

CITY COUNCIL REPORT



Meeting Date: February 21, 2017
 General Plan Element: *Open Space & Recreation*
 General Plan Goal: *Provide access to educational, recreational and cultural services for all residents*

ACTION

First Things First Grant Acceptance for the Scottsdale Family Resource Center.

Adopt Resolution No. 10672, authorizing:

1. A Government Agreement, City Contract No. 2017-020-COS, between the City of Scottsdale and the Arizona Early Childhood Development and Health Board, East Maricopa Regional Partnership Council (First Things First) for the purpose of the Community Services Division receiving a fiscal years 2016/17 and 2017/2018 First Things First grant of up to \$300,000 to be used to establish the Scottsdale Family Resource Center.
 - a. A \$100,000 budget transfer from the adopted fiscal year 2016/17 Future Grants Budget and/or the Grant Contingency Budget and the creation of a new cost center to record the related grant activity. (The remaining \$200,000 and creation of a second new cost center to record the related grant activity for fiscal year 2017/18 will be requested through the upcoming budget development process.)
 - b. 4 positions (3.0 full-time equivalents (FTE)): a Family Resource Center Coordinator (1.0 FTE); a FRC Human Services Specialist (1.0 FTE); FRC Early Learning Specialist/Outreach Liaison (0.50 FTE); and a FRC Early Learning Specialist (0.50 FTE).
2. The Community Services Director, as an agent of the City, to execute any other documents and take such other actions as are necessary to carry out the intent of the resolution and as may be necessary to accept and administer the grant.

BACKGROUND

First Things First (also known as the Arizona Early Childhood Development and Health Board) is a State agency that strives to provide Arizona's youngest children and their families with opportunities to thrive. As part of this mission the East Maricopa Regional Partnership Council, which is the council that supports Scottsdale, conducted extensive needs assessments and determined that to best meet the unique needs of underprivileged children and families is to establish Family Resource Centers. These centers stand as beacons in the community providing necessary support services that will encourage the healthy growth and development of children ages birth to five and their families.

Family resource centers bring together services and activities that educate, develop skills and promote a positive change of behavior for families. This increases the capacity of families to be

healthy and involved members of dynamic communities. Family Resource Centers offer a variety of services utilizing a strengths-based, family-centered approach so that families have access to valuable information and education.

The following zip codes, 85251 and 85257, have families, parents, caregivers, expectant parents and children ages birth through age five (not in kindergarten) in high poverty/high need, making these zip codes our target area for the Scottsdale Family Resource Center.

With the grant awarded by First Things First, the City of Scottsdale Community Services Division will establish the Scottsdale Family Resource Center on the campus of the Paiute Neighborhood Center located at 6535 E. Osborn Road, Scottsdale, AZ 85251. This center will target families, parents, caregivers, expectant parents and their young children ages birth through age five (not yet in kindergarten) who are considered at risk due to high poverty or high needs. Focusing on the targeted zip code areas of 85251 and 85257 in South Scottsdale, targeted outreach will be conducted to engage families in need as well as teen parents, grandparents raising grandchildren and young fathers. The center will provide families with young children in need access to information and education about child development, including social and emotional well-being, to promote healthy growth and development as a family. This opportunity targets families in the South Scottsdale area who are economically disadvantaged and face various challenges in accessing information that will meet their unique and specific needs.

The Scottsdale Family Resource Center looks to fill this vital need within the community by providing a system of supports and services through the development of partnerships; the attainment of quality, specialized staff; compilation of resources and materials; and implementation of programs that will meet the comprehensive developmental and social needs of children and promote healthy development and learning through a seamless system of service delivery. Concentration on the whole child, developing skills, and promoting positive change of behavior for families will be the mission of the Scottsdale Family Resource Center so that Scottsdale's youngest assets and their families grow and thrive. The center, once opened will have target service units for Fiscal Year 2016/17 of 250 families receiving referrals to services, and for providing 10 parenting workshops prior to July 1, 2017.

ANALYSIS & ASSESSMENT

Policy Implications

The Scottsdale Family Resource Center will provide opportunities for families to access necessary resources. The Scottsdale Family Resource Center will work closely with satellite locations spreading our reach beyond the Paiute Neighborhood Center locale including the Vista del Camino Community Center; Scottsdale Public Library; Youth and Family Services; Adaptive Services; and Parks and Recreation. With these resources easily accessible we will provide an array of services including assistant services, referrals, and workshops for families with young children age birth through five at multiple locations using the Family Resource Center as the umbrella that embraces the mission of meeting the specific and unique needs of our families.

RESOURCE IMPACTS

Available funding

If authorized, a \$100,000 budget transfer from the adopted fiscal year 2016/17 Future Grants Budget and/or the Grant Contingency Budget will occur along with the creation of a new cost center to record the related grant activity. The remaining \$200,000 and creation of a second new cost center to record the related grant activity for fiscal year 2017/18 will be requested through the upcoming budget development process.

First Things First (FTF) uses cost-reimbursement for expenses approved in the budget, up to \$100,000 for fiscal year 2016/17 and \$200,000 for fiscal year 2017/18. Payment is conditioned upon receipt by FTF of timely, accurate and complete including, reimbursement documents, program narrative reports, and data submission reports.

Staffing, Workload Impact

The Scottsdale Family Resource Center (FRC) will require 4 positions (3.0 full-time equivalents (FTE)): a Family Resource Center Coordinator (1.0 FTE); a FRC Human Services Specialist (1.0 FTE); FRC Early Learning Specialist/Outreach Liaison (0.50 FTE); and a FRC Early Learning Specialist (0.50 FTE). The Family Resource Coordinator and the Human Services Specialist will work together to ensure that FRC staff are meeting expectations and receiving necessary supports to successfully complete the mission of the Family Resource Center.

Maintenance Requirements

The costs to monitor the performance of this grant will be absorbed within the current operating budget of the Library and Human Services.

Future Budget Implications

Future budget implications include the personnel costs of 3.0 FTEs: 1 full-time FRC Coordinator (1.0 FTE); 1 full-time Human Services Specialist (1.0 FTE), 1 part-time FRC Early Learning Specialists/Outreach Liaison (0.50 FTE); and 1 part-time FRC Early Learning Specialist (0.50 FTE), along with ongoing advertising and website support.

The request for 4 new positions (3.0 FTEs) and the advertising and website support will be funded through the grant received from First Things First for the remainder of FY 2016/17 and for all future years the grant funds are received. There is no impact to the General Fund. If, at any point in the future, the grant funds are not received, the 4 positions (3.0 FTE) will be eliminated from the FTE count for Community Services.

OPTIONS & STAFF RECOMMENDATION

Recommended Approach (Option A)

Adopt Resolution No. 10672 authorizing:

1. A Government Agreement, City Contract No. 2017-020-COS, between the City of Scottsdale and the Arizona Early Childhood Development and Health Board, East Maricopa Regional Partnership

Council (First Things First) for the purpose of the Community Services Division receiving a grant of up to \$300,000 from First Things First for the Scottsdale Family Resource Center.

- a. A \$100,000 budget transfer from the adopted fiscal year 2016/17 Future Grants Budget and/or the Grant Contingency Budget and authorizing the creation of a new cost center to record the related grant activity. (The remaining \$200,000 and creation of a new cost center to record the related grant activity for fiscal year 2017/18 will be requested through the upcoming budget development process.)
- b. 4 positions (3.0 full-time equivalents (FTE)): a Family Resource Center Coordinator (1.0 FTE); a FRC Human Services Specialist (1.0 FTE); FRC Early Learning Specialist/Outreach Liaison (0.50 FTE); and a FRC Early Learning Specialist (0.50 FTE).

2. The Community Services Director, as an agent of the City, to execute any other documents and take such other actions as are necessary to carry out the intent of the resolution and as may be necessary to accept and administer the grant.

Description of Option B

Do not adopt Resolution No. 10672, which would result in rejection of the funds for this grant.

RESPONSIBLE DEPARTMENT(S)

Community Services Division, Library Department, Human Services Department

STAFF CONTACT(S)

Kathleen Wade, Library Director, kwade@scottsdaleaz.gov
Greg Bestgen, Human Services Director, gbestgen@scottsdaleaz.gov

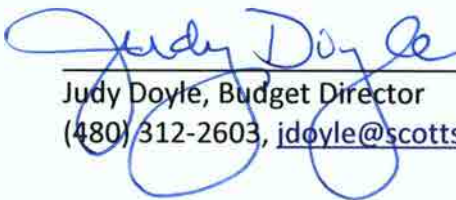
APPROVED BY



William B. Murphy, Community Services Director
(480) 312-7954, bmurphy@scottsdaleaz.gov

2/7/17

Date



Judy Doyle, Budget Director
(480) 312-2603, jdoyle@scottsdaleaz.gov

2.7.17

Date

ATTACHMENTS

1. Resolution No. 10672
2. Contract No. 2017-020-COS

RESOLUTION NO. 10672

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING A GOVERNMENT AGREEMENT, CITY CONTRACT NO. 2017-020-COS, BETWEEN THE CITY AND THE ARIZONA EARLY CHILDHOOD DEVELOPMENT AND HEALTH BOARD (FIRST THINGS FIRST); AUTHORIZING THE CREATION OF NEW COST CENTERS TO RECORD GRANT ACTIVITY; AUTHORIZING BUDGET TRANSFERS OF GRANT FUNDS TO THE NEW COST CENTER; AND AUTHORIZING THE COMMUNITY SERVICES DIRECTOR AS THE CITY'S AGENT TO ACT AS NECESSARY TO ACCEPT AND ADMINISTER THE GRANT.

WHEREAS, the Arizona Early Childhood Development and Health Board (First Things First) manages and administers funding from the childhood development and health fund of A.R.S. Title 8, Chapter 13; and

WHEREAS, the Community Services Division of the City of Scottsdale (Community Services) has applied for a First Things First grant in the amount of \$300,000 for fiscal years 2016/17 and 2017/18 for a family resource center; and

WHEREAS, First Things First has awarded Community Services a grant in the amount of up to \$300,000 (up to \$100,000 for fiscal year 2016/17 and up to \$200,000 for fiscal year 2017/18), subject to the execution of a Government Agreement, City Contract No. 2017-020-COS, between the City and First Things First, to establish the Scottsdale Family Resource Center; and

WHEREAS, the Future Grants budget and/or Grants Contingency budget for fiscal year 2016/17 provides the budget authority necessary to accept grants throughout the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scottsdale, Maricopa County, Arizona, as follows:

Section 1. The City Council hereby authorizes and directs the Mayor to execute on behalf of the City, City Contract No. 2017-020-COS, the Government Agreement between the City of Scottsdale and the Arizona Early Childhood Development and Health Board, East Maricopa Regional Partnership Council (First Things First) for the City to receive a grant of up to \$300,000 to be used to establish the Scottsdale Family Resource Center.

