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DATE: April 12, 2017  
  
TO: Cochise Health & Social Services  
  
ATTENTION: Carrie Langley  
[clangley@cochise.az.gov](mailto:clangley@cochise.az.gov)  
  
FROM: Michelle Neitch, Fiscal Specialist  
  
RE: Grant Renewal Information for Fiscal Year (FY) 2018

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The Board of First Things First will be considering the renewal of your current grant award at its June 2017 meeting. If renewed, the award period for your grant, GRA-STATE-16-0785-01-Y2, will be July 1, 2017 through June 30, 2018.

**Follow Up Action Necessary**

Please confirm the award amount and contracted service units on the attached Grant Renewal Amendment form. In addition, complete the Line-Item Budget and Budget Narrative; the Program Personnel Table; and the Data Template Training sheet. The Amendment form, Line-Item Budget and Budget Narrative should then be signed by your designated signatory and then all items scanned/emailed back to me by **May 5, 2017**. Electronic submission to [mneitch@azftf.gov](mailto:mneitch@azftf.gov) is preferred but if sending by standard mail, please send to my attention, First Things First, 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012.

If the renewal is approved by the Board of First Things First at the June 2017 meeting, First Things First will countersign the amendment document and scan/email it back for your records.

**Line-Item Budget and Budget Narrative/Travel Policy Update**

The FY18 Line-Item Budget and Budget Narrative should continue to align with the approved FY17 Line-Item Budget and Budget Narrative and the scope of the approved programming.

In addition, for those grants that have approved in-state and out-of-state travel, please note the State of Arizona has issued a revised travel policy. Some per diem and hotel rates have changed as well as the limitations on how those reimbursement rates can be applied. The link to the most recent policy is located under Travel in the Budget Narrative form in this packet. A tool is currently being developed that will assist in providing the needed documentation when submitting for travel reimbursement in

FY18 and will be located in the Grantee Resource section in PGMS (Partner Grant Management System) when finalized.

**Reminders**


Grantees must always adhere to the latest version of the Standards of Practice and related policy documents that apply to this grant and to the latest version of the Uniform Terms and Conditions referenced in the original agreement. These documents are also located in the Grantee Resource section in PGMS.

**Closing out FY17**

Your current grant ends June 30, 2017. Final narrative and data reports must be submitted on or before July 20, 2017 and your final request for reimbursement must be submitted no later than August 15, 2017 (45 days from the grant end date.) Unexpended funds from FY 2017 do not carry over to FY 2018.

If you have any questions or concerns, please contact, Michelle Neitch, [mneitch@azftf.gov](mailto:mneitch@azftf.gov), or at (602) 771-5079.

Thank you.

	<b>Grant Renewal Amendment</b>	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	<b>Grant Renewal/2018 Grant Award</b> GRA-STATE-16-0785-01-Y3 QF Child Care Health Consultation	

**CONTRACTOR:**

Cochise Health & Social Services

**PURPOSE OF AMENDMENT:**

1. Pursuant to the Special Terms and Conditions, Contract Renewal, for the above referenced grant award, the State of Arizona hereby exercises its sole option to renew the grant award number referenced above. The renewal award period is July 1, 2017 through June 30, 2018.
2. Total award amount for the grant period is **\$104,600** (\$95,640 regional funding (\$15,000 additional funds awarded to be used for travel) and \$8,960 ADE funding).
3. Contracted Service Units:  
 Primary Strategy: QF Child Care Health Consultation  
  
 Number of center based providers served: **27** (23 centers regional funding and 4 centers ADE funding)  
 Number of home based providers served: **13** (13 centers regional funding)  
 Number of Non-QF Centers: 0  
 Number of Non-QF Homes: 0
4. For auditing purposes we are required to supply you with the following information related to the ADE PDG funding:  
 Federal Award ID Number – S419A150009 – 15A  
 CFDA # - 84.419A  
 Total Federal Amount Awarded - \$8,960
5. The grantee is responsible for all updated Standards of Practice located in the First Things First Partner and Grant Management System (PGMS) under Grantee Resources/Standards of Practice.
6. All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.

