



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

### **CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: July 2, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Governor's Office of Youth, Faith and Family

**\*Project Title/Description:**

The title of the grant program is Arizona Parents' Commission on Drug Education and Prevention. Pima County's project is called HealthySPACE (Students, Parents and Community Engagement).

**\*Purpose:**

The project will address community, youth and parental attitudes that increase risk of youth using alcohol, tobacco, or drugs. The program will target communities with high rates of crime and poverty, grassroots/faith groups, youth involved with the child welfare system, and youth and young-adult leaders, including those in recovery.

**\*Procurement Method:**

Grant is a non-procurement agreement and not subject to procurement rules.

**\*Program Goals/Predicted Outcomes:**

The project will work with the Community Awareness Task Force, consisting of approximately 60 stakeholders from diverse organizations including medical care and treatment providers, community-based organizations, advocacy groups, grassroots ministries and volunteer networks, law enforcement and other government agencies. The Pima County Health Department will manage the grant, while partnering with the Pima County Superintendent of School's office through shared funding to expand their Healthy Families Healthy Youth program to new middle schools. There are two primary goals / strategies in the program:

Goal 1: Increase acceptance of conventional norms against substance abuse among youth, parents, and community members through workshops provided using the Arizona Drug Misuse and Abuse Toolkit.

Goal 2: Utilize the Healthy Families Healthy Youth model to improve family communication about substance use and develop family substance use prevention plans.

**\*Public Benefit:**

HealthySPACE Pima will widen the scale of existing promising prevention efforts for communities, parents and youth, thereby supporting a multi-faceted response to the opioid epidemic in conjunction with other community efforts. PCHD will target activities to audiences not currently being reached.

**\*Metrics Available to Measure Performance:**

Metrics include the following (see Exhibit E of the proposal for more detail):

- # and % of workshop participants exhibiting desired change in awareness, knowledge, attitudes & perception
- # of individuals completing the Arizona Drug Misuse and Abuse Toolkit
- # of parents and youth participating in Healthy Families Healthy Youth activities

**\*Retroactive:**

Yes. Grant takes effect July 1, 2019 but the earliest BOS date it could be put on is July 2, 2019. Award was received on June 14, 2019.

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

☐ Expense Amount: \$\* \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No**If Yes, is the Contract to a vendor or subrecipient?** \_\_\_\_\_Were insurance or indemnity clauses modified? ☐ Yes ☐ No*If Yes, attach Risk's approval.*Vendor is using a Social Security Number? ☐ Yes ☐ No*If Yes, attach the required form per Administrative Procedure 22-73.***Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards)☒ Award ☐ AmendmentDocument Type: GTAW Department Code: HD Grant Number (i.e., 15-123): 19-114Effective Date: 07/01/2019 Termination Date: 06/30/2020 Amendment Number: 00☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 167,927.12**\*All Funding Source(s) required:** Governor's Office of Youth, Faith and Family (State tax revenue from liquor sales).**\*Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Match funding from other sources?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**\*Funding Source:** \_\_\_\_\_**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** \_\_\_\_\_

Contact: Sharon Grant

Department: Health Telephone: 724-7841Department Director Signature/Date: [Signature] 6-21-2019 12 6.21.19Deputy County Administrator Signature/Date: [Signature] 6-21-2019 1County Administrator Signature/Date: [Signature] 6/25/19  
(Required for Board Agenda/Addendum Items)

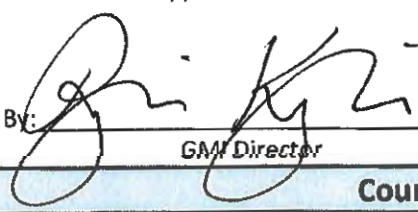

## GRANT APPLICATION APPROVAL REQUEST

**Instructions:** Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: [GMI@pima.gov](mailto:GMI@pima.gov). Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Health	Date: 6/19/19
Contact information:	Name: Sharon Grant	Telephone: 724-7842
Funding opportunity title:	Arizona Parents' Commission on Drug Education and Prevention <i>already awarded</i>	
Link to opportunity:	<i>→ State of AZ / Gov Office</i>	
Funding agency:	Governor's Office of Youth, Faith and Family <i>higher tax money</i>	
Amount to be requested:	\$ 167,927.12	
Due date and time:	3/19/2019	PM
What are you going to spend the money on?	<p>The project is called HealthySPACE (Students, Parents and Community Engagement). The project will address community, youth and parental attitudes that increase risk of youth using alcohol, tobacco, or drugs. The program will target communities with high rates of crime and poverty, grassroots/faith groups, youth involved with the child welfare system, and youth and young-adult leaders, including those in recovery.</p> <p>About 70% of the requested funds will be used for personnel salaries and ERE. New positions are 1.5 FTE health educators. About \$20,000 will be spent on educational materials and advertising. The remainder of the funds will be spent on event facilitators, project coordinators at partnering agencies, and indirect costs. Indirect costs are budgeted at 10% of personnel, which comes to 7.53% of direct costs.</p>	
What will be the benefit to Pima County?	<p>The project will work with the Community Awareness Task Force, consisting of approximately 60 stakeholders from diverse organizations including medical care and treatment providers, community-based organizations, advocacy groups, grassroots ministries and volunteer networks, law enforcement and other government agencies. The Pima County Superintendent of School's office will partner with Pima County Health Department and will receive funds under the grant to expand their Healthy Families Healthy Youth program to new middle schools.</p> <p>HealthySPACE Pima will widen the scale of existing promising prevention efforts for communities, parents and youth, thereby supporting a multi-faceted response to the opioid epidemic in conjunction with other community efforts. PCHD will target activities to audiences not currently being reached.</p>	
Indirect costs – check one:	<input checked="" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input checked="" type="checkbox"/> <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By: <u>N/A</u> Date: _____ Department Director or Designee		

