contractor with FTF, and with the Health Department being a sub-contractor to CFR to provide home visitation services they refer to us. The sub-contract scope of work has the Health Department providing information and preventive services on the following specialty topics:

Abuse/Domestic violence	Alcohol/FASD
Breastfeeding	Changes after pregnancy
Child Hazards	Contraception/Family Planning
Dental Health	Environmental
Exercise/physical	Gestational Diabetes
Healthy weight	Maternal diet
Mother/Baby Activity	Never shake a baby
Prenatal classes	Stress reduction
Tobacco/drug use	Other _____

Fiscal Impact & Funding Sources:

This is a grant-funded, fee-for-services contract. Cochise County is contracted to provide up to 200 one-hour visits set at \$157.17 per visit, for a maximum billable amount of \$31,834.00.

These payments will be used to offset the staff, travel, and materials costs.

Net county subsidy is calculated as follows:

Executive Summary Form

A-87 OH at 48.83% (of current estimate of salaries/EREs of \$19,284 based on 200 visits at all-in pers. cost of \$96.42/visit)	\$9,416
Authorized overhead (5% of \$19,284)	<u>964</u>
Net county subsidy	<u>\$8,452</u>

Next Steps/Action Items/Follow-up:

Your approvals are respectfully requested.

Impact of Not Approving:

Not approving this amendment will terminate a productive and developing collaborative effort with a sister agency in Cochise County. Also, continuity of care by our staff of approximately 100 clients will be stalled.



- **Resilient children and families**
- **Excellent childcare and education**
- **Communities that value children and families**

ANGEL CHARITY BUILDING
2800 E. Broadway Boulevard
Tucson, Arizona 85716
(520) 881-8940
Fax: (520) 325-8780
www.childfamilyresources.org
email: cfr@cfrz.org

October 13, 2011

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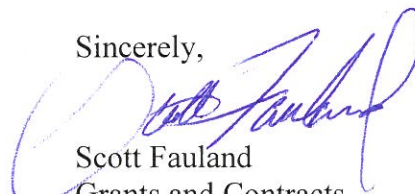
Re: Building Bright Futures - Cochise County - First Things First
Subcontract Amendment

Ms Godfrey,

Please find enclosed two original Amendments to the Building Bright Futures - Cochise County - First Things First Subcontract dated October 10, 2011 between Child & Family Resources Inc and the Cochise County Health Department. Please sign both and return one copy to me, keeping one for your records.

If you have any questions or need anything else, please feel free to contact me at (520) 321-3771 or sfauland@cfrz.org.

Sincerely,



Scott Fauland
Grants and Contracts
Coordinator



SUBCONTRACT AMENDMENT

Effective November 1, 2011 the Subcontract Agreement, dated 10-10-2011, between Child & Family Resources, Inc. and Cochise County Health Department (hereinafter referred to as "Contractor") whose Social Security Number (SSN) or Federal Tax Identification Number (FEIN) is 86-6000398 is hereby amended with the following changes to **§ 3 Billing & Payment**.

All other terms, conditions and provisions of the subcontract agreement shall remain the same.

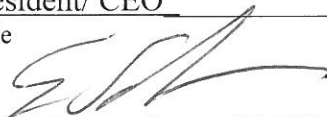
3. Billing and Payment

Child & Family Resources, Inc. will pay Contractor the fixed fee amount of \$159.17 per hour for the services described above. Not to exceed the amount of \$31,834.00 for the program year 2011-2012. An invoice for services with justifying documentation, including but not limited to a general ledger report detailing expenses for this project, must be delivered to Child & Family Resources, Inc. no later than the 10th day of the month following the provision of services. Child & Family Resources, Inc. will reimburse (subcontractor) on a cost reimbursement basis as determined by First Things First policy. Invoices for services must be submitted to the Program Director, or directly to the Finance Department, after all invoiced services are provided, and no later than the 10th of the month following the month of service. Child and Family Resources agrees to pay Contractor within 30 days of the invoice date. Invoices must indicate the services rendered, dates of services, Contractor's SSN or FEIN, name and address. Any request for reimbursement received more than 30 days after the provision of services may be denied.

CHILD & FAMILY RESOURCES, INC.

Eric Schindler
Name

President/ CEO
Title

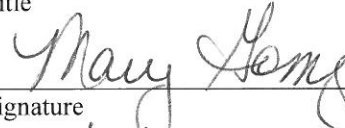

Signature

10/12/11
Date

CONTRACTOR

Mary Gomez MARY GOMEZ
Name

DIRECTOR
Title


Signature

11/10/11
Date

SUBCONTRACT AGREEMENT DETERMINATION

RE: Contractor Agreement to perform services for the First Things First Bright Futures project in the form of home visitations between Child & Family Resources and the Cochise County Health Department.

The attached Agreement, which is an agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 on behalf of Cochise County Health Department by the undersigned Deputy County Attorney, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to each of the above-identified parties.

Approved as to form this 10th day of November, 2011.

EDWARD G. RHEINHEIMER
Cochise County Attorney

By: _____


Terry Bannan
Deputy County Attorney