

FIRST THINGS FIRST

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DATE: April 8, 2016

TO: Cochise Health & Social Services

ATTENTION: Mary Gomez
mgomez@cochise.az.gov

FROM: Russell Spencer, Fiscal Specialist

RE: Grant Renewal Information for Fiscal Year (FY) 2017

The Board of First Things First will be considering the renewal of your current grant award at its June 2016 meeting. If renewed, the award period for your grant, GRA-STATE-16-0785-01-Y2, will be July 1, 2016 through June 30, 2017.

Follow Up Action Necessary

Please confirm the award amount and contracted service units on the attached Grant Renewal Amendment Notification Form, have it signed by your designated signatory, and scan/email it back to me. Electronic submission to rspencer@azftf.gov is preferred but if sending by standard mail, please send to our attention, First Things First, 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012.

If the renewal is approved by the Board of First Things First at the June 2016 meeting, First Things First will countersign the document and scan/email it back for your records.

For the FY 2017 award:

Budget - The line-item budget for FY 2017 will be available in PGMS after the grant is awarded and will be based on the final approved line-item budget from FY 2016. Any necessary changes to the FY 2017 grant can be made after the grant is awarded through a budget modification request.

Staffing/Personnel - The FY 2017 staffing/personnel will be based on the latest Staff Change Notification Form/Program Personnel Table from FY 2016. If there are changes in staff for FY 2017, or if the latest version of the Staff Change Notification Form/Program Personnel Table (revised September 2015) has not yet been used, please complete the latest version of this form and submit through the FTF Communication Log in PGMS once the grant is awarded. This form is located in the Grantee Resources section of PGMS, in the Grant Implementation Toolkit.

Reminders - The program narrative and data reporting; reimbursement requests; and general grant management documentation will continue to be submitted through PGMS. In addition, all renewed grantees must continue to adhere to the latest version of the Standards of Practice that apply to this grant and to the latest version of the Uniform Terms and Conditions referenced in the original agreement. Both documents are also located in the Grantee Resources section of PGMS.

Closing out FY 2016:

Your current grant ends June 30, 2016. Final narrative and data reports must be submitted on or before July 20, 2016 and your final request for reimbursement must be submitted no later than August 17, 2016 (45 days from the grant end date.) Unexpended funds from FY 2016 do not carry over to FY 2017.

If you have any questions or concerns, please do not hesitate to contact, Russell Spencer, rspencer@azftf.gov, 602-771-5043.

Thank you.

	Grant Renewal Amendment Notification Amendment #3	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2017 Grant Award GRA-STATE-16-0785-01-Y2 QF Child Care Health Consultation	

Grantee:

Cochise Health & Social Services

PURPOSE OF AMENDMENT:

1. Pursuant to First Things First Uniform Terms and Conditions, "Amendments" of the above referenced Grant Agreement/Contract Award, the State of Arizona hereby exercises its sole option to amend the contract as follows. The renewal award period is July 1, 2016 through June 30, 2017.
2. Total award amount for the grant period is \$100,020
3. Contracted Service Units:
 Primary Strategy: QF Child Care Health Consultation

 Number of center based providers served: 25
 Number of home based providers served: 13
 Number of Non-QF Centers: 0
 Number of Non-QF Homes: 0
4. The grantee is responsible for all updated Standards of Practice located in the First Things First Partner and Grant Management System (PGMS) under Grantee Resources/Standards of Practice.
5. All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.

Grantee hereby acknowledges receipt and understanding of the contract amendment

Signature

Name

Title

Date

The above referenced amendment is hereby executed effective July 1, 2016 once signed and dated below:

Josh Allen
CFO/COO

Date