

Government Agreement Summary	
GRA Number: GRA-STATE-24-1242-01	Region/Funding Source: Statewide
Grantee Information: Cochise Health and Social Services	
Strategy: Child Care Health Consultation	Funding Available: \$114,625
Target Service Units: 33 Regional Slots 2 ARPA Slots	Regional: \$108,075 DES ARPA: \$6,550
Brief Description: The intent of this government agreement is to fund the Child Care Health Consultation strategy. As part of the Child Care Health Consultation (CCHC) strategy implementation, a health professional known as a Child Care Health Consultant (CCH Consultant), works with early care and education (ECE) administrative and teaching staff at centers and homes (participants) to increase their knowledge and compliance with best practice health and safety practices.	
Required Data Template Training: The grantee is required to participate in data template training. Further instruction will be provided closer to grant start date.	
Grant Term/Estimated Start Date: The estimated grant term is July 1, 2023 through June 30, 2024, unless terminated, cancelled or extended.	Contact Information: Russ Spencer Director Fiscal Operations First Things First Email: rspencer@firstthingsfirst.org

GOVERNMENT AGREEMENT

GRA-STATE-24-1242-01

**Between The
Arizona Early Childhood Development and Health Board
(First Things First)
And
Cochise Health and Social Services
(Grantee)**

I. Purpose

The intent of this government agreement is to fund the Child Care Health Consultation strategy. As part of the Child Care Health Consultation (CCHC) strategy implementation, a health professional known as a Child Care Health Consultant (CCH Consultant), works with early care and education (ECE) administrative and teaching staff at centers and homes (participants) to increase their knowledge and compliance with best practice health and safety practices. The intent of the strategy is for the CCH Consultant to provide CCHC services in **Cochise region to 35 centers/homes**.

II. Term, Renewal

The term of this Agreement is July 1, 2023 through June 30, 2024. The parties may renew this Agreement for up to three (3) additional twelve (12) month extensions (including lesser parts thereof).

III. Description of Services

The CCHC Strategy is one of the components of the Quality First program model. Quality First provides support to early care and education and preschool providers throughout the state of Arizona that help improve the quality of early learning settings. The CCHC's work with participants who are enrolled in Quality First.

IV. GRANTEE'S Responsibilities

The Grantee will:

- A. Prior to entering into this Agreement, have completed and submitted to First Things First for review and approval the following forms and documents:
 - 1. Agency/Organization Profile
 - 2. Personnel - Program Personnel Table and Program Organization Chart
 - 3. Budget - Line-Item Budget and Budget Narrative
 - 4. Fiscal Information - Funding Sources and Financial Controls

The completed forms and documents comprise part of this Agreement.

- B. In providing programming described in Sections III and IV.A, the Grantee will act in accordance with the Description of Services, the approved budget, the Scope of Work (Exhibit A), Guidance Materials and Required Documents (Exhibit B), and the Data Security, Submission and Suppression Guidelines and Requirements for Collaborators (Exhibit C).
- C. Coordinate and collaborate with all First Things First grant recipients, as collaboration is critical to developing a seamless service delivery system for children and families.
- D. Submit timely the reports described in Section VI.

V. Payment

The Child Care Health Consultation Government Agreement includes funding from multiple sources which are available for varying periods as described below. The funding may fluctuate over time, and the grant partner must demonstrate flexibility in order to provide services as funding variations occur.

- A. First Things First will pay the Grantee on a cost-reimbursement basis for expenses approved in the budget, up to \$114,625, on the terms described in this Section.
- B. American Rescue Plan (ARPA): The Department of Economic Security (DES) Expansion grant, funded through ARPA, is dedicated to providing Quality First programming to early care and education programs enrolled in Quality First and therefore receiving CCHC services strategy as part of their participation in the grant. The amount of DES funding from ARPA for SFY 24 is \$6,550. **This funding is anticipated to end June 30, 2024.**
- C. Payment is conditioned upon First Things First's receipt of timely, accurate and complete (i) reimbursement documents, (ii) Program Narrative Reports and (iii) Data Submission Reports submitted via the First Things First Partner Grant Management System (PGMS). Payments will be made only for those services performed or goods received.
- D. The Grantee will submit reimbursement requests at least quarterly, though not more frequently than monthly. **The Grantee must submit a final reimbursement request marked "final" no more than forty-five (45) days after the Agreement term end date.** The Grantee must pay, accrue or obligate expenses eligible for reimbursement by the Agreement term end date. Final payment is conditioned upon receipt of all fiscal, programmatic, and data reports required of the Grantee under this Agreement. Requests for reimbursement received later than forty-five (45) days after the Agreement end date will not be paid.
- E. The Grantee will only use funds provided under this Agreement to fulfill the Grantee's responsibilities under this Agreement. Any questions regarding the

appropriate use of the funds will be resolved by mutual agreement between the parties.

- F. If the Grantee receives reimbursement for expenditures that are disallowed by an audit exception by First Things First, the state or the federal government, the Grantee will promptly repay the funds to First Things First.
- G. For auditing purposes, we are required to supply the following information related to the American Rescue Plan Act.
CFDA # - 93.575
Total Federal Amount Awarded - \$6,550

VI. Quarterly Program Narrative and Data Submission Reporting Requirements

- A. At a minimum, the Grantee will submit quarterly one Program Narrative Report and one Data Submission Report by the 20th of the month following the quarter via PGMS. Failure to submit timely reports will result in suspension of reimbursement. The reports will contain the information deemed necessary by First Things First.
- B. Program Narrative and Data Submission Reports are due:

1 st Quarter (July 1 - September 30)	Due: October 20
2 nd Quarter (October 1 - December 31)	Due: January 20
3 rd Quarter (January 1 - March 31)	Due: April 20
4 th Quarter (April 1 - June 30)	Due: July 20
- C. When a report due date falls on a weekend or holiday, the reports are due the following business day.
- D. If the Grantee provides services to more than one First Things First region (multi-regional strategies), the Grantee will collect, store and report the data for the Data Submission Reports separately for each region served.