*PR12: This grant was applied for before 06/19/19W GMI APs went live.*

**GRANT COST/BENEFIT ANALYSIS****To be completed by GMI staff**

CFDA No.	State liquor tax funds - non federal		
Competitive Criteria:	Evidence-informed practices, Trauma-informed approaches, collaboration and partnerships, implementation plan, goals and objectives, sustainability and budget.		
Other Factors:			
Number of Awards:	Total amount to be awarded: \$ 4,000,000.00		
Match Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____		
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):			
Will this project require additional office/project space?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this project require staff time that cannot be paid for by the grant?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will your project require any equipment items over \$5,000 per item?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the proposal use a fixed price contract?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this project subject to Human Subjects compliance?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this project involve subrecipients?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there a Statutory Funding Preference from the funding agency?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Allowable Indirect Rate: <u>no cap</u> If Indirect is not allowed, attach documentation.			
List any other proposal or funder specific requirements:	GOYFF will conduct a cross site evaluation of the program.		
GMI notes & recommendations: Recommend approval.			
By: 		Date: <u>6/19/19</u>	
GMI Director			
<b>County Administrator Approval Request</b>			
Approved: <u>✓</u> Not Approved: _____ Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.			
By: 		Date: <u>6-20-2019</u>	
County Administrator or Designee			



DOUGLAS A. DUCEY  
GOVERNOR

STATE OF ARIZONA  
OFFICE OF THE GOVERNOR

MARIA FUENTES  
DIRECTOR

Via email to: raul.munoz@pima.gov

June 14, 2019

Mr. Donald Gates  
Sr. Program Manager  
Pima County Health Department  
3950 South Country Club Road  
Tucson, Arizona 85714

RE: The Arizona Parents Commission on Drug Education and Prevention Grant Program Solicitation  
Request for Grant Application ("R.F.G.A.") R.F.G.A. No. PC-DSG-19-070119-00  
R.F.G.A. PC-DSG-19-070118-19

Dear Mr. Gates:

Your application to provide a Parents Commission on Drug Education and Prevention Grant Program for the Governor's Office of Youth, Faith and Family has been accepted. Your grant application was evaluated in accordance with A.R.S. §41-2701, et. seq. and the evaluation criteria in the R.F.G.A. Attached, please find a countersigned copy of your Offer and Acceptance Form and Notice of Award.

This office requires a current copy of your Certificate of Insurance, in the types and amounts stated in the RFGA. It is the awardee's responsibility to ensure that all required coverage is in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other sub-grantee obligations. Copies of the applicable Certificate of Insurance shall be provided to this office to the attention of Sarah Bean, Procurement Manager, State of Arizona, Governor's Accounting Office, 1700 W. Washington, Suite 500, Phoenix, AZ 85007 or sbean@az.gov. Failure to do so may result in cancellation of the contract for breach.

Congratulations on your contract award! The Governor's Office of Youth, Faith and Family looks forward to a mutually beneficial relationship during this contract period. Should you have any questions, please contact me at sbean@az.gov.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Bean".

Sarah Bean  
Procurement Manager

Enclosure: Offer and Acceptance Form  
Notice of Award

cc: Leona Morales, Program Administrator

GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY  
1700 West Washington Street, Suite 230, Phoenix, Arizona 85007  
Phone 602-542-4043 \* Fax 602-542-3423 \* www.goyff.az.gov



Exhibit A

Douglas A. Ducey  
GovernorState of Arizona  
Governor's Office of Youth, Faith and FamilyMaria Cristina Fuentes  
Director**OFFER AND ACCEPTANCE FORM (SPO FORM 203)****TO THE GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY:**

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements, and amendments in this Request for Grant Application ("RFGA") solicitation and any written exceptions, as accepted by the Governor's Office of Youth, Faith and Family, in the Application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Not applicableName: Raul Munoz

Federal Employer Identification No.:

Phone: 520-724-7973 Fax: 520-724-977786 6000453E-Mail: raul.munoz@pima.gov

By signature in this Offer section, the Applicant certifies:

1. The submission of the Application did not involve collusion or other anti-competitive practices.
2. The Applicant shall not discriminate against any employee or Applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**Pima County Health Department**

Name of Applicant Organization

Signature of Person Authorized to Sign Offer

3950 South Country Club Road

Donald Gates

Address

Printed Name

Tucson, AZ 85714-2666

Senior Program Manager/Authorized Org. Representative

City

State

Zip

Title

**CERTIFICATION****ACCEPTANCE OF APPLICATION**

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant Application, and based upon the RFGA Solicitation Documents, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant Application as accepted by the State.

This grant shall henceforth be referred to as Grant No. PC-DSG-19-070119-19The effective date of the contract is July 1, 2019

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contract release document, or written notice to proceed.

