



4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012
602.771.5100 | 877.803.7234 | firstthingsfirst.org

Notice of Renewal Consideration

DATE: March 20, 2020
TO: Cochise Health & Social Services
Attn: Carrie Langley
clangley@cochise.az.gov
FROM: Christine Cramer, Fiscal Specialist
RE: Grant Renewal Information for State Fiscal Year 2021 (SFY21)

The following First Things First grant is eligible for renewal consideration. Receipt of this packet does not guarantee renewal of the grant award but if renewed, the award period for your SFY21 grant will be July 1, 2020 through June 30, 2021.

Grantee Name:	Cochise Health & Social Services
SFY20 FTF Grant Number:	GRA-STATE-19-0968-01-Y2
Lead Strategy:	QF Child Care Health Consultation
Non-Lead Strategies:	N/A
Eligible Renewal Amount for SFY21:	\$88,920

The renewal packet includes the following documents:

- 1. Grant Renewal Amendment**
Confirm the eligible award amount and contracted service units on the form.
- 2. Line-Item Budget and Budget Narrative**
The SFY21 Line-Item Budget and Budget Narrative should continue to align with the approved SFY20 Line-Item Budget and Budget Narrative and the scope of the approved programming.
- 3. Program Personnel Table**
Complete the table with the personnel that align with the SFY21 Line-Item Budget and Budget Narrative.

Follow Up Action Necessary

Please complete all documents; have your designated signatory sign the amendment, line-item budget, and budget narrative; and then scan/email all items back to me by **May 11, 2020**. Electronic submission to ccramer@firstthingsfirst.org 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.

FIRST THINGS FIRST

4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012
602.771.5100 | 877.803.7234 | firstthingsfirst.org

If the renewal is approved by the Board of First Things First at the June 2020 meeting, First Things First will countersign the amendment document and scan/email it back for your records.

Reminders

Grantees must always adhere to the latest version of the Standards of Practice which can be located in the Strategy Toolkit, www.firstthingsfirst.org/grants/strategy-toolkit and related policy documents that apply to this grant. Additional policy/grant-related documents (FTF Grants Uniform Terms and Conditions, FTF Data Security Policy and Procedures, and the FTF Tribal Data Policy) are located under Grantee Resources, www.firstthingsfirst.org/grants/grantee-resources.

SFY21 Data Template Training


If refresher data template training is needed for SFY21, please contact the FTF Evaluation team to schedule, ftfevaluation@firstthingsfirst.org.

Closing out SFY20

Your current grant ends June 30, 2020. Final narrative and data reports must be submitted on or before July 20, 2020 and your final request for reimbursement must be submitted no later than August 17, 2020 (45 days from the grant end date.) Unexpended funds from SFY20 do not carry over to SFY21.

If you have any questions, please contact me at (602) 771-5093 or ccramer@firstthingsfirst.org.

Thank you.

	Grant Renewal Amendment	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2021 Grant Award GRA-STATE-19-0968-01-Y3 Cochise Regional Partnership Council QF Child Care Health Consultation	

CONTRACTOR:

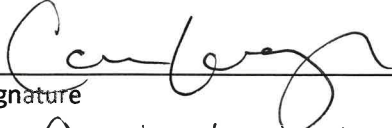
Cochise Health & Social Services


PURPOSE OF AMENDMENT:

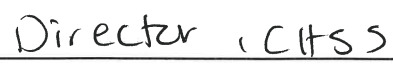
1. Pursuant to the Special Terms and Conditions, Contract Renewal, for the above referenced grant award, the State of Arizona hereby exercises its sole option to renew the grant award number referenced above. The renewal award period is **July 1, 2020 through June 30, 2021**.
2. Total award amount for the grant period is \$88,920
3. Contracted Service Units:
 Lead Strategy:
 QF Child Care Health Consultation
 Primary Strategy:
 Number of center based providers served: 27