VII. Agreement Administration and Operations

- A. Working on Tribal Land. If the Grantee performs any work under this Agreement on sovereign land of a tribe, the Grantee must comply with any requirements of the tribe in relation to essential functions of the grant operation, including data collection. It is a material requirement of this Agreement that the Grantee follow all First Things First tribal policies and procedures including the Tribal Data Policy as applicable, obtain all appropriate parental consents and obtain appropriate tribal approvals as designated by tribal authorities, which approval may include a requirement to participate in cultural education and community orientation classes.
- B. Advertising, Publishing and Promotion of Agreement. The Grantee will not use, advertise or promote information for commercial benefit concerning this grant without the prior written approval of First Things First.

- C. **Review of Printed Materials.** First Things First must review and approve all Grantee publications and/or media funded or partially funded through this Agreement for compliance with this Agreement. The Grantee will submit to First Things First via PGMS all print and electronic materials related to the programs and services funded under this Agreement before publicly distributing those materials so that First Things First may first review and approve prior to release. If deemed necessary by First Things First, the Grantee will revise the materials as indicated by First Things First before publicly distributing the materials. First Things First will have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.
- D. **Acknowledgment of FTF Funding.** The Grantee will recognize First Things First as a funding source of programs and services funded in whole or part under this Agreement in all publicly distributed print or electronic materials related to those programs and services. The Grantee will make this recognition in a manner described in First Things First's most current protocol and style guide. First Things First will post any updates to the protocol and style guide under the Grantee Resources section of PGMS. The Grantee will also recognize First Things First as a funding source of programs and services funded in whole or part under this Agreement in all formal oral presentations and media interviews related to those programs and services.
- E. **Public Awareness Efforts.** The Grantee will consult with First Things First in the planning of public awareness/marketing strategies, such as websites, advertising or media campaigns, related to the programs or services funded under this Agreement.
- F. **Ownership of Materials and Data.** Any materials and data required to be collected, delivered or created under this Agreement, including but not limited to reports, computer programs and other deliverables are the sole property of the State (First Things First). The Grantee will not use or release these materials or data without the prior written consent of First Things First. The Grantee is not entitled to a patent or copyright on these materials and data and may not transfer the patent or copyright to anyone else.
- G. **Ownership of Intellectual Property.** First Things First will be the owner (for and on behalf of the State of Arizona) of any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark and/or trade secrets, created or conceived in the course of carrying out this Agreement and any related subcontract or subgrant ("Intellectual Property"). The parties agree that the Intellectual Property will be considered a work made for hire under the U.S. Copyright Act to the extent applicable. To the extent the Intellectual Property is not a work made for hire, the Grantee hereby transfers all of its ownership of the Intellectual Property to First Things First. First Things First will own the entire right, title and interest to the Intellectual Property throughout the world. The Grantee will notify First Things First, within thirty (30) days, of the creation of any Intellectual

Property by it, its subcontractor or its subgrantee. The Grantee, on behalf of itself and any subcontractors and subgrantees, agrees to execute all documents necessary to assure ownership of the Intellectual Property vests in First Things First and will take no affirmative action that might have the effect of vesting all or part of the Intellectual Property in any other entity. The Grantee and its subcontractors and subgrantees will not disclose inventions or trade secrets covered by this paragraph to any entity not the State without the express written authorization of First Things First.

VIII. General Terms

- A. FTF Grants Uniform Terms and Conditions. First Things First's Grants Uniform Terms and Conditions (revision date October 2019) are hereby incorporated by reference into this Agreement as if fully set forth herein. Copies of this document are available by emailing the First Things First Procurement Specialist, grants@azftf.gov.
- B. Mandated Reporting of Child Abuse and Neglect. The Grantee will ensure that all employees, contractors and volunteers report child injuries, abuse, neglect and other reportable offenses, if and as required by A.R.S. § 13-3620 or 18 U.S.C. § 1169(a). The federal law is limited to incidents on federally recognized tribal lands. To help comply with this provision, the Grantee may need to provide professional development or information to staff concerning signs and symptoms of child abuse and neglect, laws and procedures for reporting suspected child abuse or neglect, whether and how to inform parents about a report and following up with the Department of Child Safety.
- C. Non-Availability of Funds. In accordance with A.R.S. § 35-154, if First Things First's performance under this Agreement depends on the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then First Things First may provide written notice of this to the Grantee and terminate this Agreement without further obligation of First Things First. Appropriation is a legislative act and is beyond the control of First Things First.
- D. Capital Expenditures. Certain capital expenditures with a cost totaling \$20,000 or more may be subject to First Things First's Capital Expenditure Policy regarding construction, renovation, real property and vehicles. This Capital Expenditure Policy (revision date December 2019) is incorporated by reference into this Grant Agreement as if fully set forth herein. Copies of this document are available by emailing the First Things First Procurement Specialist, grants@azftf.gov.
- E. Sectarian Purposes. Funds provided under this Agreement may not be expended for any sectarian purpose or activity, including religious worship or instruction, except as consistent with the First Amendment of the United States Constitution. The Grantee will implement the programs or services funded under this Agreement consistent with the First Amendment as well. With respect to these programs or services, the Grantee also will not discriminate against any program or service beneficiary or applicant on the basis of religion. First Things First reserves the right

to verify or monitor compliance with this paragraph. The Grantee will repay any funds awarded under this Agreement that the Grantee spends in violation of this paragraph.

IX. State and Federal Mandated Terms

- A. Non-Discrimination. In accordance with State Executive Orders 2023-01 and 2009-09, the Grantee will not discriminate in employment based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status; however, this requirement does not affect the applicability of federal and state law exemptions contemplated by the Executive Orders. The provisions of Executive Order 2009-09 are incorporated herein by reference into this Agreement as if fully set forth herein. The Grantee will also comply with all other applicable state and federal statutes, regulations and executive orders concerning non-discrimination practices, including the Americans with Disabilities Act and Federal Executive Order No. 13279 – Equal Protection of the Laws for Faith-Based and Community Organizations.
- B. Records. Pursuant to A.R.S. § 8-1174, the Grantee will retain and will contractually require each subcontractor and subgrantee to retain all books, accounts, reports, files and other records (“records”) relating to the Agreement for a period of five years after the completion of the Agreement. All records will be subject to inspection and audit by the State (including First Things First) and by an independent auditor at all reasonable times. Upon request, the Grantee will produce the records at First Things First’s main office in Phoenix, Arizona.