State of Arizona

Awarded this 1st day of July 20 19

Sarah Bean  
Sarah Bean, Procurement Manager



State of Arizona  
Governor's Office of Youth, Faith and Family

<b>1. Type of Award</b> Grant Award		<b>2. (Title of Grant)</b> Arizona Parents Commission on Drug Education and Prevention		<b>3. Action Type</b> Initial Agreement	<b>4. Page 1 of 1</b>
<b>5. Contract No.</b> PC-DSG-19-070119-19	<b>6. Amendment No.</b> N/A	<b>7. Performance Period</b> 07/01/19 -06/30/2020	<b>8. Sponsoring State Agency</b> Arizona Parents Commission on Drug Education and Prevention		
	<b>9. Effective Date</b> 07/01/2019				
<b>10. Awarded to:</b>  Pima County Health Department 3950 South Country Club Road Tucson, Arizona 85714	<b>11. Grantee ID</b>  <b>EIN:</b> 86-6000543 <b>DUNS:</b> 144733792	<b>12. Grantee's Program Name</b>  Urban/County/Statewide  HealthySPACE (Students, Parents, and Community Engagement)		<b>13. CFDA No.</b>  N/A  <b>14. FAIN No.</b>  N/A	
<b>15. Award Info</b>  <b>PC Funding:</b> \$167,927.12  <b>Grantee Indirect:</b> 7.53%	<b>15. Agreement Type</b> Cost Reimbursement	<b>16. Program Report Contact</b>  Leona Morales Program Administrator State of Arizona Governor's Office of Youth, Faith and Family 1700 W. Washington, Suite 230 Phoenix, AZ 85007		<b>17. Statutory Authority</b>  The Drug Treatment and Education Fund, established by A.R.S. §13-901.02	
	<b>18. Method of Payment</b> ACH or Warrant				
	<b>19. Financial Reporting</b> Monthly 20 days after month end				
<b>20. Program Reporting</b>  Quarterly Due Dates  October 15, 2019 January 15, 2020 April 15, 2020 July 15, 2020	<b>21. Remittance Address</b>  State of Arizona Governor's Accounting Office 1700 W. Washington Suite 500 Phoenix, AZ 85007 grantrfr@az.gov Ph: 602-542-1339	<b>22. Grantee Program Contact</b>  Raul Munoz Program Coordinator Pima County Health Department 3950 S. Country Club Road Tucson, Arizona 85714 520-724-5689 raul.munoz@pima.gov		<b>23. Grantee Financial Contact</b>  Marilyn Hutzler Administrative Support Services Manager Pima County Grants Management & Innovation, 130 W. Congress Street 4th Floor Tucson, Arizona 85701 520-724-7766 marilyn.hutzler@pima.gov	

**24. Special Conditions**

*The above grant program is approved subject to such conditions of limitations as are incorporated by reference to the subgrantee's contract materials. Contract materials incorporated by reference include:* The Request for Grant Solicitation document No. PC-DSG-19-070119-00; solicitation amendment(s); subgrantee's response application (including scope of work and exhibits); clarification requests and responses; and countersigned Offer and Acceptance Form, all of which are in the possession of the subgrantee.

The State of Arizona's Uniform Terms and Conditions V9\_(Rev 7-1-13) are incorporated into this contract as if fully set forth herein. Copies of this document may be accessed at:  
[https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9\\_%28Rev%207-1-2013%29.pdf](https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9_%28Rev%207-1-2013%29.pdf).

In the event of any divergence between these contract materials and the Uniform Terms and Conditions, the contract shall control. Grantee warrants that it has read and understands the Uniform Terms and Conditions V9\_(Rev 7-1-13), and agrees to be bound by them in their entirety.

**ATTACHMENT A**  
**Terms and Conditions**  
**For Applicants Selected for Award**

**I. Term Of Contract**

The term of the Contract, if awarded, shall commence July 1, 2019 and shall remain in effect until June 30, 2020, contingent upon final State award, unless terminated, canceled or extended as otherwise provided herein. This is a twelve month Contract with renewable options for up to two additional twelve month periods in the sole discretion of the Governor's Office of Youth, Faith and Family, contingent upon the availability of funds, compliance with terms and conditions, programmatic and financial performance, results of program and fiscal monitoring and a program sustainability plan, and through the submission of a renewal application.

**II. Grant Program Administration**

The Governor's Office of Youth, Faith and Family shall be responsible for overall management of the Arizona Parents Commission on Drug Education and Prevention Grant Program. Awardees will be provided a contact name and number for staff responsible for management of this program. Program monitoring will be the responsibility of the Governor's Office of Youth, Faith and Family and fiscal monitoring will be the responsibility of the Governor's Accounting Office. The Governor's Office of Youth, Faith and Family is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

**III. Contract Renewal**

The Contract shall not bind nor purport to bind the Grantor for any contractual commitment in excess of the original Contract period or amount. The Grantor shall have the right, at its sole and unfettered discretion, whether or not to extend this Contract. If so, the parties must execute a written amendment or a new Contract. Consideration for renewal will also be based on results of program and fiscal monitoring.

**IV. Amendments**

This Contract is issued under the authority of the authorized Governor's Office representative who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Grantee are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Grantee shall not be entitled to any claim under this Contract based on those changes.

**V. Audit Of Nonprofit Corporations Receiving State Monies; Definition Update  
A.R.S. 35-181.03**

A. All state contracts with nonprofit corporations for assistance shall include requirements concerning financial and compliance audits.

B. Each nonprofit corporation that receives in excess of two hundred fifty thousand dollars in state assistance in any fiscal year shall file for each such fiscal year at the corporation's expense with the grantor agency either audited financial statements prepared in accordance with federal single audit regulations or financial statements



prepared in accordance with generally accepted accounting principles and audited by an independent certified public accountant.

C. Each nonprofit corporation receiving two hundred fifty thousand dollars or less in state assistance in any fiscal year shall comply with contract requirements concerning financial and compliance audits contained in contract agreements governing such programs.

D. A nonprofit that is not subject to audit requirements shall submit two copies of the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows along with a description of the source of the documents.

E. For the purposes of this section, "nonprofit corporation" means a corporation as defined in A.R.S. § 10-3140.

VI. **IRS Form 990**

All 501(c)(3) organizations and other federally tax-exempt organizations that are required to file the annual reporting return, Form 990, to the Internal Revenue Service must attach a copy of their most recently filed Form 990 and related schedules, directly behind the audit report in the application materials.

VII. **Fund Management**

The Grantee must maintain funds received under this Contract in separate ledger accounts and shall not combine these funds with other sources.

The Grantee must maintain adequate business systems for:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** – it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. The Governor's Office of Youth, Faith and Family reserves the right to review all business systems policies.