Contractor hereby acknowledges receipt and understanding of the contract amendment

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The above referenced amendment is hereby executed effective July 1, 2017 once signed and dated below:

\_\_\_\_\_  
Josh Allen  
CFO/COO

\_\_\_\_\_  
Date

## Line-Item Budget and Budget Narrative

The budget narrative should provide a clear and concise explanation of the methods used to determine the amounts for each line item in the following line-item budget.

**Budget period: July 1, 2017 – June 30, 2018**

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>		<b>Personnel Services Sub Total</b>	<b>\$65235.00</b>
Salaries	CCHCX2 @.6FTE Deputy Director (2%)	63835.00 1400.00	
<b>EMPLOYEE RELATED EXPENSES</b>		<b>Employee Related Expenses Sub Total</b>	<b>\$12721.00</b>
Fringe Benefits or Other ERE	FICA; ASRS; W/C (19.5%)	12721.00	12721.00
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>Professional &amp; Outside Services Sub Total</b>	<b>\$0</b>
Contracted Services		0	0
<b>TRAVEL</b>		<b>Travel Sub Total</b>	<b>\$15000</b>
In-State Travel		15000.00	15000.00
Out-of-State Travel		0	0
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>		<b>Aid to Organizations or Individuals Sub Total</b>	<b>\$0</b>
Subgrants or Subcontracts to organizations/agencies/entities		0	0
<b>OTHER OPERATING EXPENSES</b>		<b>Other Operating Expenses Sub Total</b>	<b>\$7817</b>
• Telephones/Communications Services	_____	960	960
• Internet Access	_____	0	0
• General Office Supplies	_____	200	200
• Food	_____	200	200
• Rent/Occupancy	_____	0	0
• Utilities	_____	0	0
• Furniture	_____	0	0
• Postage	_____	200	200
• Software (including IT supplies)	_____	0	0
• Dues/Subscriptions	_____	0	0
• Advertising	_____	0	0
• Printing/Copying	_____	1000	1000
• Equipment Maintenance	_____	0	0
• Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)	_____	3000	3000
• Insurance	_____	1400	1400
• Program Materials	_____	857	857
• Program Supplies	_____	0	0
• Scholarships	_____		
• Program Incentives	_____		
<b>NON-CAPITAL EQUIPMENT</b>		<b>Non-Capital Sub Total</b>	<b>\$0</b>
Equipment \$4,999 or less in value		0	
<b>Subtotal Direct Program Costs:</b>			
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	<b>\$3727.00</b>
Indirect/Admin Costs		\$3727.00	
<b>Total</b>		<b>\$</b>	<b>\$104600</b>

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the budget line items. The budget narrative should explain the criteria used to calculate the amounts entered in the line-item budget. The budget narrative should include all budgeted items and correspond directly with the proposed line-item budget using the following categories that apply:

**Personnel Services:** Maureen Kappler RN CCHC Program Manager is at .6 (24 hours per week) hourly is \$24.14; Kimber Wright RN CCHC is also .6 (24 hours per week) hourly is at \$27.00 pending Board Approval sometime this year. Ray Falkenberg is Deputy Director and is at 2% of his salary (\$1400) for administrative support. All personnel are currently employed and it is anticipated that all will be working fiscal year 2017-2018. The extra dollar amount for Kimber's salary is being requested to compete with the \$38.00 that RNs not working in Public Health receive. It is used for retention of staff.

**Employee Related Expenses:** approximately 19.5% is considered ERE. This includes Workman's Comp, ASRS, FICA, and Social Security. 19.5% multiplied by the total award, minus the 19.5% is how we got to the dollar amount for ERE. The only healthcare portion being covered is Ray's at 2% of \$8000 for insurance. Although both CCHCs qualify for health benefits, both have waived them as they are covered by Tricare Prime through the military.