Notwithstanding the foregoing paragraph, pursuant to 2 C.F.R. § 200.333, if the grant includes federal pass-through funds, then the Grantee will retain and will contractually require each subcontractor and subgrantee to retain all records pertaining to the federal pass-through funds for a period of three years from the date of submission of the final expenditure report and until any litigation, claims or audit findings involving the records have been resolved and final action taken. All such records will be accessible and subject to audit in accordance with 2 C.F.R. § 200.336. This paragraph does not apply to a grantee, subgrantee or subcontractor that is a federal agency.

X. Relationship of Parties

The Grantee under this Agreement is an independent contractor. Neither party to this Agreement shall be deemed to be the employee or agent of the other party.

XI. Indemnification

- A. Not State Agency. This paragraph applies if the Grantee is not a department, agency, board, commission or university of the State. Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, costs or expenses (including reasonable attorneys' fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor including its officers, officials, agents, employees or volunteers. The State of Arizona, Early Childhood Development and Health Board (First Things First) is self-insured per A.R.S. § 41-621.
- B. Patent and Copyright. The Grantee will indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of grant performance or use by the State of materials furnished or work performed under this Agreement. The State will reasonably notify the Grantee of any claim for which it may be liable under this paragraph. This paragraph does not apply if the Grantee is insured pursuant to A.R.S. § 41-621.
- C. Subcontractors. The Grantee will contractually require its subcontractors and subgrantees, if any, to defend, indemnify and hold harmless the State of Arizona and its departments, agencies, boards, commissions, universities, officers, officials, agents and employees ("State") from and against any and all Claims (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the subcontractor or subgrantee or any of its owners, officers, directors, agents, employees, volunteers, or subcontractors. This indemnity will include any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of the subcontractor or subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the State will, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the subcontractor or subgrantee from and against any and all Claims. It is agreed that the subcontractor or subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. The subcontractor or subgrantee will agree to waive all rights of subrogation against the State for losses arising from the work performed by the subcontractor or subgrantee for the State.

XII. Insurance

The Grantee will provide a Certificate of Self-Insurance. The Certification will be sent directly to First Things First, Fiscal Specialist, 4000 N. Central, Suite 800, Phoenix, Arizona 85012. If the Grantee is a department, agency, board, commission or university of the State of Arizona, then the Certificate of Self-Insurance requirement does not apply.

In addition, the Grantee will contractually require its subcontractors to procure and maintain until all of its obligations have been discharged or satisfied, including any warranty periods under this Agreement, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work by the subcontractor and its owners, officers, directors, agents, employees, or volunteers. The insurance policies will be in accordance with recommendations of the Risk Management Division of the Arizona Department of Administration, including its published Insurance Modules, and in consultation with First Things First.

XIII. Termination Upon 30 Days Notice

In addition to the termination provisions incorporated by reference, either party may terminate the Agreement for any or no reason by giving at least thirty (30) days written notice of termination to the other party. If the Grantee requests termination under this provision, the Grantee will cooperate with reasonable requests from First Things First to decrease services and costs related to the Agreement.

XIV. Notices

The Grantee will address all notices related to this Agreement to:

First Things First
Finance Division
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

First Things First will address all notices related to this Agreement to:

Cochise Health and Social Services
1415 Melody Lane, Bldg A
Bisbee, AZ 85603

XV. Grantee Assurances

Grantee's Authorized Official to initial the following:

GENERAL

- _____ To adhere to the most current version of the Standards of Practice documents (available at <http://www.firstthingsfirst.org/grants/strategy-toolkit>)
- _____ To adhere to the Data Security Submission and Suppression Guidelines and Requirements for Collaborators, as applicable.
- _____ To review and adhere to the First Things First Grants Uniform Terms and Conditions. Copies of this document are available by emailing grants@azfff.gov.
- _____ To accept funds and administer the programs in accordance with all applicable federal and state statutes and regulations and Grant Agreement requirements.
- _____ To maintain internal controls, including policies and procedures, for assuring compliance with applicable cost principles and other Grant Agreement requirements.
- _____ To follow established personnel policies related to salary scales and fringe benefits.
- _____ To use the State of Arizona Travel Policy on rate limitations for mileage, lodging, and meals (<https://gao.az.gov/travel/welcome-gao-travel>) for both in-state and out-of-state travel.
- _____ To use generally accepted accounting principles (GAAP).
- _____ To perform required financial and compliance audits in accordance with federal law and guidelines, including the Single Audit Act and 2 CFR Part 200.
- _____ To maintain documentation for employees working across multiple funding sources to ensure the amount of time charged to each employee does not exceed 100%.
- _____ To have fiscal control and fund accounting procedures in place to ensure proper disbursement of and accounting for any funds paid to subcontractors.
- _____ To maintain enrollment and participate in e-verify, if an employer.
- _____ To maintain a system of contract administration to ensure conformance with the Grant Terms and Conditions.

PROGRAMMATIC

- _____ To use proven, effective and/or evidence based programs.
- _____ To maintain the personnel qualifications outlined in the Standards of Practice with subsequent hires.
- _____ To comply with any applicable federal, state, and local health and safety requirements that apply to the facilities used for a program.
- _____ To actively participate in the Quality Assurance process, including assessments.
- _____ To coordinate, to the extent possible, with other programs in the same geographic area that serve similar target populations.
- _____ To coordinate with First Things First during the length of the program period.
- _____ To acknowledge funding from FTF in publicly-distributed materials in compliance with FTF's brand guidelines and submit such materials in advance for review.
- _____ To consult with FTF in the planning of public awareness/marketing strategies such as websites, advertising or media campaigns.