VIII. **Cost Reimbursement Contracts**

Successful Applicants that become Grantees shall be paid on a cost-reimbursement basis only for expenditures approved in their Application budget and budget narrative. The Grantee shall not request reimbursement until the cost has resulted in an actual cash expenditure. The Grantee may request reimbursement on a monthly basis for those items submitted and approved in the budget inclusively. Grantee shall submit a final reimbursement request no more than forty-five (45) days after the Contract terminates for expenses incurred prior to the date of Contract termination. All expenses must be incurred and paid prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the Contract termination will not be paid. If awarded a Contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office of Youth, Faith and Family. The Grantee shall use the forms provided by the Grantor to submit financial expenditure reports.

A. Financial reimbursements requests must be sent to:

grantrfr@az.gov  
Governor's Accounting Office  
1700 West Washington, Suite 500  
Phoenix, Arizona 85007

- B. Programmatic reports and requests for program and budget changes must be sent to:

Leona Morales  
Program Administrator  
Governor's Office of Youth, Faith and Family  
1700 West Washington, Suite 230  
Phoenix, Arizona 85007

- C. Notwithstanding any other payment provision of this Contract, failure of the Grantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this Contract unless such failure arises due to causes beyond the control and without the fault or negligence of the Grantee.

IX. **Reports**

Successful Applicants that become Grantees agree to the submission of monthly reports pertaining to activities and outputs as well as quarterly progress reports related to the program's outcome objectives. The reports will collect information deemed necessary by the Governor's Office of Youth, Faith and Family. Failure to submit timely reports may result in suspension of reimbursement.

X. **Statewide Evaluation**

Successful Applicants that become Grantees agree to participate in the statewide evaluation and meet the data collection and data submission requirements that will be outlined in the award letter. Failure to submit may result in suspension of reimbursement.

XI. **Arizona Substance Abuse Partnership Locator**

Successful Applicants that become Grantees agree to ensure that all coalition, agency or organizational information on the Arizona Substance Abuse Partnership (ASAP) Locator is accurate and updated on a regular basis. The Arizona Substance Abuse Partnership (ASAP) Locator may be accessed at [SubstanceAbuse.AZ.gov](http://SubstanceAbuse.AZ.gov). To update your ASAP Locator profile or add additional programs and/or locations, please email [azsubstanceabusepartnership@gmail.com](mailto:azsubstanceabusepartnership@gmail.com) to receive update instructions. Failure to review and update pertinent information on the Arizona Substance Abuse Partnership (ASAP) Locator may result in suspension of reimbursement. The ASAP locator will be discussed in detail during the Parents Commission Subgrantee Orientation.

XII. **Notification of Program Changes**

Successful Applicants that become Grantees agree to notify the Governor's Office of Youth, Faith and Family in writing, thirty (30) calendar days in advance, of any changes in the program that will directly affect service delivery under the terms of the Contract. No changes shall be implemented without the prior written approval of a formal Contract amendment issued by the Governor's Office of Youth, Faith and Family.

**State of Arizona Uniform Terms and Conditions**

XIII. **Arizona Law**

The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.

XIV. **Severability**

The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.

XV. **No Waiver**

Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

XVI. **Records**

Under A.R.S. § 35-214 and § 35-215, the Grantee shall retain and shall contractually require each sub-grantee to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.

XVII. **Non-Discrimination**

The Grantee shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

XVIII. **Audit**

Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Grantee's or any sub-grantee's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subgrant.

XIX. **Advertising, Publishing and Promotion of Contract**

The Grantee shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Grantor.

XX. **Federal Immigration and Nationality Act**

The Grantee shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, the Grantee shall flow down this requirement to all sub-grantees utilized during the term of the Contract. The State shall retain the right to perform random audits of the Grantee and sub-grantees records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Grantee and/or any sub-grantees be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default and suspension and/or debarment of the Grantee.

XXI. **E-Verify**

In accordance with A.R.S. § 41-4401, the Grantee warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214, Subsection A.

XXII. **Off-Shore Performance of Work Prohibited**

Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by sub-grantees at all tiers. The Grantee shall declare all anticipated offshore services to the Grantor.

XXIII. **Sub-grantees**

The Grantee shall not enter into any sub-grant under this Contract for the performance of this Contract without the advance written approval of the Grantor. The Grantee shall clearly list any proposed sub-grantees and the sub-grantee's proposed responsibilities. The sub-grant shall incorporate by reference the terms and conditions of this Contract.

XXIV. **Assignment and Delegation**

The Grantee may not assign any right or delegate any duty under this Contract without the prior written approval of the Grantor.

XXV. **Compliance with Applicable Laws**

The Grantee shall comply with all applicable federal, state and local laws, and shall maintain all applicable licenses and permit requirements.

XXVI. **Indemnification Clause**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, the Governor's Office, and the Governor's Office of Youth, Faith and Family and all of their departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") 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 Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Contractor 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 Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, the Governor's Office, and the Governor's Office of Youth, Faith and Family, and all of their officers, officials, agents, and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

XXVI. **Insurance Requirements**

Contractor and subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Contract, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and the Contractor is free to purchase additional insurance.