**Professional and Outside Services:** *Not Applicable at this time.*

**Travel:** At this time both of us cover a 6400 square mile area with 35 centers. One center that is 90 miles away also has a Pre School Development grant and a new Director who is requesting intensive services. Travel alone takes about almost 2 hours on country roads, without cattle or other critters in the road. Another new center and Director is about 60 miles away, has a Pre School development Block Grant and is also requesting intensive services. We have several schools about 40 miles away that are also Pre School Development Block Grant. We are receiving training from the Gurian Institute for Brain neuroscience based on gender so that we can bring that information to the schools to further individualize child learning and understanding behavior. The only schools in our area that receive mental health consultation are the Pre School Development Block Grants. Because of the poverty, poor nutrition and other issues that accompany poverty, we have needed of techniques that can assist the teachers understand and do workarounds, and we help train in those areas. Most to the centers say (if they are public schools) that their staff are not contracted to obtain certain types of training out of county and many directors are concerned about paying for travel, to Tucson or Phoenix on the weekends, which they say is a major burden on the centers. We are providing training that keeps them in county and on Saturdays, during the evening for an hour or so to help them increase the quality of their care in their centers.

**Aid to Organizations or Individuals:** Not applicable at this time.

**Other Operating Expenses:** Because of spotty internet coverage we have elected to use laptops in the field with jumpjacks. We are utilizing funds in Program Materials and Supplies to purchase relevant books that are bi-lingual for both children and staff. We have copying costs for our quarterly news letter, General Office supplies is minimal as we have paper, clips and an amount is in the budget in case we need something for presentations. We go to Workshops, training, Community of Practice seminars, symposiums and conferences in Phoenix and Tucson, which accounts for some of the travel and the education/training budget line items.

**Non-Capital Equipment:** Not applicable at this time.

**Administrative/Indirect Costs:** The total in indirect costs is \$38,245. Of this 3.7% of the grant is paying \$3,727. The county contribution is \$34,518. This covers office space, utilities, IT, access to county vehicles, administrative costs, Human Resource and Internet.

**Applicants must list either Option A or Option B and provide proper justification for expenses included:**

**xOption A - Administrative Costs:** *with proper justification, applicants may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of*

salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.

## Program Personnel Table

In the following table, provide a list of all personnel or positions that will be fully or partially funded through the proposed program. For Key Personnel, include the name and position title; pertinent background and/or expertise that specifically relates to the program, including degrees, field of study, number of years in the field, and other qualifications that align with the Standards of Practice requirements; and their roles and responsibilities. If the position is to be hired (TBH), then describe the desired background/expertise/degrees and field of study. For all personnel, provide the Full Time Equivalent (FTE) for each position. *Example:*

<b>Key Personnel</b> - fully or partially funded through proposal - directly responsible for program implementation/services			
<b>Name/ Position Title</b>	<b>Background/Expertise*</b> (include qualifications that align with the Standards of Practice)	<b>Key Roles and Responsibilities</b>	<b>FTEs funded through the program</b>
<i>Maureen Kappler Program Manager</i>	<i>RN CCHC CDE NICP CM</i>	<i>Oversight; budget; assignments; supervision; child care center visits; CQI; evaluation; training all ages; community meetings</i>	<i>.6</i>
<i>Kimber Wright Home Visitor</i>	<i>RN CCHC</i>	<i>Support; child care center visits; CQI; evaluation; training all ages</i>	<i>.6</i>
<b>Additional Personnel</b> - fully or partially funded through proposal - not directly implementing or have direct program oversight			
<i>Ray Falkenberg/Deputy Director, Administrative Services / Public Information Officer</i>			<i>.02</i>
<b>Program Total:</b>			<b>1.22 FTE</b>

\* Resumes and/or job descriptions for **key personnel** may be requested at any time but unless otherwise indicated, they do not need to be submitted. If the program undergoes changes in staff, a Staff Change Notification form along with an updated version of this table will need to be submitted to First Things First within 14 days of the proposed change.