EVALUATION

- _____ To provide regular and timely reporting and to participate in all pertinent First Things First research and evaluation efforts.
- _____ To review the data requirements document required for the strategy(ies) and adhere to the requirements therein, found on the First Things First website, <https://www.firstthingsfirst.org/strategy-toolkit/>
- _____ If an evaluation outcome study or an implementation study has been completed on the proposed program, a copy of the study and its findings will be submitted to First Things First.
- _____ If funds are being requested to conduct an evaluation study, approval by First Things First Research and Evaluation team will be obtained prior to implementation.
- _____ If the evaluation study will include a tribal community, approval by First Things First Research and Evaluation team and Tribal Affairs division will be obtained prior to implementation.

XVI. Authority to Execute this Agreement

Each individual executing this Agreement represents and warrants that the individual is duly authorized to do so.

XVII. In Witness Whereof

The parties hereto agree to carry out the provisions of this Agreement.

**FOR AND BEHALF OF
Cochise Health and Social Services**

**FOR AND BEHALF OF THE
Arizona Early Childhood Development
And Health Board**

Name
Title

Josh Allen
CFO/COO

Date

Date

Government Agreement Attachments and Exhibits

Attachment A	Agency/Organization Profile
Attachment B	Personnel - Program Personnel Table/Program Organization Chart
Attachment C	Budget - Line Item Budget and Budget Narrative
Attachment D	Fiscal Information - Funding Sources and Financial Controls
Exhibit A	Scope of Work and Appendix A
Exhibit B	Guidance Materials and Required Documents
Exhibit C	Data Security, Submission and Suppression Guidelines and Requirements for Collaborators

Agency/Organization Profile

A. Grantee Information:

Agency/Organization: Cochise County Health & Social Services					
Contact Person: Maira Ibarra			Email: mibarra@cochise.az.gov		
Title/Position: Division Director Clinical Services			Phone: 520-366-2301		
Address: 1415 Melody Lane Building A					
City: Bisbee			State: AZ		Zip: 85603
County: Cochise					
Employer Identification Number (EIN): 86-6000398					
Agency Classification:		<input type="checkbox"/> State Agency	<input checked="" type="checkbox"/> County Government	<input type="checkbox"/> Local Government	<input type="checkbox"/> Schools
<input type="checkbox"/> Tribal	<input type="checkbox"/> Faith Based	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Charitable	<input type="checkbox"/> Private Organization	<input type="checkbox"/> Other
Have you conducted business with First Things First using this EIN within the last year?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If not or if there has been address or EIN changes, please go to: https://gao.az.gov/sites/default/files/GAO-W-9_072815-S%26S%26A.pdf and download the State of Arizona Substitute W-9 Form, and submit with your application.</i>					
Approximate federal funding (from a federal source) to be received in current fiscal year?				\$ 6,550	
Agency's fiscal year-end date:		June 30, 2024			
Agency's accounting method:		<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual			
Does your organization undergo an annual independent audit in accordance with 2 CFR Part 200, Subpart F?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Contact information for firm conducting agency audit:					
Name of audit firm:		Arizona Auditor General			
Address:		2910 N. 44th St Suite 410			
Phone:		(602) 553-0333			

B. Program Details:

Program Name: Child Care Health Consultation

(The specific name of the program if different from the name of the strategy, organization, or model. If none, then enter N/A)

Program Model: N/A

(The specific name of the program model that has been proposed. If none, then enter N/A)

Geographic Area and/or Target Population: Cochise County, AZ

Brief Program Description (250 words or less):

CCHSS's Child Care Consultants work with early care and education administrative and teaching staff at centers and participating homes to increase their knowledge and compliance with best practice health and safety practices.

Strategy and Proposed Service Units

Strategy: Child Care Health Consultation

Target Service Units: 33 Regional Slots

2 ARPA Slots

C. Contact Information:

The First Things First Partner Grant Management System (PGMS) has four contact slots per contract. The same person may be assigned to more than one slot.

Main Contact: is responsible for the overall program and will have access to all financial, programmatic, and data reports in PGMS.

Finance Contact: is responsible for the submission of reimbursement requests through PGMS and will have access to budget and reimbursement information in PGMS.

Program Contact: is responsible for program implementation and will have access to the program and data reports in PGMS.

Evaluation Contact: is responsible for the program evaluation and data collection activities and will have access to only the data reports in PGMS.

PGMS Contacts		
Main Contact		
	Name: Maira Ibarra	Email: mibarra@cochise.az.gov
	Title/Position: Division Director Clinical Services	Phone: 520-366-2301
	Physical Address (if different than the agency address):	
Program Contact		
	Name: Maira Ibarra	Email: mibarra@cochise.az.gov
	Title/Position: Division Director Clinical Services	Phone: 520-366-2301
	Physical Address (if different than the agency address):	
Finance Contact		
	Name: Rafael Melendez	Email: rmelendez@cochise.az.gov
	Title/Position: Finance Officer	Phone: 520-255-9459
	Physical Address (if different than the agency address):	
Evaluation Contact		
	Name: Maira Ibarra	Email: mibarra@cochise.az.gov
	Title/Position: Division Director Clinical Services	Phone: 520-366-2301
	Physical Address (if different than the agency address):	

Attachment B - Personnel

Program Personnel Table

In the following table, provide a list of all personnel or positions that will be **fully or partially funded** through the program (listed under Personnel Services/Salaries in the budget) and the Full-Time Equivalent (FTE) for each position. For Key Personnel positions to be hired (TBH), describe the desired background/experience/degrees and field of study - and for all Key Personnel positions, indicate whether personnel meet the staffing qualifications in the Standards of Practice (SOP).

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.				
Name/ Position Title	Background/Expertise* Must include qualifications that align with the Standards of Practice (SOP)	Key Roles and Responsibilities	Meets the SOP Staffing Qualifications Yes/No**	FTEs funded through the program
<i>Example: Judy Smith/ HV Program Manager</i>				0.5
Andrea White,RN Public Health Nurse	Community Health Nurse with 4 years of experience in a public health setting and experience in consultation with early care and education settings.	Contacts the facilities and provides onsite consultation to staff, training for childcare providers, helps maintain CPR certification. Documentation of activities and provides safety and quality checks. <u>Other administrative duties.</u>	Yes	0.6
Leslie Johns, Health Educator	Community health professional with expertise in health education. Experience with providing consultation to early care and education settings.	Contacts facilities and provides onsite consultation to staff, training for childcare providers, maintains certifications. Documents activities, provides safety and quality checks. <u>Other administrative duties.</u>	No, waiver approved.	0.75
Additional Personnel - those individuals funded through the proposed program but who do not directly implement or have direct program oversight of the program.				
<i>Example: Roberta Johnson/Executive Director</i>				.05
Program Total:				1.35

* 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.