Section 2. The City Council hereby authorizes the creation of a new cost center to record the related grant activity for FY 2016/17 and further authorizes a transfer of \$100,000 from the adopted FY 2016/17 Future Grants Budget and/or the Grants Contingency Budget to the new cost center created to record all grant activity.

Section 3. The City Council hereby authorizes 4 positions (3.0 full-time equivalents (FTE)): a Family Resource Center (FRC) Coordinator (1.0 FTE); a FRC Human Services Specialist (1.0 FTE); a

FRC Early Learning Specialist/Outreach Liaison (0.50 FTE); and a FRC Early Learning Specialist (0.50 FTE).

Section 4. The City Council hereby authorizes the Community Services Director as agent of the City of Scottsdale to execute and submit any other documents as may be necessary for the acceptance and administration of the grant.

PASSED AND ADOPTED by the City Council of the City of Scottsdale, Maricopa County, Arizona this 21st day of February, 2017.


CITY OF SCOTTSDALE, an Arizona
municipal corporation

ATTEST:

Carolyn Jagger
City Clerk

W. J. "Jim" Lane
Mayor

APPROVED AS TO FORM



Bruce Washburn
City Attorney
By: Kimberly McIntier
Assistant City Attorney

Government Agreement Summary

| | |
|---|---|
| GRA Number: GRA-RC035-17-0878-01 | Region/Funding Source: East Maricopa Regional Partnership Council |
| Applicant Contact Information: City of Scottsdale William Murphy Executive Director, Community Services bmurphy@scottsdaleaz.gov (480) 312-7954 | |
| Strategy: Family Resource Centers | Amount Available for Award: \$300,000 \$100,000 for FY17 and \$200,000 for FY18 |
| FY17 six month contract Target Service Units: Home Visitation <ul style="list-style-type: none"> • 250 families receiving referrals to services • 10 parenting workshops held | FY18 twelve month contract Target Service Units: Home Visitation <ul style="list-style-type: none"> • 1200 families receiving referrals to services • 48 parenting workshops held |
| Brief Description: The intent of the Family Resource Centers strategy is to provide information and resources, including referrals to services for 250 families and 10 parenting activities, for families with children birth through five years of age in the area of South Scottsdale (zip code areas 85251 and 85257). | |
| Grant Term/Estimated Start Date: The estimated grant term is February 1, 2017 through June 30, 2018, unless terminated, cancelled or extended. | FTF Contact Information: Annette Garcia Fiscal Specialist First Things First Email: angarcia@azftf.gov Phone: (602) 771-5089 |

GOVERNMENT AGREEMENT
GRA-RC035-17-0878-01
BETWEEN THE
Arizona Early Childhood Development and Health Board
East Maricopa Regional Partnership Council
(First Things First)
AND
City of Scottsdale
(Grantee)

WHEREAS, A.R.S. Title 8, Chapter 13, Article 5 charges the Arizona Early Childhood Development and Health Board (also known as First Things First), the East Maricopa Regional Partnership Council with the responsibility of administering funds.

THEREFORE, it is agreed that First Things First shall provide funding to City of Scottsdale for services under the terms of this grant.

I. Purpose

The intent of the Family Resource Centers strategy is to provide information and resources, including referrals to services for 250 families and 10 parenting activities, for families with children birth through five years of age in the area of South Scottsdale (zip code areas 85251 and 85257).

II. Term; Renewal

The term of the Agreement is February 1, 2017 through June 30, 2018. Upon mutual written agreement the parties may renew this Agreement for up to one (1) additional twelve (12) month extension (including lesser parts thereof).

III. Description of Services

- A. The East Maricopa 2014 Regional Needs and Assets Report identified that parents, caregivers and families of young children need access to information and education about child development, including social and emotional well-being, to promote overall healthy family functioning. There are families in the region that are economically disadvantaged and many face various challenges in accessing this information. Additionally, projected growth in the region indicates greater demand for access to services and resources for young children and their families. Please reference the Scope of Work (*Exhibit A*) for more information.
- B. Family Resource Centers bring together services and activities that educate, develop skills and promote a positive change of behavior for families. This increases the capacity of families to be healthy and involved members of dynamic communities.

Family Resource Centers offer a variety of services utilizing a strengths-based, family-centered approach so that families have access to valuable information and education. These services must include: 1) Community Referral Services and 2) Parenting Skills Development and Support Services. For a link to the Family Resource Centers Standards of Practice and the required services offered as part of a Family Resource Center, refer to the Standards of Practice in the Guidance Materials section of this Agreement.

- C. Families, parents, caregivers, expectant parents and their children ages birth through age five (not in kindergarten) in the high poverty/high need geographic area of South Scottsdale (zip code areas 85251 and 85257) with targeted outreach to engage teen parents, grandparents raising grandchildren and young fathers.

IV. GRANTEE'S Responsibilities

The Grantee shall:

- 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. Program Personnel Table/Program Organization Chart
 3. Required Narrative Responses
 4. Implementation Plan
 5. Line-Item Budget and Budget Narrative
 6. Funding Sources and Financial Controls

The completed forms and documents comprise part of this Agreement.

- B. In providing programming described in Section IV.A, the Grantee shall act in accordance with its Program Questions and Narrative Responses; the approved budget; and the following First Things First documents: the Scope of Work (Exhibit A), Guidance Materials (Exhibit B), and the Data Security 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. Reimbursement/Payment

- A. First Things First shall pay the Grantee on a cost-reimbursement basis for expenses approved in the budget, up to \$100,000 for FY17 and up to \$200,000 for FY18, on the terms described in this Section.

- B. Payment is conditioned upon receipt by First Things First 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 shall be made only for those services performed or goods received.
- C. The Grantee shall submit reimbursement requests at least quarterly, though not more frequently than monthly. **The Grantee shall submit a final reimbursement request marked "final" no more than forty-five (45) days after the Agreement end date.** Expenses eligible for reimbursement must be paid, accrued or obligated by the Grantee by the Agreement term end date. Final payment shall be contingent 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.
- D. Funds provided to the Grantee under this Agreement shall only be used to fulfill the Grantee's responsibilities under this Agreement. Any questions regarding the appropriate use of the funds shall be resolved by mutual agreement between the parties.
- E. 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 shall promptly repay the funds to First Things First.

VI. Quarterly Program Narrative and Data Submission Reporting Requirements

- A. At a minimum, the Grantee shall 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 shall contain such information as 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 (N/A for first year) |
| 2 nd Quarter (October 1 - December 31) | Due: January 20 (N/A for first year) |
| 3 rd Quarter (January 1 - March 31) | Due: April 20 |
| 4 th Quarter (April 1 - June 30) | Due: July 20 |
- C. If the Grantee provides services to more than one First Things First region (multi-regional strategies), the Grantee shall collect, store and report the data for the Data Submission Reports separately for each region served.

VII. General Terms

- A. FTF Grants Uniform Terms and Conditions. First Things First's Grants Uniform Terms and Conditions (revision date November 2015) are hereby incorporated by reference into this Agreement as if fully set forth herein. Copies of this document are available at <http://www.azftf.gov/WhatWeDo/Funding/Pages/Eligibility.aspx> (under Eligibility), by emailing grants@azftf.gov or by calling the First Things First Procurement Specialist, at 602-771-5114.
- B. Working on Tribal Land. If the Grantee performs any work under this Agreement on sovereign land of an Indian tribe or nation, the Grantee shall comply with any requirements set forth by the tribal government 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, complete all Institutional Review Board (IRB) requirements, obtain all appropriate parental consents and obtain appropriate tribal approvals as designated by tribal authorities.
- C. Non-Discrimination. The provisions of State Executive Order 2009-09 are incorporated herein by reference. These provisions mandate, in part, that contractors will not discriminate against any employee or applicant for employment because of race, age, color, religion, sex or national origin. The Grantee shall 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.
- D. Records. Pursuant to A.R.S. § 8-1174, the Grantee shall retain and shall 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 shall 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 shall produce any or all such 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 shall retain and shall 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 shall 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.

- E. **Non-Availability of Funds.** Every payment obligation of First Things First under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by First Things First at the end of the period for which funds are available. No liability shall accrue to First Things First in the event this provision is exercised, and First Things First shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- F. **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.

VIII. Agreement Administration and Operations

- A. **Advertising, Publishing and Promotion of Agreement.** The Grantee shall not use, advertise or promote information for commercial benefit concerning this grant without the prior written approval of First Things First.
- B. **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 shall 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 shall revise the materials as indicated by First Things First before publicly distributing the materials. First Things First shall have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.
- C. **Acknowledgment of FTF Funding.** The Grantee shall 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 shall 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 shall 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.

- D. **Public Awareness Efforts.** The Grantee shall 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.
- E. **Property of the State.** 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 is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Grantee shall not use or release these materials without the prior written consent of First Things First.
- F. **Ownership of Intellectual Property.** Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this Agreement and any related subcontract or subgrant ("Intellectual Property"), shall be work made for hire and First Things First shall be considered the creator of such Intellectual Property. First Things First shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. The Grantee shall notify First Things First, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s) and subgrantee(s). The Grantee, on behalf of itself and any subcontractor(s) and subgrantee(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by Grantee or its subcontractor(s) and subgrantee(s) to any entity not the State without the express written authorization of First Things First.
- G. **Sectarian Purposes.** Funds provided under this Agreement may not be expended for any sectarian purpose or activity, including religious worship or instruction. Additionally, the Grantee shall implement the programs or services funded under this Agreement consistent with the First Amendment of the United States Constitution. With respect to these programs or services, the Grantee also shall 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 shall repay any funds awarded under this Agreement that the Grantee spends in violation of this paragraph.
- H. **Property of the Grantee.** The Grantee's City seal and City symbol are registered marks and are reserved exclusively for Grantee's use. Any other use or reproduction of the Grantee's registered marks in any print, digital or other media and without the Grantee's express, written consent is prohibited. It is expressly stated and understood by both parties that materials not created under this grant but used as part of grant work remain the property of the Grantee. All these existing original

works of authorship created by or on behalf of the Grantee and protected by copyright shall be so marked or otherwise identified. The Grantee shall hold the exclusive right to reproduce such protected works, and any use or reproduction of same without the Grantee's express, written consent is prohibited. Such protected works of the Grantee include but are not limited to "Knowing and Growing." The Grantee may pursue any legal or equitable remedies for a breach of these prohibitions.