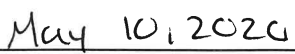
 Secondary Strategy:
 Number of home based providers served: 6
 Number of Non-QF Centers: 0
 Number of Non-QF Homes: 0
4. The grantee is responsible for all updated Standards of Practice located in the First Things First Partner and Grant Management System (PGMS) under Grantee Resources/Standards of Practice.
5. 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, 2020 once signed and dated below:

 Josh Allen
 CFO/COO

 Date

Line-Item Budget and Budget Narrative

SFY21 Line-Item Budget

Budget period: July 1, 2020 – June 30, 2021

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$62,244.00
Salaries			
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$12,448.00
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$
Contracted Services			
TRAVEL		Travel Sub Total	\$3,557.00
In-State Travel			
Out-of-State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$8,003.00
<ul style="list-style-type: none"> • Telephones/Communications Services-1 • Internet Access-2 • General Office Supplies-3 • Food-4 • Rent/Occupancy-5 • Utilities-6 • Furniture-7 • Postage-8 • Software (including IT supplies)-9 • Dues/Subscriptions-10 • Advertising-11 • Printing/Copying-12 • Equipment Maintenance-13 • Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)-14 • Insurance-15 • Program Materials-16 • Program Supplies-17 • Scholarships-18 • Program Incentives-19 			1. \$1,000.00 2. \$1,000.00 3. 4. 5. 6. 7. 8. \$100.00 9. 10. \$300.00 11. 12. \$300.00 13. 14. \$2,903.00 15. 16. \$2,000.00 17. \$400.00 18. 19.
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$2,668.00
Indirect/Admin Costs		\$	\$
Total		\$	\$88,920.00

Authorized Signature



Date

May 11, 2020

SFY21 Budget Narrative

The budget narrative should provide a clear and concise description of how amounts were determined, including calculations, for each proposed line item in the Line-Item Budget. If a budget category does not apply, either leave blank or delete the category.

<p><u>Personnel Services:</u> Andrea White, RN @ .6FTE- 24 hours @ 30.00 /hr Leslie Johns LPN @ .8 FTE – 35 hours @ 25.00 / hr</p>
<p><u>Employee Related Expenses:</u> OASI at 7.65%= ASRS at 12.11% Workers comp at .27%= Health Insurance= Up to \$7000</p>
<p><u>Professional and Outside Services:</u> 0</p>
<p><u>Travel:</u> 3557.00 – travel supports 2 CCHC’s for required trainings to conferences, symposiums and other mandatory FTF events. In the past we have had to supplement this fund with our general funds for the health department. We will not be able to do this in the future.</p>
<p><u>Aid to Organizations or Individuals:</u> 0</p>
<p><u>Other Operating Expenses:</u> 8003.00 1000- mobile phones (1 each per CCHC) 1000- hotspots for internet connections (1 each per CCHC) 100 – postage 300- subscription – dues 300 – printing of newsletter tailored for community / center 2903- professional development needs- CCHC training for development – workshop and conference 2000- program materials- intro for CCHC classrooms, cards, books, DVD’s, thumb drives 400 – program supplies</p>

Non-Capital Equipment: 0

Administrative/Indirect Costs: *Administrative costs are general or centralized expenses of overall administration of an agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.*

Indirect costs are costs of an organization that are not readily assignable to a particular program, but are necessary to the operation of the organization and the performance of the program. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

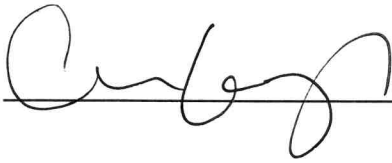
Applicants must list either Option A or Option B and provide proper justification for expenses included:

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.*

OR

€ **Option B - Federally Approved Indirect Costs:** *If your agency/organization has a federally approved indirect cost rate agreement in place, applicants may include an allocation for indirect costs for up to 10% of the direct costs. **Applicants must provide a copy of their federally approved indirect cost rate agreement.***

Authorized Signature



Date

May 11, 2020

Name/Title

Date