**A. Minimum Scope and Limits of Insurance**

Contractor shall provide coverage with limits of liability not less than those stated below.

i. Commercial General Liability (CGL) – Occurrence Form

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Damage to Rented Premises	\$50,000
Each Occurrence	\$1,000,000

- a. The policy shall include coverage for Sexual Abuse and Molestation (SAM). This coverage may be sub-limited to no less than \$500,000. The limits may be included within the General Liability limit or provided by separate endorsement with its own limits. If you are unable to obtain SAM coverage under your General Liability because the insurance market will not support it, it should be included with the Professional Liability.
- b. Contractor must provide the following statement on their Certificate(s) of Insurance: "Sexual Abuse and Molestation coverage is included" or "Sexual Abuse and Molestation coverage is not excluded."
- c. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- d. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

ii. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by, or on behalf of, the Contractor involving automobiles owned, hired and/or non-owned by the Contractor.
- b. Policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

iii. Workers' Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

iv. Professional Liability (Errors and Omissions Liability)

Each Claim	\$2,000,000
Annual Aggregate	\$2,000,000

- a. If SAM coverage is being provided under this policy then Contractor must provide the following statement on their Certificate(s) of Insurance: "Sexual Abuse and Molestation coverage is included" or "Sexual Abuse and Molestation coverage is not excluded." This coverage may be sub-limited to no less than \$500,000.
- b. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a

period of two (2) years beginning at the time work under this Contract is completed.

- c. Policy shall cover professional misconduct or wrongful acts for those positions defined in the Scope of Work of this contract.

**B. ADDITIONAL INSURANCE REQUIREMENTS**

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- i. The Contractor's policies, as applicable, shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by the Governor's Office of Youth, Faith and Family, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
- ii. Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

**C. Notice of Cancellation**

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Contractor must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the State of Arizona, Governor's Accounting Office, 1700 W. Washington Street, 5<sup>th</sup> Floor, Phoenix, AZ 85007.

**D. Acceptability of Insurers**

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**E. Verification of Coverage**

Contractor shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Contractor has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.

- i. All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.
- ii. Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

- iii. All certificates required by this Contract shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.
- iv. All certificates required by this Contract shall be sent directly to the Governor's Accounting Office, 1700 W. Washington, Suite 500, Phoenix, Arizona 85007. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

**F. Subcontractors**

Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Governor's Office of Youth, Faith and Family reserves the right to require, at any time throughout the life of this contract, proof from the Contractor that its subcontractors have the required coverage.

**G. Approval and Modifications**

The Governor's Office of Youth, Faith and Family, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

**H. Exceptions**

In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the Contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

**XXVIII. Right to Assurance**

If the State in good faith has reason to believe that the Grantee does not intend to, or is unable to perform or continue performing under this Contract, the Grantor may demand in writing that the Grantee give a written assurance of intent to perform. Failure by the Grantee to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the Contract.

**XXIX. Stop Work Order**

The Grantor may, at any time, by written order to the Grantee, require the Grantee to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the Grantor after the order is delivered to the Grantee. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Grantee shall immediately comply with its terms and take reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of the work stoppage.



If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Grantee shall resume work. The Grantor shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

XXX. **Non-Exclusive Remedies**

The rights and remedies of the State under this Contract are not exclusive.

XXXI. **Nonconforming Tender**

Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the Grantor may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.

XXXII. **Right of Offset**

The Grantor shall be entitled to offset against any sums due the Grantee, any expenses or costs incurred by the Grantor, or damages assessed by the Grantor concerning the Grantee's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

XXXIII. **Cancellation for Conflict of Interest**

In accordance with A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.

XXXIV. **Suspension or Disbarment Status**

The State may, by written notice to the Grantee, immediately terminate this Contract if the State determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a Contract shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify the State.

XXXV. **Termination for Convenience**

The State reserves the right to terminate the Contract, in whole or in part at any time when in the best interest of the State, without penalty or recourse. Upon receipt of the written notice, the Grantee shall stop all work, as directed in the notice, notify all sub-grantees of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to the State upon demand. The Grantee shall be entitled to receive just and equitable compensation for work

in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

XXXVI. **Termination for Default**

In addition to the rights reserved in the Contract, the Grantor may terminate the Contract in whole or in part due to the failure of the Grantee to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Grantor shall provide written notice of the termination and the reasons for it to the Grantee.

Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to the Grantor on demand.

The Grantor may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Grantee shall be liable to the Grantor for any excess costs incurred by the Grantor in procuring materials or services in substitution for those due from the Grantee.

XXXVII. **Arbitration**

The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41). Venue shall be in Maricopa County, Arizona.

**1. Application/Project Title**

HealthySPACE (Students, Parents, and Community Engagement)

**2. Program/Project Congressional District (check all that apply)**

1, 2, 3

**3. Program/Project Legislative District (check all that apply)**

2, 3, 4, 9, 10, 11, 14

**Exhibit A - Signed Offer and Acceptance**

Exhibit A.pdf

**Exhibit B - GOYFF Standard Data Collection Form**

Exhibit B - GOYFF Standard Data Collection Form SRE.pdf

## Executive Summary

**Provide a brief overview of the program goals, objectives, methods to be used and collaboration efforts.**

Pima County Health Department (PCHD) proposes Healthy Students, Parents, and Community Engagement (HealthySPACE), a substance misuse prevention campaign in the Urban Category focused on community members, parents and youth aged 10-15 with a direct cost per participant of \$260.12, and \$26.01 indirect cost.

The program will target:

- Pima County communities with high rates of crime and poverty;
- Grassroots/faith groups;
- Youth involved in the child welfare system;
- Youth and young-adult leaders, including those in recovery.

HealthySPACE will utilize Strategy Four of the Arizona Prescription Drug Misuse and Abuse Toolkit (Rx360); provide presentations for parents, youth and community members using Toolkit materials; and will train community members and youth to conduct Toolkit presentations. PCHD will partner with the Pima County Superintendent of Schools to expand Healthy Family Healthy Youth (HFHY) programming to agencies that provide support to foster and justice-involved youth. HealthySPACE will incorporate trauma-informed approaches into all trainings, and will offer a one-day Youth Mental Health First Aid (MHFA) certification course.