** By signing this document, I assure that all key personnel meet the Personnel/Staff Qualifications outlined in the FTF Standards of Practice or if any personnel do not meet the Staff Qualification standards, and this application is awarded, a *Request for Exemption from Staff Qualifications* will be submitted and approved by FTF prior to hire.

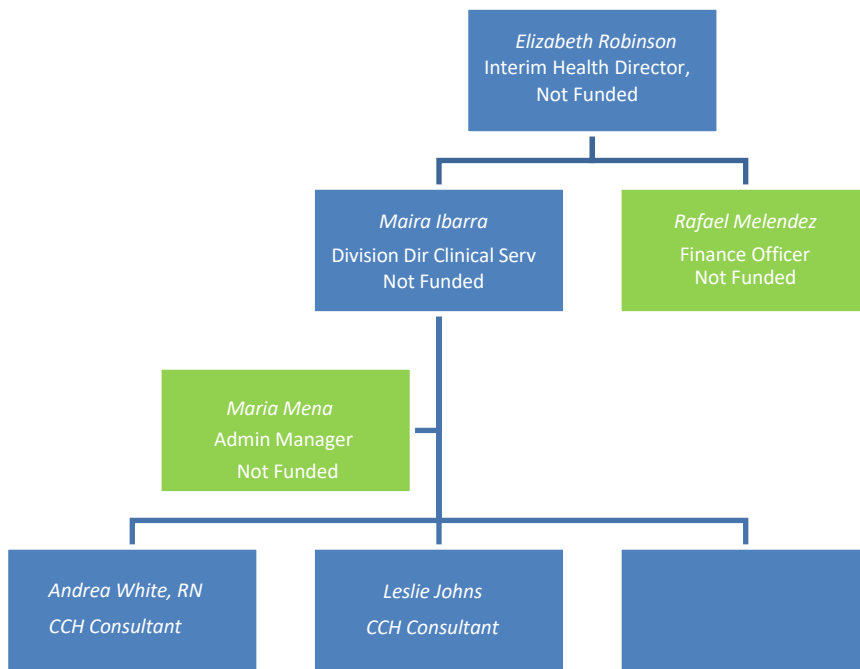
Name/Title

Date

Program Organization Chart

For all of the personnel or positions that will be fully or partially funded through the proposed program, provide a program organizational chart that illustrates the hierarchy of positions/responsibilities specific to the proposed program.

Example:



SFY24 Line-Item Budget

Budget period: July 1, 2023 – June 30, 2024

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	75,000 \$
Salaries			
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	32,150 \$
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	0 \$
Contracted Services			
TRAVEL		Travel Sub Total	2,500 \$
In-State Travel			
Out-of-State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	0 \$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	4,975 \$
• Telephones/Communications Services			
• Internet Access			
• General Office Supplies			1,500
• Food			
• Rent/Occupancy			
• Utilities			
• Furniture			
• Postage			
• Software (including IT supplies)			
• Dues/Subscriptions			
• Advertising			
• Printing/Copying			500
• Equipment Maintenance			
• Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)			
• Insurance			
• Program Materials			1,488
• Program Supplies			1,487
• Scholarships			
• Program Incentives			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	0 \$
Equipment \$4,999 or less in value			
SUBTOTAL DIRECT PROGRAM COSTS:			114,625 \$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	0 \$
Indirect/Admin Costs		\$	\$
TOTAL		\$	114,625 \$

Authorized Signature _____ Date _____

SFY24 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.

Personnel Services: *Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the program year, indicate the percentage increases for each position and justify the percent of the salary increase.*

Public Health Nurse- Andrea White, RN \$30/hour, 24 hours/week for 12 months
Public Health Educator- Leslie Johns \$23.51/hours, 30 hours/week for 12 months

Employee Related Expenses: *Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency/organization.*

EREs for two employees:
OASI Contributions- \$6,000
ASRS-\$9,250
Work Comp-\$750
Health Insurance-\$16,000

Professional and Outside Services: *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the program. Explain how all contracts will be procured.*

None

Travel: *Separate in-state and out-of-state travel. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<https://gao.az.gov/travel/welcome-gao-travel>) for both in-state and out-of-state travel.*

In-state travel expenses related to the use of county vehicles to and from locations the employees will have to travel to while in the conduct of their duties.

Aid to Organizations or Individuals: *In the event that this application represents collaboration and you will be utilizing subcontractors (including subgrantees) to perform various components of the program, include a list of subcontractors, programmatic work each subcontractor will perform, and how costs for each subcontractor are determined.*

None

Other Operating Expenses: Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. Items can only be categorized in the following line items: Telephones /Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development (Staff Training, Conferences, Workshops, and Training Fees for Staff), Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives.

These will cover expenses incurred to purchase office supplies, printing and copying, and any program specific material and supplies.

Non-Capital Equipment: For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.

None

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:

- Option 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 _____

Funding Sources and Financial Controls

A. **Funding Sources.** In the following table, identify other funding/resources (including federal, state, local and private funding) that the agency/organization will leverage to achieve the objectives of the proposed program. First Things First (FTF) funding can be used to enhance or expand the program funded by these additional funds, but FTF funding cannot supplant or be used to replace any existing state or federal funding for early childhood development and health programs.

Type of Funding (federal, state, local, private) and Agency/Organization Received From:	Brief Description of How the Funding Helps Achieve the Program Objectives	Amount
N/A	N/A	N/A
Total:		

B. **Financial Controls.**

Grantees will be expected to follow generally accepted accounting principles and be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by their agency/organization - across all funding sources.

Describe the financial controls and accountability measures the agency/organization will employ for the use of FTF funding for the proposed program.