IX. 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 shall 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 shall 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 shall 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 shall 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 shall, 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 shall 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.

X. Insurance.

The Grantee shall provide a Certificate of Self-Insurance. The Certification shall 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 shall 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 shall 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.

XI. 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 shall cooperate with reasonable requests from First Things First to decrease services and costs related to the Agreement.

XII. Notices

All notices, requests, demands or communications by either party to this grant, pursuant to or in connection with this grant shall be in writing to the respective parties at the following address:

The Grantee shall 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 shall address all notices related to this Agreement to both:

City of Scottsdale
Attn: William Murphy
7447 East Indian School Road
Scottsdale, AZ 85251

An authorized First Things First representative and an authorized grantee representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the grant shall not be necessary.

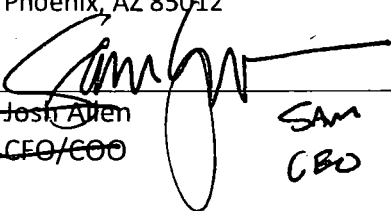
XIII. Authority to Execute Agreement

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

XIV. In Witness Whereof

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

ARIZONA EARLY CHILDHOOD DEVELOPMENT
AND HEALTH BOARD (FIRST THINGS FIRST)
4000 North Central, Suite 800
Phoenix, AZ 85012


~~Josh Allen~~
~~CEO/COO~~
SAM LEVINS
CBO

CITY OF SCOTTSDALE, an Arizona
municipal corporation

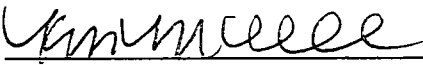
ATTEST:

W.J. "Jim" Lane, Mayor

Carolyn Jagger, City Clerk

Date

APPROVED AS TO FORM:



Bruce Washburn, City Attorney
By: Kimberly McIntier, Assistant City Attorney

Government Agreement Attachments and Exhibits

| | |
|--------------|---|
| Attachment A | Agency/Organization Profile |
| Attachment B | Program Personnel Table/Program Organization Chart |
| Attachment C | Required Narrative Responses |
| Attachment D | Implementation Plan |
| Attachment E | Line-Item Budget and Budget Narrative |
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| Exhibit A | Overview of First Things First and Scope of Work |
| Exhibit B | Guidance Materials |
| Exhibit C | Data Security Guidelines and Requirements for Collaborators |

Attachment A**Agency/Organization Profile****A. Agency/Organization:**Program Name: Scottsdale Family Resource CenterAgency: City of ScottsdaleContact Person: Mariko WhelanAddress: 3839 N. Drinkwater Blvd.Position: Early Learning Coordinator (SPL)

Address: _____

Email: mwhelan@scottsdaleaz.govCity, State, Zip: Scottsdale, AZ 85251Phone: (480) 312-7164 Ext _____

County: Maricopa _____

Fax: (480) 312-7993Employer Identification Number: 86-6000735Agency Classification: State Agency County Government Local Government Schools Tribal Faith Based Non Profit Private Organization OtherHave you previously conducted business with First Things First using this EIN? Yes No*If not, or if there has been address or EIN changes, please go to**https://qao.az.gov/sites/default/files/GAO-W-9_072815-S%26S%26A.pdf, download the State of Arizona Substitute W-9 Form, and submit with your application.*Congressional district (federal) in which agency provides most services: District # 6Legislative district (state) in which agency provides most services: District # 23*Go to <http://www.azredistricting.org> and click on Final Maps to identify your congressional and legislative district*Approximate federal funding (from a federal source) to be received in current fiscal year? \$15,793,118Agency's fiscal year-end date: June 30, 2017Agency's accounting method: Cash Accrual

Does your organization undergo an annual independent audit in accordance with 2 CFR Part 200, Subpart F?

 Yes No

Contact information for firm conducting agency audit:

Audit firm: Heinfeld, Meech & Co., P.C.Address: 3033 N. Central Ave., Suite 300 Phoenix, AZ 85012Phone: (602) 277-9449

B. Proposed Program Information/Description:

Amount requested: For Fiscal Year 17: \$100,000 For Fiscal Year 18: \$200,000

Service area of proposed program: South Scottsdale in zip code areas 85251 and 85257

Target population of proposed program: Families, parents, caregivers, expectant parents and their children ages birth through age five (not in kindergarten) in the high poverty/high need geographic area of South Scottsdale with targeted outreach to engage teen parents, grandparents raising grandchildren and young fathers.

FY17 six month contract

Target Service Units:

Home Visitation

- 250 families receiving referrals to services
- 10 parenting workshops held

FY18 twelve month contract

Target Service Units:

Home Visitation

- 1200 families receiving referrals to services
- 48 parenting workshops held

Please provide a brief description (250 words or less) of the proposed program, including service area and target population. This description may be used by First Things First for public information regarding the grant.

The City of Scottsdale will establish the Scottsdale Family Resource Center on the campus of the Paiute Neighborhood Center located at 6535 E. Osborne Road, Scottsdale, AZ 85251. This center will target families, parents, caregivers, expectant parents and their young children ages birth through age five (not yet in kindergarten) in the high poverty/high need geographic area of South Scottsdale (zip code areas 85251 and 85257) with targeted outreach to engage teen parents, grandparents raising grandchildren and young fathers. The center will provide families with young children in need with access to information and education about child development, including social and emotional well-being, to promote healthy growth and development as a family. This opportunity targets families in the South Scottsdale area who are economically disadvantaged and face various challenges in accessing information that will meet their unique and specific needs. The Scottsdale Family Resource Center looks to fill this vital need within the community by providing a system of supports and services through the development of partnerships, the attainment of quality, specialized staff, compilation of resources and materials, and implementation of programs that will meet the comprehensive developmental and social needs of children and promote healthy development and learning through a seamless system of service delivery. Concentration on the whole child, developing skills, and promoting positive change of behavior for families will be the mission of the Scottsdale Family Resource Center so that Scottsdale's youngest assets and their families grow and thrive.

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: Mariko Whelan | Email: mwhelan@scottsdaleaz.gov |
| | Title/Position: Early Learning Coordinator | Phone: (480) 312-7164 |
| | Physical Address (if different than the agency address): | |
| Finance Contact | Name: Lisa Nguyen | Email: lnguyen@scottsdaleaz.gov |
| | Title/Position: Sr. Account Specialist | Phone: (480) 312-2168 |
| | Physical Address (if different than the agency address): | |
| Program Contact | Name: TBH | Email: |
| | Title/Position: FRC Program Manager | Phone: |
| | Physical Address (if different than the agency address): | |
| Evaluation Contact | Name: Mariko Whelan | Email: mwhelan@scottsdaleaz.gov |
| | Title/Position: Early Learning Coordinator | Phone: (480) 312-7164 |
| | Physical Address (if different than the agency address): | |

Attachment B

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:*

| Key Personnel - fully or partially funded through proposal - directly responsible for program implementation/services | | | |
|--|---|--|--|
| Name/ Position Title | Background/Expertise* (include qualifications that align with the Standards of Practice) | Key Roles and Responsibilities | FTEs funded through the program |
| TBH/ FRC Program Coordinator | <i>Minimum of a Master's Degree. Expertise in the area of early childhood development with a comprehensive understanding of the Arizona Infant and Toddler Developmental Guidelines; Arizona Early Learning Standards; Program Guidelines for High Quality Early Education: Birth through Kindergarten; and understanding and background in implementation of developmentally appropriate practices. A background in program development and management including supervising experience. Previous experience working with FTF and grants management. Previous experience working with children and families. Experience working collaboratively with other agencies.</i> | <p><i>Implementation and oversight of all aspects of the Scottsdale Family Resource Center including supervision and coordination of efforts of the FRC staff.</i></p> <p><i>Ensure all FRC grant requirements are being met or exceeded including reporting and budgeting.</i></p> <p><i>Work closely with collaborating partners to ensure that family's needs are being met, and policies and procedures are being followed.</i></p> <p><i>Develop collaborative partnerships with parents to build engagement, trust and utilization of the FRC.</i></p> <p><i>May work directly with families to assess child and family needs and provide appropriate resources and referrals to ensure all needs are being met.</i></p> <p><i>Support FRC staff efforts to meet all areas addressed in the Scope of Work.</i></p> | 1.0 |

| | | | |
|---|---|--|------------|
| <p><i>TBH/ FRC Human Services Specialist</i></p> | <p><i>Minimum of a Bachelor's Degree and Arizona Board of Behavioral Health Examiners Licensure. Specialization in Early Childhood with a comprehensive understanding of the Arizona Infant and Toddler Developmental Guidelines; Arizona Early Learning Standards; and developmentally appropriate practices. Previous experience with intervention, assessment and assistance to families with young children. Knowledge of social issues and community resources and experience working collaboratively with other agencies. Poverty and crisis intervention strategies.</i></p> | <p><i>Work directly with families to assess child and family needs and provide appropriate resources and referrals to ensure all needs are being met.</i></p> <p><i>Provide case management and documentation; maintain family case records as required.</i></p> <p><i>Provide supportive intervention to child and families focusing on social-emotional development, family issues, parenting challenges, and coping skills.</i></p> <p><i>Identify and coordinate community resources to provide child and family maximum benefit from early intervention, education, nutrition and health services.</i></p> <p><i>Provide programming.</i></p> | <p>1.0</p> |
| <p><i>TBH/ Early Learning Specialist – Outreach Liaison</i></p> | <p><i>Minimum of a Bachelor's degree. Bilingual Spanish required. Expertise in the area of early childhood development with a comprehensive understanding of the Arizona Infant and Toddler Developmental Guidelines; Arizona Early Learning Standards; Program Guidelines for High Quality Early Education: Birth through Kindergarten; and understanding and background in implementation of developmentally appropriate practices. Previous experience working with children and families. Experience conducting outreach to families with young children 0-5.</i></p> | <p><i>Spearhead outreach efforts to families in order to make known the services provided through the FRC.</i></p> <p><i>Develop collaborative partnerships with parents to build engagement, trust and utilization of the FRC.</i></p> <p><i>Provide programming.</i></p> <p><i>Work directly with families to assess child and family needs and provide appropriate resources and referrals to ensure all needs are being met.</i></p> <p><i>Provide case management and documentation; maintain family case records as required.</i></p> | <p>1.0</p> |