HealthySPACE targets the following outcomes:

- 1) 30 trainers trained to deliver Toolkit education, including 20 youth/young-adult peer trainers.
- 2) 120 parents engaged with Toolkit education presentations.
- 3) 480 youth engaged with Toolkit education presentations.
- 4) 120 community members receiving a Toolkit presentation and/or training in Youth MHFA with an introduction to Trauma-Informed Approaches.
- 5) 45 adults and 45 youth attending HFHY Family Nights at three new sites, resulting in statistically-significant increases in substance use awareness and communication.
- 6) 12 facilitators for the HFHY program trained.

#### **4. Scope of Work - 300 Pts.**

##### **Provide a Narrative Response addressing each item in Needs/Resources and Strategies/Approaches**

###### **a. Problem statement**

In 2017 the Pima County Medical Examiner attributed 286 deaths to overdoses, making overdose the second-highest cause of accidental death in Pima County. An opiate compound contributed to 66% of these deaths. Deaths involving Fentanyl increased by 580% from 2014 to 2017. According to the Arizona Youth Survey (AYS), Pima County youth who misuse prescription drugs have a median initiation age of 13, indicating that most self-reported drug users under 18 are adolescents aged 12-18 (AYS, 2017).

###### **b. Target population**

692 total individuals and 165 families will directly benefit from HealthySPACE programming. Families are defined as groups in which there is a caregiver over 18 with one or more dependents under 18.

Toolkit Parent Presentations: 120 Adults  
Toolkit Youth Presentation: 240 Youth  
Toolkit Community Presentation: 120 Adults  
Toolkit Presenter Training: 20 Youth, 10 Adults  
HFHY Programming/Family Night: 45 Youth, 45 Adults  
HFHY Facilitator Training: 6 Youth, 6 Adults  
Mental Health First Aid: 20 Youth, 60 Adults  
Total direct: 692 individuals, 165 families  
Youth: 325 Adults: 367

If each student, parent, or community member talks with just one other peer or family member, we can conservatively project that 650 youth and 734 parents/community members will be impacted indirectly by the HealthySPACE program.

###### **c. External team:**

The Healthy Pima Substance Misuse and Mental Health Alliance (Alliance) is the framework for PCHD's collaboration with external partners. The Alliance has engaged approximately 60 stakeholders from diverse organizations, including medical care and treatment providers, community-based organizations, advocacy groups, law enforcement and other government agencies. Partners engaged through this office include the Liberty Partnership Kino Neighborhoods Coalition (LPKNC), local schools, and faith-based organizations, all of whom have confirmed their intent to host Toolkit trainings for their constituents.

The LPKNC is a grassroots organization with extensive experience educating youth to resist

substance use, and proudly features a strong youth coalition to empower youth in the south-side neighborhoods of Tucson. The LPKNC will support the HealthySPACE program by assisting with peer-to-peer modeled activities through their youth coalition to engage local youth in substance use prevention and awareness.

Pima County's Faith-Based Coordinator serves as the Alliance co-lead for Community Awareness, and facilitates opportunities for PCHD to present Toolkit content or train trainers among hundreds of participating faith groups. A recent example is the World of Resources Expo in August 2018, which highlighted the Opioid Crisis.

Support from Intermountain Centers will help facilitate a trauma-informed approach, and provide additional treatment and support resources for families. Intermountain provides evidence-based practices to facilitate self-sufficiency for individuals in their own communities and cultural contexts. Intermountain assists foster youth and their caregivers, and will assist the HealthySPACE program in engaging these populations. Intermountain will also aid with linkage to care for program participants.

The National Alliance on Mental Illness in Southern Arizona (NAMISA) will provide program feedback on HealthySPACE and assist with phasing projects with similar missions to ensure sustainability of youth substance abuse education programs in Pima County. NAMISA's End the Silence program provides youth-focused education on mental illnesses using bilingual, age-appropriate materials. NAMISA will continue to deliver the End the Silence program in participating schools, and will provide training and certifications to HealthySPACE participants who complete Youth Mental Health First Aid.

d. Other partners.

Partnership with the Pima County Superintendent of Schools (PCSOS) will allow HealthySPACE to reach higher-need audiences. The PCSOS has previously received State funding to pilot the HFHY program in schools in the Tucson community, and will expand this program to include three new sites, including the Court Alternative Program of Education (CAPE) - the first nationally accredited school held in a detention center. Participating sites engaged by the PCSOS will host HealthySPACE programming and provide facilitators, who will be trained and stipended through PCSOS.

PCSOS has been a FosterEd demonstration site since 2014, in partnership with the Pima County Juvenile Court and the Tucson Unified School District. PCSOS will enable the HealthySPACE program to reach FosterEd participants and their Education Champions, who mentor children in foster care to ensure their education plan is consistent even if the child has to transfer schools. The HealthySPACE program envisions that these Champions will participate in activities alongside foster youth and their caregivers at PCSOS locations.

e. Target risk factors and protective factors.

HealthySPACE will address permissive parental and community norms, perceived prevalence of

drug use, and mental stress, which could be the result of multiple risk factors; while the relevant protective factors are having parents who talk regularly with their child about drugs and who set limits and monitor their child's behavior; community norms, beliefs and standards against substance abuse, acceptance of conventional norms against drug abuse, and resources available to the family.

f. Data sources.

According to the AYS, Pima County has elevated rates of cigarettes, e-cigarettes, and alcohol use, both lifetime and in the past 30 days, compared to statewide rates. Among risk factors, permissive norms, and perceived prevalence of drug use were slightly above state levels beginning in the 10th grade. The survey also showed that opportunities and rewards for prosocial involvement in Pima County fell well below the statewide levels for 8th graders.

g. Current resources.

PCHD utilizes State Prescription Drug Overdose program funding to establish activities under all five strategies of the Rx360 Toolkit, including prescription-drug monitoring, drug storage and disposal efforts, and treatment and referral networks. Under a state Cooperative Agreement with Centers for Disease Control PCHD is expanding capacity in partnership with regional hospitals, offering a package of peer support, transportation and treatment to individuals presenting at emergency departments. The funding also supports bio-surveillance and research of overdose trends.