Cochise County exercises control of funding streams by placing procedures in place so no one person has full control of the money process. Example # 1: 1) Someone identifies the need for materials. 2) An administrative manager with a p-card places the order. 3) The Division Director of that manager approves the purchase. 4) The Department Accountant enters the approved invoice in the Accounting software to be paid. 5) The Department Director or Finance Officer approves the payment. 6) Cochise County's Finance Department pays the invoice after Board of Supervisor approval. Example # 2: 1) Employee records their time in the County's time tracker program. 2) Employee's supervisor verifies the information for accuracy and approves the time card. 3) Finance Department processes payroll and pays the employee.

Authorized Signature _____ Date _____

SCOPE OF WORK

Statement of Need

Many early care and education providers do not have sufficient knowledge and access to resources and information in order to implement consistent best practice health and safety policies and practices.

Description of Strategy

Strategy Overview

As part of the Child Care Health Consultation (CCHC) strategy implementation, a health professional known as a Child Care Health Consultant (CCH Consultant), works with administrative and teaching staff at early care and education (ECE) centers and homes (participants) to increase their knowledge in best practice health and safety practices. As a result of the increase in knowledge, participants will increase their compliance with best practice health and safety policies and practices. Ideally, this will lead to more ECE providers in Arizona having safe and healthy early childhood environments, resulting in healthier and safer environments for children to learn.

The CCHC Strategy is one of the components of the Quality First program model. Quality First provides support to early care and education and preschool providers throughout the state of Arizona that help improve the quality of early learning settings. The CCH Consultants work with participants who are enrolled in Quality First. Quality First participants receive an assessment and associated star rating. Based on their star rating, participants receive varying levels of support from the Quality First technical assistance providers. The CCH Consultant supports are aligned with the Quality First levels of support.

Transition for currently enrolled QF participants

At the beginning of state fiscal year (SFY)24, participants will already be enrolled in Quality First and receiving CCHC services; it is expected that CCH Consultants will work with participants to complete the Health and Safety Assessment and Health and Safety Action Plan and provide the consultation hours by Quality First level, as outlined in the SFY24 SOP. CCH Consultants will follow the transition plan below:

1. Consultation Hours and Level Expectations:
 - a. At the start of SFY24, FTF will provide the CCH Consultants with the participant's current Quality First levels of support each participant is receiving and adjust, if needed, the consultation hours of support to align with Section 2, Standard 4. Consultation Hours and Level Expectations in the SOP.
 - b. If a CCH Consultant has scheduled a commitment with participants (i.e., scheduled training, etc.) in SFY23, that will take place in SFY24 and it does not align with the participants' consultation hours for the SFY24 SOP, the CCH Consultants will work with the participant to align it with the implementation standards of the SFY24 SOP.
 - c. A Health and Safety Assessment and Health and Safety Action Plan will need to be completed for each currently enrolled participant by the timeline outlined in the SFY24 SOP.
2. There are many participants currently enrolled in Quality First and receiving services and are transitioning to a new model of service delivery. There may be some situations that occur when participants are transitioning to the new model of service delivery that are not

covered above. If the CCH Consultant has a specific situation and/or questions that are not covered above, they will discuss with FTF.

Additional CCHC expectations are found below. For the complete implementation requirements, see the Child Care Health Consultation Standards of Practice linked in the Guidance Materials section of the Agreement:

The CCH Consultant grant partner shall:

1. Provide CCHC consultation services according to the SFY24 CCHC SOP to all QF sites in their assigned region(s).
2. Grant partners may offer some virtual services and group trainings, if approved by FTF, and if necessary for reducing travel time constraints and travel costs in rural areas and/or for CCH Consultants covering large geographic areas. By the end of SFY24 Quarter 1, CCHC grant partners may submit a proposed implementation plan for how they could implement potential virtual services and/or group trainings. The purpose of this plan is to maximize efficient work time and consultation hours spent with the participant.
3. This plan will be reviewed and approved by FTF. The plan shall not hinder fidelity to the CCHC model outlined in the CCHC SOP and should only be done with strategy components that are not negatively impacted by the type of service delivery (i.e., during a virtual training participants cannot see a skill being demonstrated).
 - a. Group training, or at times referred to as community training, is defined as teachers and/or staff from more than one ECE center or home attending the same training on the same topic.
 - b. A participant must still receive some CCHC consultation hours in person and individualized supports (i.e. not all supports can be received through virtual and/or group trainings). Group trainings and virtual services will count towards the consultation hours for those participants in attendance.
 - c. The plan should describe the following:
 - i. Which proposed CCHC supports will be completed virtually and in person with participants (e.g., reviewing and discussing the Health and Safety Action Plan will be completed virtually, and all/some training will be conducted in person). The frequency for which certain supports will be provided virtually and a rationale for why the supports will be completed virtually must be included.
 - ii. A plan for group training with multiple participants, and how it will be determined a group training is needed. The frequency and rationale for why they will be completed as a group training versus an independent training should also be included.
4. When the required hours of consultation per quarter for a specific provider cannot be met due to extenuating circumstances (example: the participant cancels multiple times, illness, etc.), CCH Consultants will note this in the FTF Extranet and in the quarterly narrative report, along with communication with FTF. The specifics on how to record this will be provided in the Program Implementation training.
5. Reach out to a new QF participant within 5 business days of receiving the assignment to schedule an orientation meeting.

6. As applicable, work with Quality First coaches and other specialized Technical Assistance (TA) providers to provide coordinated service delivery and quarterly collaboration meetings.
7. In order to have an aligned approach to providing CCHC services across the state, CCH Consultants shall attend the CCHC Communities of Practice and participate in the CCHC TA and PD services provided by the FTF contracted grant partner.
8. Understand the CCH Consultant role and the Quality First model. Further, in order to have the knowledge and skills necessary to perform the role of a CCH Consultant, CCHC grant partners shall:
 - a. Ensure that newly hired CCH Consultants complete the FTF CCHC training.
 - b. Ensure that all newly hired CCH Consultants complete Quality First Academy Onboarding.
 - c. Attend at least two Professional Development sessions offered by the CCHC Technical Assistance and Professional Development grant partner.
 - d. It is required to attend at least one of the Quality First Academy Community of Learners (COLs), which are offered 3 times a year. The other two sessions will be optional for CCH Consultants to attend.
 - e. It is optional, but recommended for CCHC Supervisors to attend the Quality First Academy Supervisor Community of Learners, which are offered three times a year.
 - f. CCH Consultants and CCHC Supervisors shall attend Quality First Academy Touchpoints, as possible, which are offered two times a year.
9. Enter all required data in the FTF extranet system within five-days of the service provided, and complete the quarterly narrative report via the Partner Grant Management System (PGMS) by the 20th day of the following quarter.