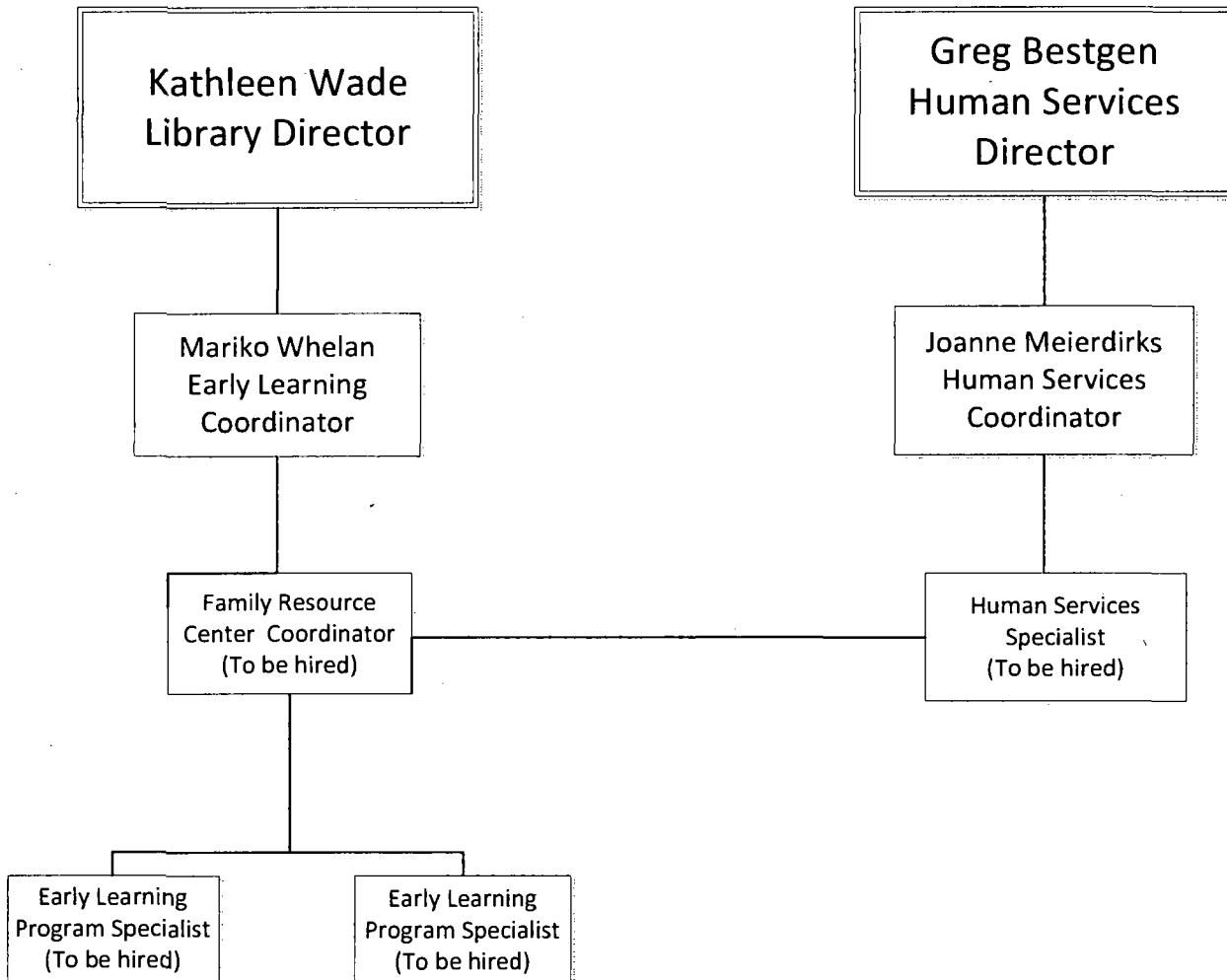
| | | | |
|--|---|--|--------------------|
| <p>TBH/ FRC Early Learning Specialist</p> | <p>Minimum of a Bachelor's degree Expertise in the area of early childhood development with a comprehensive understanding of the Arizona Infant and Toddler Developmental Guidelines; Arizona Early Learning Standards; Program Guidelines for High Quality Early Education: Birth through Kindergarten; and understanding and background in implementation of developmentally appropriate practices. Previous experience working with children and families. Experience working collaboratively with other agencies.</p> | <p>Work directly with families to assess child and family needs and provide appropriate resources and referrals to ensure all needs are being met.</p> <p>Provide programming.</p> <p>Develop collaborative partnerships with parents to build engagement, trust and utilization of the FRC.</p> <p>Collaborate and organize learning opportunities for families with partnering agencies.</p> <p>Provide case management and documentation; maintain family case records as required.</p> | <p>1.0</p> |
| <p>Additional Personnel - fully or partially funded through proposal - not directly implementing or have direct program oversight</p> | | | |
| | | | |
| | | | |
| | | | |
| <p>Program Total:</p> | | | <p>4.00</p> |

* 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 awarded and 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.

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:



Attachment C

Required Narrative Responses

Provide a narrative response that addresses the following items.

- a) Provide a description of the program being proposed. Additionally, describe how the program will record, track, and follow up with families to document the outcome of referrals.

The Scottsdale Family Resource center will fill a vital need in the community by providing a system of supports and services through the development of a Family Resource Center on the campus of the Paiute Neighborhood Center but bolstered by many other City departments and outside partnerships. This location was chosen because it currently stands as a landmark in the community, is easily accessible via public transportation, and is already viewed as a safe, inviting place that provides a variety of services. The addition of the Family Resource Center will support current initiatives that look to serve young children and their families. The Scottsdale Family Resource Center will provide guidance and support for families through the help of highly-qualified staff who will be equipped to offer programs, referrals and support services to ensure healthy growth and development for our youngest learners and their families.

Paiute Neighborhood Center is located at 6535 E. Osborne Road, Scottsdale, AZ 85251. Paiute already provides a variety of services and collaborates with agencies such as the Boys & Girls Club; the Scottsdale Prevention Institute; Head Start and Early Head Start; Scottsdale Cares; Hirsch Academy; and WIC. Other services offered at the Paiute Neighborhood Center include Keogh Health – eligibility screenings for AHCCS and SNAP; Scottsdale Bar Association – free legal assistance for legal issues except immigration; Open Recreation – coordinated by two Rec Leaders; and a City Social Worker for persons residing in Scottsdale and includes case management, information and referrals for social services, translation services, emergency food boxes, car seat safety, and a public notary. With the myriad of services already being offered at this campus, the addition of the Scottsdale Family Resource Center is a natural advancement that will afford the families of South Scottsdale with even more opportunities for support and services.

The Scottsdale Family Resource Center will work closely with satellite centers located in the designated zip code areas of 85251 and 85257 spreading our reach beyond the Paiute Neighborhood Center locale. One location is the Vista del Camino Community Center located at 7700 East Roosevelt Street,

Scottsdale, AZ 85257. Vista del Camino provides a variety of services to Scottsdale residents to prevent homelessness, meet the basic needs of individuals and families in crisis, relieve economic and emotional stress and assist individuals to maintain self-sufficiency. Programs at this site include: Social Services Needs Assessment; Financial Management Classes; A Hydration Station; Eviction Prevention and Rental Assistance; Emergency Utility Assistance; Emergency Financial Assistance for Transportation, Prescriptions and Special Needs; Career Center and Job Preparation Program; Back to School Program; a Holiday Program; and a Food Bank which includes the following services: Healthy Packs Program, Food Plus Program, School Break Food Distribution, Bread Distribution twice a week, are a part of the St. Mary's Food Bank Alliance and Feeding America Program and already provides food box delivery to Paiute Neighborhood Center for distribution.

The Scottsdale Family Resource Center will also work in tandem with the Scottsdale Public Library. The main library, Civic Center, is located within the specified, high-needs, zip codes. Parent/child interactive programs are already being offered at the library and many other locations throughout the city of Scottsdale. These programs directly support the growth and development of our youngest patron's age birth through 5 years. Programs are aligned with the Arizona Infant and Toddler Guidelines, the Arizona Early Learning Standards and the Arizona School Readiness Framework to ensure our patrons are receiving services that will help them prepare their child for school and life success. Oversight of the Scottsdale Family Resource Center will be conducted by the Early Learning Coordinator jointly with the Human Services Coordinator.

The Scottsdale Family Resource Center will also work in conjunction with Youth and Family Services, Adaptive Services and Parks and Recreation, all City of Scottsdale entities. Youth and Family Services provide supportive intervention, education, and referrals for families and pregnant and parenting teens seeking help with parenting, child development, family conflict, alcohol and drug abuse, and behavioral health services. Adaptive Services provides comprehensive programs and services, designed to meet the expressed needs of persons with disabilities residing in Scottsdale so as to enhance quality of life, and promote optimal functioning. Parks and Recreation provides recreational classes for children birth through age 5 and their parents. Classes include art, dance, fitness and health, sports, swim lessons and water safety.

With these resources easily accessible we will provide an array of services including assistant services, referrals and workshops for families with young children age birth through age five at multiple locations using the Family

Resource Center as the umbrella that embraces the mission of meeting the specific and unique needs of our families and providing a seamless system of service delivery through collaboration allowing for healthy growth and development.

The program will record, track and ensure follow up with families initially through a shared Excel spread sheet. Once funding is stable, we will work with our IT Department to develop a computer program that will collect the necessary data and metrics and safeguard the essential piece of the cycle, which is follow up with families, to ensure that their needs have been met and no further services are required.