Other Parents Commission grantees in the community provide a range of prevention and treatment activities, including Amistades, Community Bridges, Child & Family Resources, and La Frontera. The Community Prevention Coalition (CPC) administered by Portable Practical Education sponsors many related efforts, including prevention education for students in rural areas of Pima County. Seven high schools in Pima County were also awarded High School Health and Wellness program grants from the GOYFF to support school-based substance use prevention programs. HealthySPACE Pima will widen the scale of existing promising prevention efforts for communities, parents and youth, thereby supporting a multi-faceted response to the opioid epidemic in conjunction with these other related efforts.

h. Current collaboration efforts.

Substance misuse and mental health were identified as top priorities for Healthy Pima, a cross-community coalition to address critical health needs within Pima County. To respond to this need, the Healthy Pima Coalition created the SMMH Alliance, which provides an effective means of coordinating efforts and avoiding duplication. This sub-committee has representation from hospitals, health centers, non-profits, behavioral and public health leadership, academia, and law enforcement.

The Alliance's Community Awareness Task Force is responsible for disseminating content about the risks associated with substance misuse via print materials and social media, establishing a

speakers' bureau, implementing evidence-based curriculum, holding community forums on substance misuse, and training medical professionals. Task Force members report out on their progress at monthly meetings, which is tracked against the Action Plan goals on the Alliance website.

i. Internal team.

Program Manager (10% FTE) Mark Person will oversee all activities; initiating course corrections as needed. He has a Master's of Science in Psychology, with 15 years' experience in program management.

Program Coordinator (50%) Raul Munoz will coordinate all activities; ensure achievement of grant goals & objectives. He holds a Bachelor's in Business Management, with 20 years of experience coordinating prevention programs and 3 years experience leading AZ Toolkit strategies in Pima County, and is certified as an Ending the Silence Adult Facilitator and a Youth Mental Health First Aid Instructor.

Two Health Educators (100% FTE) will be hired to conduct trainings, with Bachelor's Degrees in health education, adult education, psychology or related field.

Finance Supervisor (2%) Candace Moore reviews fiscal reporting to assure accuracy and timeliness and has a Bachelor's Degree in Public Services Administration and 6 years' experience as Finance Administration Supervisor.

A Grant Accountant/Compliance Specialist (10%) to be assigned will analyze and reconcile grant expenditures; prepare fiscal reports. Position requires an associate's in accounting, finance or related field and 4 years' experience.

HFHY Director (25%) Jane Ballesteros has a Master's in Education and 20+ years' experience in the field.

### 3. Strategies/Approaches

a. Trauma-Informed Approaches.

Understanding the neurological relationship between trauma and substance misuse is a key component of a comprehensive drug education campaign. Accordingly, HealthySPACE presentation materials increase awareness of how developing trusting relationships, addressing biological stressors, and learning coping mechanisms can help to reframe and release trauma, mitigate risk, and build resiliency. As part of this topic, it is important to offer linkages to recovery for those individuals and families impacted by trauma, whether or not this impact is revealed in the course of prevention awareness activities. As part of Toolkit Strategy 5, HealthySPACE Pima has established a robust Referral-Treatment Task Force and an online resource directory.

Incorporating trauma-informed approaches into presentations is key to promoting interactions



that validate experiences and promote a safe space in which community members, parents and youth can practice communication about substance misuse and engage in prevention planning. Therefore, all Toolkit presenters and HFHY Facilitators will complete at least 1 hour of training in trauma-informed care provided by PCHD certified Trauma Support Specialist staff.

b. Effective strategies/approaches.

The Healthy Pima SMMH (Alliance) is a community prevention planning framework that incorporates research-based prevention principles. The Alliance has adopted the Rx360 Toolkit, and is comprised of inter-agency Task Forces focused on each of the Toolkit Strategies. Strategy 4 of the Toolkit is a set of evidence-informed educational materials designed to help raise awareness of prescription drug misuse. PCHD uses the Toolkit to provide presentations and workshops for faith-based and grassroots community groups throughout Pima County, and also provides train-the-trainer sessions to staff and volunteers from partnering organizations. To date, PCHD has educated more than 500 parents and youth using the Toolkit.

HFHY is an evidence-informed program designed for 7th grade students and their parents, and shown through an evaluation conducted by Arizona State University in 2017 to increase protective factors. Participants demonstrated short and long-term improvements in constructs related to program influence, communication about substance use, family norms, perceived youth risk and youth exposure to substance use. Increased familiarity with stressors, known as “pressure points,” associated with substance misuse was a significant outcome across all participant groups.

HealthySPACE will offer a one-day Youth Mental Health First Aid (MHFA) course designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions or is in crisis. Youth MHFA is primarily designed for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders.

MHFA is an evidence-based curriculum proven to increase knowledge of the signs, symptoms and risk factors of mental illnesses and addictions. Individuals trained in the program are more likely to help an individual in distress and less likely to have negative attitudes and perceptions of individuals with mental illnesses. Since 2015 Pima County has been offering this training at no cost to human-service providers, community groups and faith-based organizations, and has trained a total of 168 individuals to date.

c. Logic model.

The Arizona Toolkit Strategy 4 workshops address the problem of permissive parental and community norms, community and school norms, beliefs and standards against substance abuse, acceptance of conventional norms against drug abuse; and will result in 30 new trainers trained,

including 20 youth/young-adult peer trainers; 120 parents, 120 community members, and 480 youth who will receive a targeted Rx360 presentation.

Healthy Families, Healthy Youth family nights address perceived prevalence of drug use, having parents who talk regularly with their child about drugs and who set limits and monitor their child's behavior, supports and resources available to the family. 45 parents and 45 youth will be engaged, with 75% of participants reporting statistically-significant increases in substance use awareness and communication.