For the complete implementation requirements, see the Child Care Health Consultation Standards of Practice linked in the Guidance Materials section of the Agreement.

Target Population and Geographic Area to Serve

The target population for the CCHC strategy is the administrative and teaching staff within early care and education centers and/or homes enrolled in the Quality First program.

The CCH Consultant will serve Quality First participants in the Cochise region

Cochise Regional Partnership Council provides services throughout Cochise County. It also includes all of ZIP code 85602, which crosses into Pima County.

A map and description of the First Things First regions can be found at: <http://www.firstthingsfirst.org/regions/find-your-region>

Services On Tribal Lands

First Things First honors tribal sovereignty and recognizes tribes may have additional requirements for services provided to young children and families. (For example, a tribe may require specific training, additional background checks, or documentation of fingerprint clearance cards.) The successful applicant will meet and follow the requirements of each tribe

for staff working with programs on tribal lands. Please check with the FTF to identify additional requirements.

FTF Data Requirements

Child Care Health Consultation Participants

CCHC participants are based on the Regional Partnership Council funding level and Quality First slots allocated for each region. The number of CCHC participants are determined by FTF and will be provided to the grant partner in Appendix A – Regional CCHC Participants and ARPA Quality First Participants. Please note that the participant service level may change slightly by the start of the grant as Quality First ratings will be updated and will impact service levels. An updated list will be provided to the grant partner at the beginning of the state fiscal year.

FTF Data Requirements

FTF requires applicants to submit data on their programmatic strategy implementation in compliance with the Standards of Practice. Data submission through the First Things First Extranet and Registry is required for all CCHC activities as specified in the Child Care Health Consultation Standards of Practice. Additionally, grant partners may also be required to submit semi-annual or annual outcome data, participant-level data, or participate in an FTF-funded study as part of their contractual requirements at varying times during the grant cycle.

Programmatic Narrative Report

FTF requires grantees to submit narrative reports on their programmatic strategy implementation in compliance with the Standards of Practice and Scope of Work. Narrative report submission is required on a quarterly basis for the majority of contracts. Narrative reports provide an opportunity for grant partners to provide context for their quarterly data, to share concerns or barriers, to share success stories, provide additional information not collected in the quarterly data report and any other information as required in the Scope of Work.

Appendix A.

	Regional Funded						
FTF Region	Unrated	1-2 Star	3 Star	4-5 Star	Total Selected as of 5/8/23	FY24 Allotted slots	Vacancies
Cochise	1	4	13	13	31	33	2
	DES Expansion						
FTF Region	Unrated	1-2 Star	3 Star	4-5 Star	Total Enrolled	SFY24 Allotted slots	
Cochise	0	0	0	0	0	2	

SFY24 Guidance Materials and Required Documents

Documents referenced below can be accessed on the First Things First website, <https://www.firstthingsfirst.org/strategy-toolkit/> by selecting the **Children’s Health** goal area and then selecting the “View” button next to the **Child Care Health Consultation** strategy.

- Child Care Health Consultation Standards of Practice
- Child Care Health Consultation Theory of Change

If there is difficulty in accessing any of the documents, email the name of the document and the Agreement number to grants@azftf.gov for assistance.

Note: The outcomes of the CCHC Strategy will be measured using data submitted by CCH Consultant via the FTF Extranet System, the Arizona Early Childhood Workforce Registry (Registry) and additional data collected by the CCH Consultant as part of the program implementation.

Data Security, Submission and Suppression Guidelines and Requirements for Collaborators

Background

The purpose of the Arizona Early Childhood Development and Health Board (First Things First - FTF) is to aid in the creation of a system that offers opportunities and support for families and communities in the development of all children, so they can grow up healthy and ready to succeed. Our work is accountable and transparent to decision-makers and the citizens of Arizona. Collaboration and direct funding of grantees to undertake work on behalf of the children and families of Arizona is fundamental to the purpose and mission of FTF. Submission and reporting of data related to funded work is an important part of ensuring accountability and maximum positive impact for young children.

Scope

This Data Security, Submission and Suppression Guidelines and Requirements for Collaborators pertains to data collected by or shared with a grantee, governmental entity, or vendor (“collaborator”) while assisting with an FTF needs and assets report, conducting an FTF-funded program or service, or performing research services on behalf of FTF.

Data Security Policy

Collaborators must ensure that the data is maintained in a secure manner. Collaborator data is likely to contain highly sensitive information on individuals, their education and their health. Therefore, all collaborators must have a data security policy in force that identifies how the organization ensures that data is protected in all its forms, during all phases of its life cycle, from inappropriate access, use, modification, disclosure, or destruction. FTF has the right to review and request changes to a collaborator’s policy. All collaborators subject to HIPAA, FERPA, tribal law, or other data regulation are required to comply with those laws.

Data Classification

FTF classifies data by three levels:

- **Public data**
- **Limited distribution data**
- **Confidential data**

Public data is data that is readily available in the public sphere, such as websites, publications, or other widely used sources. Public data includes both data published by FTF (e.g., needs and assets reports and impact reports) and data that has been officially released by an organization and is able to be located and verified by any interested party utilizing the complete citation (e.g., census data). Public data also includes aggregated data, except where the aggregated data constitutes limited distribution data.

Limited distribution data is aggregated data that does not identify individuals, but which may be of sufficiently small cell size that its dissemination poses a reasonable risk to the anonymity of any individual. Limited distribution data may be subject to HIPAA, FERPA, tribal law, or other data regulation.