- b) Provide a description of the following related to the target population to be served by the proposed strategy:
- a. How will the program reach and recruit high need/high poverty families with children birth through age five in the targeted zip codes of 85251 and 85257? What previous experience does the program have in serving high needs families and in working within the geographic area?

The program will reach and recruit high need/high poverty families with children birth through age five in the targeted zip codes of 85251 and 85257 by hiring and utilizing an *Early Childhood Program Specialist - Outreach Liaison* who is familiar with the area and can easily connect with and relate to the families in the targeted area. Outreach and recruitment will be conducted through multiple avenues including flyers, posters, website, and calendar of events, in collaboration with other programs through live presentation, and grass roots efforts conducted by the Outreach Liaison in the targeted zip codes.

Our previous experience serving high needs families and in working within the geographic area includes targeted programming for families with children ages birth to five implemented at the Civic Center Library, Vista del Camino Community Center, Youth and Family Services, Adaptive Services and the Paiute Neighborhood Center. Other programs and supports for families have also been in place for serving basic needs, social and emotional needs and supporting early learning and development.

- b. How the program will meet the needs of the targeted population in terms of being culturally responsive, linguistically appropriate, age appropriate and gender responsive.

The program will meet the needs of the targeted population in terms of being culturally responsive, linguistically appropriate, age appropriate and gender

responsive by providing all materials in English and Spanish; providing bilingual staff to support families seeking services; providing programs in a dual language format when needed; and targeting outreach and programming to engage teen parents, grandparents raising grandchildren, and young fathers.

- c. How recruitment and outreach efforts, and engagement and retention practices will be employed in this program for the targeted population.

Recruitment and outreach efforts as well as engagement and retention practices that will be employed by this program to reach the target population will include: bilingual staff; establishment and maintenance of a safe, welcoming environment that provides services that meet the specific and unique needs of the targeted population; and continuous evaluation of services being offered to ensure that we are meeting the needs of the families seeking services so that modifications can be implemented if and when they may be necessary.

- c) Identify infrastructure or capacity building which will be needed to provide the proposed program, including agreements and partnerships with other departments and agencies, additional resources, and training and technical assistance.

Our current infrastructure has some systems and programs in place that readily support the development and implementation of the Scottsdale Family Resource Center. Throughout South Scottsdale, programs are structurally in place and will readily support the Scope of Work for this proposed program with only a few modifications and additions. Although new partnerships will need to be established, existing partnerships with some key agencies are already in place making collaboration on this new proposed program almost effortless allowing for a coordination of services that will serve more families.

To ensure success of this endeavor, the City of Scottsdale will need to create staffing positions that are dedicated to the Family Resource Center. A coordinator, human services specialist, early learning program specialist - outreach liaison and early learning program specialist are all critical positions each with a unique function that will contribute to attaining our mission. Space at the Paiute Neighborhood Center will need to be enhanced to meet the needs of the Family Resource Center guaranteeing the establishment of a safe, welcoming, family friendly area that also affords privacy when required. Primary stakeholders will need to create a cohesive cadre to accomplish the tasks ahead that will provide the families in need with much needed resources. Open lines and a process for communication will need to be

established and maintained as this is a critical component of the program's success.

- a. Describe the established or potential Family Resource Center locations, with at least one location within the targeted community of South Scottsdale (zip code areas 85251 and 85257).

The primary location of the Scottsdale Family Resource Center will be at the Paiute Neighborhood Center 6535 E. Osborne Road, Scottsdale, AZ 85251. Satellite centers will be established at the Vista del Camino Community Center (7700 E. Roosevelt Street, Scottsdale, AZ 85257) and the Civic Center Library (3839 N. Drinkwater Blvd. Scottsdale, AZ 85251) as space becomes available.

- d) Identify barriers to providing the proposed program and plans for addressing these barriers.

Barriers to providing the proposed program include funding for essential personnel that are necessary for the Scottsdale Family Resource Center to be successful. We are looking to have four staff, a FRC Coordinator, Human Service Specialist, Early Learning Program Specialist - Outreach Liaison and Early Learning Program Specialist to provide the necessary supports to families and meet the Scope of Work outlined in the grant. This barrier is being addressed by the City as they contribute financially to supplement the funding being provided by First Things First for this proposed program.

A second barrier to providing the proposed program will be finding and hiring staff that meet the requirements that have been set forth in the grant in a timely fashion since the grant falls within a condensed timeline for the first year. To address this barrier, recruitment for essential personnel will begin prior to the end of the calendar year so that staff will be in place and ready for program implementation as early as possible. The City will provide the necessary funding to acquire staff prior to receipt of grant funds, so that personnel can start their positions during February, 2017, therefore, improving the likelihood that we can meet, if not exceed the *Target Service Units* by June, 2017.

Another barrier that impacts the proposed program is transforming space at the Paiute Neighborhood Center so that it meets the needs of the proposed Family Resource Center. The projected space will need small renovations to create a safe and welcoming environment that accommodates the needs of the families that will be utilizing the Family Resource Center. This will require time and funding. To address this barrier the City will be working with

Facilities Management to make the necessary adjustments. The City will also invest the necessary funding to facilitate these efforts.

A final barrier is space at the satellite locations. Obtaining use of adequate space at Vista del Camino and Civic Center Library is currently being addressed by the city to ensure the needs of the families can be accommodated at these sites as well. Each site will provide specialized services in specific areas of the Scope of Work.

- e) Describe plans to recruit and locate personnel within the geographical region of the provided program that meet the staff qualification standard detailed in the Standards of Practice, and are linguistically appropriate and culturally responsive for the population to be served. If there is anticipated difficulty in hiring qualified personnel, include a plan and timeline for supporting staff to meet the qualification standard.

Plans to recruit and locate personnel who meet the staff qualification standards detailed in the Standards of Practice, and who are linguistically appropriate and culturally responsive to the population being served will include: utilizing the job description to clearly define qualifications, knowledge, skills and abilities, as well as essential functions; recruit internally; recruit externally within the geographical region; begin recruitment efforts as soon as possible. The only anticipated difficulty seen in hiring qualified personnel is the time constraint that exists due to the condensed implementation timeline for the first year. This difficulty has already been addressed by the City by providing the necessary funding to acquire staff prior to receipt of grant funds.

- f) Describe steps that will be taken to promote collaboration with other government/tribal departments and partners working with the agency/tribe.
 - a. Describe any new or existing relationships that will support the implementation of the Family Resource Center.

The steps that will be taken to promote collaboration with other departments and partners will include establishing, maintaining or renewing collaborations or partnerships with the following City agencies: Adaptive Services; Youth and Family Services; Parks and Recreation; Vista del Camino Community Center and Scottsdale Public Library. The agencies will be asked to participate in a stakeholder task force to examine existing services and make recommendations for any new services they may think are needed based on family needs.

Collaboration and partnerships will be established, maintained or renewed with the following agencies to help the South Scottsdale families capitalize on the resources available to them to support their families healthy growth and development: Partners for Paiute; Read On Scottsdale; Boys & Girls Club; Scottsdale Prevention Institute; Head Start and Early Head Start; Hirsch Academy; Scottsdale Unified School District; WIC; Keogh; Scottsdale Bar Association; Conexiones; NOAH; Southwest Human Development; Children's Dental Group; Parent Partners Plus; and Arizona State University T. Denny Sanford School of Social and Family Dynamics.

- b. Explain how the Scottsdale Family Resource Center will collaborate with other Family Resource Centers in the region including participation in the Family Resource Network meetings.

The Scottsdale Family Resource Center will collaborate with other Family Resource Centers in the region by participating in network meetings, sharing best practices, provide opportunities for joint trainings and sharing strategies that have proven to be effective. Scottsdale Family Resource Center will gladly participate in the Family Resource Network meetings.

- c. How will the Scottsdale Family Resource Center work with existing Parenting Education grant partner in the region to offer the parenting classes on site at Family Resource Center?

The Scottsdale Family Resource Center will work closely with existing Parenting Education grant partners in the region who offer parenting classes such as Southwest Human Development and their Raising A Reader and Reach Out and Read programs and Arizona's Children Association New Directions Institute for Early Childhood Brain Development and their Common Sense Parenting® class.

- d. How will the program establish a partnership and referral network with a local food bank to refer families for food distribution?

The Scottsdale Family Resource Center will work with the food bank at the Vista del Camino Community Center. Vista del Camino also works closely with Paiute Neighborhood Center by providing emergency food boxes for distribution at their location as well.

- e. Describe how you will work with other providers in the East Maricopa Region, including Oral Health providers, Care Coordination services, and Coordinated Home Visitation through Parent Partners Plus, to offer services and support to families.

The Scottsdale Family Resource Center will conduct outreach and create collaborations and partnerships with East Maricopa Oral Health providers, Care Coordination services, and Coordinated Home Visitations through Parent Partners Plus, to offer services and support to our families. The establishment of these collaborations and partnerships will only enhance the services that are being offered to families in need in South Scottsdale.

- g) Describe the plan and resources necessary to meet FTF basic reporting requirements and maintain data securely and confidentially.

The Family Resource Coordinator will meet the basic reporting requirements set by FTF by following the Data Security Guidelines and Requirements and by maintaining data securely and confidentially in a secure location.

- a. Describe how the program will record, track, and follow up with families to document the outcome of referrals in Family Resource Centers.

The program will record and track families as well as ensure follow up with families to document the outcome of referrals initially through a shared Excel spread sheet. Once funding is stable, we will work with our IT Department to develop a computer program that will collect the necessary data and metrics and safeguard the essential piece of the cycle which is follow up with families to ensure that their needs have been met and no further services are required.

Attachment D - Implementation Plan

The Implementation Plan should illustrate the critical activities in developing, initiating, and implementing the program. The following table should be expanded as necessary to include the activities that demonstrate effective program planning and implementation.

**Implementation Plan
February 1, 2017 – June 30, 2017**

| Activities | Task | Person Responsible | Date Task Will Be Completed | Support Documentation |
|--|--|--|---|------------------------------|
| Candidate Selection | Establish job descriptions; post jobs; conduct interviews | Mariko Whelan & Joanne Meierdirks | December 2016 | Job Descriptions |
| Establish City Partnerships | Work with all city agencies involved to create an understanding of how the FRC will stand as a joint effort across many City agencies | Greg Bestgen | February 2017 | |
| Establishing Partnerships and Collaborations (other than City) | Establish partnerships and collaborations with Southwest Human Development; Kith and Kin; and other agencies to coordinate services for families | FRC Coordinator (TBH) | February 2017 | IGAs, MOUs |
| Establish the FRC | Coordinate efforts so that the FRC can open and begin serving families | FRC Coordinator (TBH) | February/February 2017 | |
| Create Brochures | Advertising for FRC and available services | Ann Porter | February 2017 | |
| Outreach to Families | Launch media campaign regarding FRC | Ann Porter | February/February 2017 (depends on opening date) | |
| | Conduct personal outreach opportunities with perspective families | Early Learning Program Specialist - Outreach Liaison (TBH) | Ongoing | |

| | | | | |
|--|--|--|---|----------------------------------|
| | Make connections with the Title I schools in SUSD | Kira Peters | February/February 2017 - Ongoing | |
| | Advertise resources available | Ann Porter | Ongoing through June 2017 | |
| Provide Services to Families through the newly established FRC | Provide services to families as defined in the Scope of Work Provide intervention strategies | FRC Human Services Specialist (TBH) | Ongoing | Tracked referrals to services |
| | Provide services to families as defined in the Scope of Work | FRC Early Learning Program Specialist (TBH) | Ongoing | Tracked referrals to services |
| | Organize program options create calendar through June 2017 | FRC Early Learning Program Specialist | February 2017 | Calendar of Events |
| | Implement Family programs and workshops | FRC Early Learning Program Specialist (TBH); FRC Early Learning Program Specialist – Outreach Liaison; FRC Human Services Specialist | Beginning in February 2017 and ongoing through June 2017 | Tracked offerings and attendance |
| Data Collection | Collect Program Data on Number of families receiving referrals to services; number of parenting activities held | FRC Coordinator | Ongoing | Excel Spreadsheet |
| Evaluation and Reporting | Aggregate data and report to FTF | FRC Coordinator | Ongoing – Reporting Dates Specified by FTF April 20 th 2017 July 20 th , 2017 | |
| Evaluate FRC | Evaluate FRC for effectiveness, services provided, developmentally appropriate practices being implemented, etc. | Mariko Whelan | June 2017 | |

Attachment D - Implementation Plan

The Implementation Plan should illustrate the critical activities in developing, initiating, and implementing the program. The following table should be expanded as necessary to include the activities that demonstrate effective program planning and implementation.

**Implementation Plan
July 1, 2017 – June 30, 2018**

| Activities | Task | Person Responsible | Date Task Will Be Completed | Support Documentation |
|---|---|--|------------------------------------|----------------------------------|
| Organize program offerings and create calendar; Advertise | Establish Collaborative Partnerships for parenting workshops | FRC Early Learning Program Specialist; FRC Coordinator | June/July 2017 | |
| | Create calendar of events | FRC Early Learning Program Specialist; FRC Coordinator | July 2017 December 2017 | |
| | Advertise programs/outreach to families | Ann Porter/FRC ELP-Outreach Coordinator | Ongoing July 2017- June 2018 | |
| Provide Services to Families | Provide services to families as defined in the Scope of Work Provide intervention strategies | FRC Human Services Specialist (TBH) | Ongoing July 2017- June 2018 | Tracked referrals to services |
| | Provide services to families as defined in the Scope of Work | FRC Early Learning Program Specialist (TBH) | Ongoing July 2017- June 2018 | Tracked referrals to services |
| | | | | |
| Provide Programming | Implement Family programs and workshops | FRC Early Learning Program Specialist (TBH); FRC Early Learning Program Specialist – Outreach Liaison; FRC Human Services Specialist | Ongoing July 2017- June 2018 | Tracked offerings and attendance |

| | | | | |
|--|---|---------------------|---|--|
| Outreach | Conduct personal outreach opportunities with perspective families | FRC ELPS - Outreach | Ongoing July 2017- June 2018 | |
| Data Collection | Collect Program Data on Number of families receiving referrals to services; number of parenting activities held | All Staff | Ongoing July 2017 – June 2018 | |
| Reporting | Aggregate data and report to FTF | FRC Coordinator | Quarterly as specified by FTF: October 20, 2017 January 20, 2018 April 20, 2018 July 20, 2018 | |
| Maintain and establish partnerships and collaborations | Maintain and establish partnerships and collaborations with Southwest Human Development; Kith and Kin; and other agencies to coordinate services for families | FRC Coordinator | Ongoing July 2017 –June 2018 | |
| Evaluate FRC | Evaluate FRC for effectiveness, services provided, developmentally appropriate practices being implemented, etc. | Mariko Whelan | June 2018 | |

Attachment E - Line-Item Budget and Budget Narrative

While you must use this format, you may reproduce it in Word or Excel. Limit your budget line items to the budget categories listed below.

Budget period: February 1, 2017 – June 30, 2017

| Budget Category | Line Item Description | Requested Funds | Matching Funds* | Total Cost |
|--|---|--|---|------------------------|
| PERSONNEL SERVICES | | Personnel Services Total | | \$82,974 |
| Salaries | FRC Coordinator (1.0 FTE – 5 months of salary) | 54K-79K (Librarian III) \$25,000 | | 25,000 |
| | Human Services Specialist (1.0 FTE – 5 months of salary) | 49K-72K (Human Services Specialist) \$20,474 | | 20,474 |
| | Early Learning Program Specialist – Outreach Liaison (1.0 FTE – 5 months of salary) | 40K-59K (ELP Specialist) | | 18,750 |
| | Early Learning Program Specialist (1.0 FTE – 5 months of salary) | 40K-59K (ELP Specialist) | | 18,750 |
| EMPLOYEE RELATED EXPENSES | | Employee Related Expenses Total | | \$12,501/12,500 |
| Fringe Benefits or Other ERE | FRC Coordinator Partial benefits calculated at 15% of 5 months | 3,750 | | 3,750 |
| | HS Specialist partial benefits calculated at 15% of 5 months | 3,125 | | 3,125 |
| | ELP Specialist – Outreach Liaison partial benefits calculated at 15% of 5 months | 2,813 | | 2,813 |
| | ELP Specialist – parital benefits calculated at 15% of 5 months | 2,813 | 3,750 FRC Coordinator Partial benefits calculated at 15% | 2,813 |
| | | | 3,125 HSS Partial benefits calculated at 15% | |
| | | | 2,813 ELP Specialist Partial benefits calculated at 15% | |
| | | | 2,812 ELP Specialist Partial benefits calculated at 15% | |
| PROFESSIONAL AND OUTSIDE SERVICES | | Professional and Outside Services Total | | |
| Contracted Services | | | | |

| | | | | | |
|---|--|-------------------------|----------------------------|--|-----------|
| TRAVEL | | | | Travel Total | \$ |
| In-State Travel | | | | | |
| Out of State Travel | | | | | |
| AID TO ORGANIZATIONS OR INDIVIDUALS | | | | Total Aid to Organizations or Individuals | \$ |
| Subgrants or Subcontracts to organizations/agencies/entities | | | | | |
| OTHER OPERATING EXPENSES | | | | Other Operating Expenses Total | \$4,525 |
| | | | | 15,000 | |
| <ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted and non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives | | General Office Supplies | | 2,000 | |
| | | | | | |
| | | | 5,000 Printing/copying | | |
| | | | 10,000 Program Supplies | 2,525 | |
| | | Program Incentives | | | |
| NON-CAPITAL EQUIPMENT | | | | Non-Capital Total | \$ |
| Equipment \$4,999 or less in value | | | | | |
| Subtotal Direct Program Costs: | | | | \$ | \$ |
| ADMINISTRATIVE/INDIRECT COSTS | | | | Total Admin/Indirect | \$ |
| Indirect/Admin Costs | | | | | \$ |
| Total | | | | \$ | \$27,500 |
| | | | | | \$100,000 |

Authorized signature _____

Date _____

Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate. ***Please include one narrative that matches the 5-month line item budget categories and subcategories.***

****Matching Funds (with the funding source identified) should also be included within the narrative.***

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 project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.*

- Family Resource Center Coordinator (Librarian III – Bilingual Preferred) – 1.0 FTE calculated at \$60,000 per year. Salary included covers Feb. – June, 2017 for a total of \$25,000 – To be hired
- Human Services Specialist (Bilingual Preferred) – 1.0 FTE calculated at \$50,000 per year. Salary included covers Feb. – June, 2017 for a total of \$20,474 – To be hired
- Early Learning Program Specialist – Outreach Liaison (Bilingual Required) – 1.0 FTE calculated at \$45,000 per year. Salary included cover Feb. – June, 2017 – To be hired
- Early Learning Program Specialist – (Bilingual Preferred) – 1.0 FTE calculated at \$45,000 per year. Salary included cover Feb. – June, 2017 – To be hired

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.*

- Fringe Benefits for all four positions calculated at 15% of 5 months worth of salary (Feb. – June) for a total of \$12,501
- Fringe benefits for all 4 positions calculated at 15% of 5 months worth of salary (Feb. – June) for a total of \$12,500
- Fringe benefits are necessary to cover health benefits, taxes, etc.

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 project. Explain how all contracts will be procured.*

Travel: *Separate travel that is in state and out-of-state. 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. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<http://www.gao.az.gov/travel/> for both in-state and out-of-state travel.*

Aid to Organizations or Individuals: *In the event that this application represents collaboration and the*

contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.

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. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives

- General office supplies such as pens, pencils, paper, sticky notes, staples, tape, etc. \$2,000
- Program Incentives such as books, book bags, etc. \$2,525
- Printing/Copying for advertising and outreach; brochures and calendars \$5,000
- Program Supplies for implementing parent/child workshops \$10,000

Capital Equipment: If allowable within the scope of the grant - For items that are tangible, non-expendable, and movable having a useful life of more than one year and a value of \$5,000 or greater, explain each item to be purchased, how the costs were determined and justify the need for the items based on the scope of work and the benefit to the project. All purchases should be made through competitive bid or using established competitive purchasing procedures.

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.

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular program costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

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

- € **Option A - Administrative Costs:** with proper justification, sub grantees 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 organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time

spent in support of a specific project.

OR

€ **Option B - Federally Approved Indirect Costs:** *If your organization has a federally approved indirect cost rate agreement in place, grantees 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.***

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

Authorized signature _____ Date _____

Attachment E - Line-Item Budget and Budget Narrative

While you must use this format, you may reproduce it in Word or Excel. Limit your budget line items to the budget categories listed below.