Confidential data is non-public data that identifies individuals or is governed by agreements or laws that limit its viewing, analysis, or dissemination. Confidential data may also include confidential business information. Confidential data may be subject to HIPAA, FERPA, tribal law, or other data regulation.

Data Submission to FTF

FTF wants to ensure that resources allocated have maximum impact for the benefit of children and families. To ensure this accountability, FTF has established data reporting requirements for collaborators. All collaborators will regularly submit reports as identified in their contract with FTF.

Collaborators Conducting an FTF-Funded Program or Service

Collaborators may submit **public data** and **limited distribution data** to FTF through the FTF Partner Grant Management System (PGMS). Subsequent to the award of a contract, FTF will provide the collaborator with general training on login and navigation within PGMS. With this login, the collaborator will be able to manage its contract information. FTF will also provide additional training on strategy-specific data submission requirements. Because PGMS is located in a secure extranet environment, collaborators using PGMS for data submission are not required to undertake additional security measures related to their data submission above those identified in the general and strategy-specific data submission orientations (password and login security, guidelines for upload of narrative and other reports).

Collaborators submitting **public data**, **limited distribution data** and/or **confidential data** may submit their data, with an agreement between the collaborator and FTF, through an established secure web service or FTP (File Transfer Protocol) site via the internet, rather than a PGMS web-based entry form. Collaborators that submit data through the secure web service must submit data within the established data structures and format, follow all login procedures, submit a formal data change request form if needed, and ensure that confidential data may not be intercepted or viewed at any time by parties other than the collaborator and FTF. Additionally, collaborators must ensure that throughout the reporting and submission process that the data is secured and that any confidential data is encrypted and/or de-identified.

Collaborators Assisting with a Needs and Assets Report or Performing Research Services on Behalf of FTF

Collaborators usually submit their data to FTF through an established secure web service or FTP (File Transfer Protocol) site. Collaborators must follow the more specific data submission requirements in their contracts with FTF. To the extent a contract does not provide more specific submission requirements, collaborators must seek and receive approval of their data submission method from FTF.

All Collaborators

All collaborators must be prepared for FTF review of client-level data (e.g., child-level, professional-level, or early care and education provider-level) during on-site visits. Additionally, FTF data reporting requirements may include submission of client-level data. Collaborators agree to allow FTF to access such data. Should the data be subject to HIPAA, collaborators agree to enter into FTF's HIPAA Business Associate or Data Use Agreement as appropriate.

Beneficiary Permission for FTF Review

When a collaborator plans to obtain first-hand data from an individual, such as when conducting a program, providing a service, or conducting in-person research, the collaborator must inform the individual of FTF's reporting requirements. For instance, if the collaborator uses an enrollment form, the form should include the following statement: "I grant permission to [collaborator's name] to release my background, service, and impact related information to the Arizona Early Childhood Development and Health Board, also known as First Things First, which is funding this program or service." The collaborator warrants to FTF that prior to entering into the Agreement for FTF funding it has appropriately enquired and satisfied itself that it has the ability and authority comply with the requirements of this section.

Data Suppression Guidelines for Publications

Confidential and limited distribution data must not appear in publications. When a publication includes aggregate data, any limited distributed data must be suppressed. The statistical cutoff procedures help ensure that aggregated data does not put at risk the anonymity of any individual. FTF's intent is to avoid the possibility of inadvertently reporting personally identifiable information.

For data related to social service and early education programming, limited distribution data refers to counts of fewer than ten, excluding counts of zero (i.e., all counts of one through nine). Examples of social service and early education programming include the number of children served in TANF, AzMerit scores, and the number of children served with an IEP.

For data related to health or developmental delay, limited distribution data refers to counts of fewer than six, excluding counts of zero (i.e., all counts of one through five). Examples of health or developmental delay include the number of children without health insurance and the number of newborns admitted to an ICU.

Third-Party Sharing

Collaborators must not share collected data with individuals or parties other than FTF or the collaborator's contractor approved by FTF (see Collaborator Contractors section) or use the collected data for a non-FTF purpose without the prior written consent of FTF, except as follows. A collaborator that is an affiliate of an evidence-based model may share data with the organization that oversees the model as required by that organization. A collaborator providing a program or service under a grant from an entity other than FTF, such as the federal government, may share data with the other funding entity directly tied to that funding grant. Notwithstanding the foregoing, no data collected from tribal lands may be shared or used with any third-party without the appropriate tribal approvals and no data may be shared or used in violation of law.

Collaborator Contractors

All collaborators must contractually require any contractor used by them to assist with the collection, maintenance, submission, analysis or publication of data to comply with these Data Security, Submission and Suppression Guidelines and Requirements for Collaborators. In addition, collaborators must obtain advance written approval from FTF before using a contractor for any of these purposes.

Tribal Data

FTF recognizes Arizona tribes as sovereign nations that have the right to regulate research and data collection on their tribal lands. To this end, FTF is committed to obtaining all appropriate tribal approvals

for data collection, analysis and reporting. Accordingly, collaborators must only collect, use and share data from tribal land with appropriate tribal approvals, which approval may require participation in cultural education and community orientation classes, and in accordance, as applicable, with FTF's Tribal Data Policy.

In the case of collaborators conducting an FTF-funded program or service, collaborators are responsible for obtaining the appropriate tribal approvals unless FTF notifies a collaborator in writing that FTF has already obtained the approvals. FTF Regional Directors and Tribal Affairs staff can provide support to collaborators in identifying and navigating each tribe's process and protocols.

In the case of collaborators assisting with a needs and assets report or performing research services on behalf of FTF, FTF staff will take the lead in securing appropriate tribal approvals for data collection. Collaborators need to assist FTF in this process as requested by FTF, which includes providing information and documentation requested by a tribe. Collaborators must not begin collecting data before necessary tribal approvals are obtained.

Compliance

The collaborator acknowledges that failure to comply with any requirement of these Data Security, Submission and Suppression Guidelines and Requirements for Collaborators constitutes a material breach of the Agreement.

FTF's own Data Security Policy & Procedures and Tribal Data Policy may be viewed on the FTF website at <http://www.firstthingsfirst.org/grants/grantee-resources>.

Revised December 2017