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

| Budget Category | Line Item Description | Requested Funds | Matching Funds* | Total Cost |
|---|---|--|---|------------------|
| PERSONNEL SERVICES | | | Personnel Services Total | \$175,000 |
| Salaries | FRC Coordinator (1.0 FTE) | Salary 1.0 FTE | | 60,000 |
| | Human Services Specialist (1.0 FTE) | Salary .5 FTE | 25,000 Salary .5 FTE | 25,000 |
| | Early Learning Program Specialist – Outreach Liaison (1.0 FTE) | Salary 1.0 FTE | | 45,000 |
| | Early Learning Program Specialist (1.0 FTE) | Salary 1.0 FTE | | 45,000 |
| EMPLOYEE RELATED EXPENSES | | | Employee Related Expenses Total | \$22,500 |
| | | | 37,500 | |
| Fringe Benefits or Other ERE | Partial benefits calculated at 15% for 3.0 FTE | FRC Coordinator Early Learning Program Specialists x2 | 22,500 Partial Benefits for 3.0 FTE calculated at 15% 15,000 Full Benefits for 1.0 FTE HS Specialist calculated at 30% | 22,500 |
| PROFESSIONAL AND OUTSIDE SERVICES | | | Professional and Outside Services Total | \$ |
| Contracted Services | | | | |
| TRAVEL | | | Travel Total | \$ |
| In-State Travel | | | | |
| Out of State Travel | | | | |
| AID TO ORGANIZATIONS OR INDIVIDUALS | | | Total Aid to Organizations or Individuals | \$ |
| Subgrants or Subcontracts to organizations/agencies/entities | | | | |
| OTHER OPERATING EXPENSES | | | Other Operating Expenses Total | \$2,500 |
| | | | 3,000 | |
| <ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted and non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance | | General office supplies | 3,000 Advertising/Web Updates | 2,500 |

| | | | | |
|--|--|-----------|-----------------------------|------------------|
| <ul style="list-style-type: none"> • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives | | | | |
| NON-CAPITAL EQUIPMENT | | | Non-Capital Total | \$ |
| Equipment \$4,999 or less in value | | | | |
| Subtotal Direct Program Costs | | \$ | \$ | \$ |
| ADMINISTRATIVE/INDIRECT COSTS | | | Total Admin/Indirect | \$ |
| Indirect/Admin Costs | | | | \$ |
| Total | | \$ | \$65,500 | \$200,000 |

Authorized signature _____

Date _____

Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate. **Please include one narrative that matches the 12-month line item budget categories and subcategories.**

***Matching Funds (with the funding source identified) should also be included within the narrative.**

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 project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.*

- Family Resource Center Coordinator (Librarian III – Bilingual Preferred) – 1.0 FTE calculated at \$60,000 per year. \$60,000 – To be hired
- Human Services Specialist (Bilingual Preferred) – 1.0 FTE calculated at \$50,000 per year. .5 of Salary will be covered by the grant at \$25,000; .5 of the Salary will be covered by City of Scottsdale at \$25,000– To be hired
- Early Learning Program Specialist – Outreach Liaison (Bilingual Required) – 1.0 FTE calculated at \$45,000 per year - To be hired
- Early Learning Program Specialist – (Bilingual Preferred) – 1.0 FTE calculated at \$45,000 per year - To be hired

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.*

- Fringe Benefits for three 1.0 positions (FRC Coordinator and 2 ELP Specialists) calculated at 15% for a total of \$22,500 (Half of the total cost of benefits) to be paid by the grant
- Fringe benefits for three 1.0 positions (FRC Coordinator and 2 ELP Specialists) calculated at 15% for a total of \$22,500 (Half of the total cost of benefits) to be paid by the City of Scottsdale
- Fringe benefits for 1.0 Human Services specialist calculated at 30% for a total of \$15,000

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 project. Explain how all contracts will be procured.*

Travel: *Separate travel that is in state and out-of-state. 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. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<http://www.gao.az.gov/travel/> for both in-state and out-of-state travel.*

Aid to Organizations or Individuals: *In the event that this application represents collaboration and the contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.*

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. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives*

- General office supplies such as pens, pencils, paper, sticky notes, staples, tape, etc. \$2,500
- Advertising Expenses/Web updates to be covered by the city for a total of \$3,000

Capital Equipment: *If allowable within the scope of the grant - For items that are tangible, non-expendable, and movable having a useful life of more than one year and a value of \$5,000 or greater, explain each item to be purchased, how the costs were determined and justify the need for the items based on the scope of work and the benefit to the project. All purchases should be made through competitive bid or using established competitive purchasing procedures.*

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.*

Administrative/Indirect Costs: *Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular program costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.*

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

- € **Option A - Administrative Costs:** *with proper justification, sub grantees 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 organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.*

OR

€ **Option B - Federally Approved Indirect Costs:** *If your organization has a federally approved indirect cost rate agreement in place, grantees 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.***

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

Authorized signature _____ Date _____

Attachment F

Funding Sources and Financial Controls

A. In the following table, identify other funding/resources (including federal, state, local and private funding) that the agency/organization has made or will make available 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 | ✓ If used for match on this grant |
|---|---|-----------------|-----------------------------------|
| Local – Gaming Grant Funds (Already secured and committed) In-Kind | Tenant improvements/upgrades; office set up including computers and phones; appropriate sized furniture | \$20,000 | |
| Local – In Kind | Early Learning Coordinator | \$15,000 | ✓ |
| Local – In Kind | Human Services Coordinator | \$15,000 | ✓ |
| Total: | | \$50,000 | |

B. Describe the financial controls and accountability measures the agency/organization will employ for the proposed program.

Recording, verification, and timely reporting of transactions and expenditures.

Authorized Signature _____ Date _____

Exhibit A – Overview of First Things First and Scope of Work

Overview of First Things First

First Things First is designed to meet the diverse needs of children and families in Arizona communities. The statewide First Things First Board and Regional Partnership Councils in local communities across the state share the responsibility of ensuring that early childhood funds are spent on strategies that will result in improved development, health and education outcomes for young children.

Local Regional Partnership Councils are comprised of community volunteers, with each member representing a specific segment of the community that has a role in ensuring that Arizona's children grow up to be ready for school and set for life: parents, leaders of faith communities, tribal representatives, educators, health professionals, business leaders and philanthropists.

First Things First Strategic Direction

First Things First's commitment to young children means more than only funding programs and services. It means having a shared vision about what being prepared for kindergarten actually means. First Things First specifies that programs and services funded by the First Things First Board and Regional Partnership Councils are to address one or more of the following Goal Areas to impact children birth to age five and their families:

- Improve the quality of early childhood development and health programs
- Increase the access to quality early childhood development and health programs
- Increase access to preventive health care and health screenings
- Offer parent and family support and education concerning early childhood development and literacy
- Provide professional development and training for early childhood development and health providers
- Increase coordination of early childhood development and health programs and provide public information about the importance of early childhood development and health

The First Things First Board established a strategic framework with a set of school readiness indicators that provide a comprehensive composite measure to show if Arizona is making progress in providing opportunity for young children to be ready for school and set for life. The strategies funded by First Things First work collectively to develop a comprehensive system across the state and regionally to address the school readiness indicators. The First Things First Board and Regional Partnership Councils determine the priorities and strategies to be funded across the state and throughout the regions assessing the challenges and building on the resources and assets in place.

School Readiness Indicators

- #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive and motor and physical.
- #/% of children enrolled in an early care and education program with a Quality First rating of 3-5 stars.
- #/% of children with special needs enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars.
- #/% of families that spend no more than 10% of the regional median family income on quality care and education with a Quality First rating of 3-5 stars.
- % of children with newly identified developmental delays during the kindergarten year.
- #/% of children entering kindergarten exiting preschool special education to regular education.
- #/% of children ages 2-4 at a healthy weight (Body Mass Index-BMI).
- #/% of children receiving at least six well child visits within the first 15 months of life.
- #/% of children age 5 with untreated tooth decay.
- % of families who report they are competent and confident about their ability to support their child's safety, health and wellbeing.

Scope of Work

Statement of Need

The East Maricopa 2014 Regional Needs and Assets Report identified that parents, caregivers and families of young children need access to information and education about child development, including social and emotional well-being, to promote overall healthy family functioning. There are families in the region that are economically disadvantaged and many face various challenges in accessing this information. Additionally, projected growth in the region indicates greater demand for access to services and resources for young children and their families.

The First Things First East Maricopa Regional Partnership Council plays an important role in supporting families in the region by facilitating partnerships and funding strategies for parents and caregivers of young children. Although the East Maricopa region faces some challenges to providing comprehensive support for families with young children due to the diversity of the population and the geographic spread of the region, the Regional Council is committed to ensuring that all children in the region arrive at kindergarten healthy and prepared to succeed. The Council's commitment to this work is helping to move families in the East Maricopa Region closer to this goal.

The East Maricopa Regional Partnership Council identified the following priorities: providing a trusted and safe source of comprehensive resources conveniently located to meet the needs of the entire family; increased early identification of developmental/social emotional needs

through awareness of typical and atypical development; and increased awareness of interventions, supports, and resources to meet the comprehensive developmental and social needs of children.

In order to address these identified needs of families with young children in the region, the East Maricopa Regional Partnership Council has chosen to invest funding to implement the Family Resource Centers strategy. The intent of Family Resource Centers, a promising practice strategy, is to serve as a community hub, connecting families with children birth through age five (not enrolled in kindergarten) to the information, resources, and services they need to support their child's optimal health and development. The expected results are increased access to concrete supports and services; improved parenting skills; successful connections to social supports for families; increased knowledge of child development; and support for their child's school readiness. The Family Resource Centers strategy will also provide a central location for families to access services delivered in a collaborative approach.

Description of Strategy

Family Resource Centers bring together services and activities that educate, develop skills and promote a positive change of behavior for families. This increases the capacity of families to be healthy and involved members of dynamic communities. Family Resource Centers are an important preventative approach for addressing families' needs for child development and parenting information (The California Family Resource Center Learning Circle, 2000). Access to information on various parenting and child development topics helps to build the knowledge base of families to ameliorate conditions associated with social and economic stress such as punitive parenting, abuse or neglect, parental psychological distress, parental substance abuse, and limited opportunity for learning at home, and can moderate a child's risk for poor outcomes (Benedetti, 2012).

Family Resource Centers offer a variety of services utilizing a strengths-based, family-centered approach so that families have access to valuable information and education. These services must include: 1) Community Referral Services and 2) Parenting Skills Development and Support Services. Services should be responsive and adapt to meet the needs of families and in addition, should be provided in a manner that is seamless and in alignment with the community's network of resources. The core areas of family support defined in the Standards of Practice must be addressed by services provided by the Family Resource Center. While a Family Resource Center model is considered a promising practice, the information, programs, and services provided at Family Resource Centers should be evidence based or evidence informed where appropriate. A link to the complete Standards of Practice for the Family Resource Centers strategy can be found in the Guidance Materials section of this Agreement.

First Things First prioritizes coordination and collaboration among early childhood service providers as critical to developing a seamless service delivery system for children and families. Coordination and collaboration is described as two or more organizations working together in the delivery of programs and services to a defined population. As a result of coordination and

collaboration, services are often easier to access and are implemented in a manner that is more responsive to the needs of the children and families.

Coordination and collaboration may also result in greater capacity to deliver services because organizations are working together to identify and address gaps in service, which promotes higher quality services and cost efficiency. Successful applicants must demonstrate the capacity to work with and participate in coordination and collaboration activities occurring within the East Maricopa region. This should include, but is not limited to, engaging other grant partners delivering the following strategies to establish partnerships and cross-refer families: Oral Health and Coordinated Home Visitation through Parent Partners Plus.

The East Maricopa Regional Partnership Council requires that a successful applicant will establish a partnership and referral network with a local food bank to refer families for food distribution. Additionally, successful applicants will collaborate with Care Coordination Medical Home providers within the region to develop communication and referral systems that will support families in need of services. This includes working with individual families to identify a need for support in navigating health care and social service systems, and referrals out to the Care Coordination Medical Home providers.

A successful applicant must also demonstrate coordination and collaboration with the existing Parenting Education grant partner in the region to offer the parenting classes on site at Family Resource Centers. The East Maricopa Regional Partnership Council is funding Parenting Education due to the following gaps and specific needs in the region: the lack of available and accessible services; the lack of trusted sources of comprehensive services to meet the needs of the whole child; lack of transportation; inconvenient locations; limited usable, friendly information for families and limited material in the appropriate language and literacy levels of families.

Additionally, a successful applicant must demonstrate coordination and collaboration with existing Family Resource Centers in the East Maricopa Region. It is the intent of the Regional Partnership Councils in Maricopa County to work collaboratively with existing and newly funded Family Resource Centers and participate in the Family Resource Network. This collaboration will focus on the following: outreach and awareness of services and programming available to families with young children; improve the service and programs provided by the Family Resource Centers with a primary focus on resource and referral; and provide a forum for service providers to plan, coordinate and jointly implement programming for families. As part of this collaborative approach, First Things First Regional Councils seek agencies which will actively participate in the network including meeting attendance and related functions throughout the duration of the grant term including renewal periods.

Likewise, there may be local or statewide meetings which the applicant may be asked to attend, such as grantee collaboration meetings and Regional Partnership Council meetings. In order to

accomplish this, applicants should plan the appropriate staffing and budget to support travel and attendance at meetings within the regional area or at statewide meetings, as appropriate.

Applicable School Readiness Indicators

Partners implementing this strategy will work collectively with First Things First to address the school readiness indicators below:

- #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive and motor and physical.
- % of families who report they are competent and confident about their ability to support their child's safety, health and wellbeing.

Applicable Goal Areas

Partners implementing this strategy will work collectively with First Things First to address the goal areas below:

- Improve the quality of early childhood development and health programs
- Increase the access to quality early childhood development and health programs
- Offer parent and family support and education concerning early childhood development and literacy

Target Population and Geographic Area to Serve

Families, parents, caregivers, expectant parents and their children ages birth through age five (not in kindergarten) with targeted outreach to engage teen parents, grandparents raising grandchildren and young fathers in the high poverty/high need geographic area of South Scottsdale (zip code areas 85251 and 85257). The Council's intent is to provide a minimum of one family resource center in this community to ensure that the targeted geographic area is served. Programs funded under this Agreement must provide services within the targeted areas as identified in this scope of work.

Target Service Units and Performance Measures

A Target Service Unit (TSU) is a First Things First designated indicator of performance specific to each First Things First strategy and it is set by the Regional Council. It is composed of a unit of measure (e.g., participating adults) and a target number. The unit of measure can be a target population (e.g., participating adults), a product (e.g., books distributed) or a service (e.g., fluoride varnishes applied to children, ages 0-5) that a grantee is expected to serve as part of an agreement. The target number represents the actual number of service units proposed to be delivered during the contract year.

Performance Measures are (1) key indicators of performance (Target Service Units); (2) basic implementation of strategy; (3) alignment of program activities to strategy specific standards of practice, (4) performance or progress toward pre-established strategic goals. Performance measures may include the level or type of program activities conducted (e.g. serving

families/children through home visits) and/or the direct services and products delivered by a program (e.g., providing scholarships).

For more specific information about the Target Service Units for this strategy, refer to the Guidance Materials section of this Agreement to find the link to the Target Service Unit Guidance Document.

The Target Service and Performance Measures for this strategy are:

Target Service Units:

Number of families who received referrals to services: FY 17: 250 FY 18: 1,200

Number of parenting activities held: FY 17: 10 FY 18: 48

Performance Measures:

Number of families who received referrals to services

Number of parenting activities held

Number of families with children (0-5 years) receiving information and resources

Exhibit B

Guidance Materials

All Standards of Practice and Target Service Unit (TSU) Guidance Documents can be accessed through the FTF Strategy Toolkit, located at <http://www.azftf.gov/pages/strategytoolkit.aspx>.

Links to the documents specific to this Grant Agreement are located below. There may be other documents that appear on the links but the documents required for this Grant Agreement are indicated below.

Standards of Practice Documents Required for this Grant Agreement

A. Standards of Practice Documents Required for this Grant Agreement

Family Resources Centers Standards of Practice:

<http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=101>

B. Policy Documents Required for the Strategy/RFGA

Suspected Child Maltreatment - Mandated Reporting Policy:

<http://azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17>

Requirements for On-Site Child Care:

<http://azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17>

Target Service Unit (TSU) Guidance Document

Family Resource Center TSU Guidance Document:

<http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=101>

Exhibit C

Data Security 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. Regular submission of data related to funded work is an important part of ensuring accountability and maximum positive impact for young children, as well as a material condition of receiving FTF grant funding.

Data Security Guidelines for Data Submission to FTF

First Things First will 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 all state and regional grantees. All funded providers shall regularly submit programmatic and financial reports as identified in the FTF reporting requirements.

FTF data submissions are classified in one of three levels:

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

Public data are those data that are readily available in the public sphere, such as websites, publications, or other widely-used sources. Limited distribution data do not identify individuals, but may be of sufficiently small cell size that their dissemination poses a threat to the confidentiality of individuals. Confidential data are those data that identify individuals; are governed by tribal or other agreements that limit their viewing, analysis, and dissemination; or that even when aggregated, put at risk the anonymity of any individual.

The majority of FTF reporting submissions are completed through the FTF Partner Grant Management System (PGMS). Subsequent to the award of a grant, the grantee will receive general training on login and navigation within the PGMS system. With this login, the grantee will be able to manage their contract information. An additional training on strategy-specific data submission requirements will also be conducted. During that training, the grantee will be informed on submission of data reporting requirements through PGMS. All data submitted through PGMS is **public data** or **limited distribution data**. Because PGMS is located in a secure extranet environment, grantees 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 data submission orientations (password and login security, guidelines for upload of narrative and other reports).

A small group of grantees submit data requirements, with an agreement between the grantee 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. Such data is likely to contain limited distribution data and shall adhere to the following protocols. Grantees 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 limited distribution data may not be intercepted or viewed at any time by parties other than the grantee and FTF. Additionally, grantees must ensure that throughout the reporting and submission process the data is secured and that any confidential data is de-identified and/or encrypted.

Any grantee submitting data identified as confidential must file a formal data security policy with FTF.

Data Security Guidelines for Grantee Maintenance of Data

In order to submit data to FTF in fulfillment of reporting requirements, grantees shall keep all data collected for their program(s) within their system (database) or hardcopies. Grantee data is likely to contain highly sensitive information on individuals, their education and their health. These guidelines and requirements are for the maintenance of those data.

All grantees 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.

All grantees subject to HIPAA, FERPA, tribal law, or other data regulation are required to submit and maintain those approvals for all data.

Data Permission Guidelines for Grantee Data

All grantees must be prepared for FTF review of client-level data (e.g. child-level, teacher-level, or early care and education provider-level) during on-site visits. Additionally, FTF data reporting requirements may include submission of client-level data (e.g. child-level, teacher-level, or early care and education provider-level). The grantee agrees to allow FTF to access such data. Should the data be subject to HIPAA, the grantee agrees to enter into FTF's HIPAA Business Associate Agreement.

To inform clients of FTF's reporting requirements, all grantees must include in their client enrollment forms the statement: "To comply with reporting requirements of the funding source, I grant permission to [insert grantee organizational name] to release background, service, and impact related information to the Arizona Early Childhood Development and Health Board, also known as First Things First." The grantee warrants to FTF that prior to entering into the grant 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.

Grantees Serving Clients on Tribal Lands

First Things First recognizes Arizona tribes as sovereign nations that have the right to regulate research and data collection on their tribal lands. To this end, First Things First is committed to obtaining all appropriate tribal approvals for data collection, analysis and reporting. Accordingly, grantees shall only collect, use and share data from tribal land in accordance with a data collection agreement between a tribe and First Things First or the grantee.

Compliance with Data Security Guidelines

The grantee acknowledges that failure to comply with any requirement of these Data Security Guidelines shall be a material breach of the grant agreement.

First Things First's own Data Security Policy & Procedures and Tribal Data Policy may be viewed on the FTF website, www.azftf.gov, under Funding/Eligibility & How to Apply or <http://www.azftf.gov/WhatWeDo/Funding/Pages/Eligibility.aspx>.

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