Mental Health First Aid and Trauma Informed Care content and courses address stress and other mental health issues which could be the result of multiple family, school, peer, or community risk factors. 120 community members will receive training in Mental Health First Aid, 42 of whom will also receive training to present the Rx360 Toolkit and an introduction to Trauma Informed Care.

d. Strategies' connections to selected risk/protective factors.

The community, youth, and parent presentations from the Toolkit are designed to strengthen community and family norms against substance abuse, and increase awareness of supports and resources available to families. Peer drug use has consistently been found to be among the strongest predictors of substance use among youth (Beyers et al., 2004; Iannotti et al., 1996; Yamaguchi and Kandel, 1984), and correcting false assumptions of widespread use is a protective factor.

In the pilot evaluation study HFHY was shown to strengthen parents' protective ability to set clear limits, monitor behavior, and talk with their child about drugs. In addition to reducing risky misperceptions and permissive norms, program participants also shared they felt they had learned tools to improve communication and overall felt closer to their family. The Risk and Protective Factor model utilized by the YBS states that a strong attachment to family members is a protective factor against youth substance use and abuse. Stress in school, social situations and family life were frequently reported as risk factors according to the YBS. The structure of the HFHY curriculum is focused around increasing families' communication about these stressors, referred to as "pressure points", to increase parents' understanding of how these issues impact their children. Surveys demonstrated both students and parents increased knowledge regarding pressure points and their effects by 33% and 44% respectively.

MHFA Training addresses multiple risk factors associated with family conflict, mental illness, bullying, neglect or other stressors. This training builds skills necessary to identify when an individual is in mental distress or crisis, and provides tools and resources so the layperson can assist. Over one third of youth participating in the YBS cited "feeling sad or down" and "deal[ing] with stress from family and/or school" as a reason for their substance use. Data from Mental Health America, a non-profit organization studying national trends in mental health, indicates that 64.1% of youth who experienced a major depressive episode in Arizona during 2017 did not receive any mental health treatment. Including a MHFA component into the current curriculum will allow individuals to identify and assist those experiencing a mental health crisis in their communities. This creates a culture of support, rather than forcing youth to rely on the isolating

and dangerous practice of self-medication.

e. Adaptations and model fidelity

HealthySPACE will augment the Toolkit content to include information about alcohol and controlled substances in order to address the inter-relatedness of different substances in SUDs. PCHD will deliver HFHY for FosterEd and affiliated organizations serving families involved in the child welfare system. This may necessitate minor adaptations to the delivery, but will not affect the structure and content of the HFHY model to ensure study fidelity. Awareness resources included in the Toolkit will be used as is, and will not be adapted except to be translated into other languages upon request.

The HealthySPACE program will supplement the HFHY program by providing MHFA and an introduction to trauma-informed care training for facilitators of the program. While the content of the curriculum will stay the same, target audience will shift to high-risk families, reducing the selection bias noted in the pilot study. Facilitators will receive tools for guiding conversations respective of a trauma informed approach.

f. Appropriateness and cultural competence of strategies.

All of the proposed activities are available in either English or Spanish. The Strategy 4 Toolkit offers age-specific curricula, presentation materials and activities for middle school students, high school students and parents/adult community members. PCHD has made minor adaptations in the delivery and interactive activities to ensure relevance to diverse audiences. These materials focus on the risks associated with using opioids, Fentanyl, vaping, alcohol and/or marijuana, and how to prevent use.

In this expansion phase of the Toolkit, PCHD will expand train-the-trainer activities to mobilize peer-to-peer drug education efforts.

Healthy Families Health Youth was designed specifically for 7th graders and their parents. The program was implemented with a pilot group that was 58.8% Latino adults and 59.1% Latino youths, 76.5% female adults and 53.9% female youth, and 23.5% male adults and 46.1% of male youth. Evaluation data indicated effectiveness with all groups. Translators are available on-site to assist Spanish-speaking families with understanding the presentation, though Spanish-taught courses are anticipated with the expansion of the program for improved access.

g.(i.) Engaging youth and adults together and family drug prevention planning.

Family drug prevention planning is built into the design of HFHY. After separate sessions, youth and adults are brought back together to share a meal and complete structured discussion activities, including the completion of the family substance use prevention plan. Feedback from the evaluation of the HFHY program demonstrated one of the most valuable aspects of the program was the facilitated discussion between youth and parents, corroborated by a statistically significant increase in parents and youth who reported being more confident in being able to

communicate effectively with each other.

(ii.) Adult and/or youth peer-to-peer components.

PCHD has experienced success with a train-the-trainer (TTT) approach to increase the reach of the Toolkit trainings and engage adult peer-to-peer communication. So far 20 community volunteers have been trained to conduct the community and/or parent training. HealthySPACE will expand this TTT activity to establish a cadre of youth/young adult peer facilitators. PCSOS will continue to train two youth to co-facilitate each HFHY Family night, alongside the two teacher facilitators.

## 5. Project Timeline - 100 Pts.

**Provide a narrative response addressing the steps that must be taken to put the program strategies/approaches into action**

### 1. Implementation Plan

#### a. Describe the plan for recruiting and retaining participants/clients.

Pima County's participant recruitment plan is tailored to each component and target audience as follows:

Target: Community members, including parents

Component: Toolkit parents'/ community training

Recruitment: Piggyback on neighborhood association, civic club meetings, and other community events. Co-sponsor sessions with faith-based and grassroots organizations. Partner with businesses to sponsor sessions for employees. Offer programs in Spanish, or other languages in conjunction with refugee mutual assistance organizations, Tucson Deaf Community Center, etc. Retention: Have donated incentives/gifts during and at the end of the session to encourage audience participation and retention for the full 120 minute presentation. Invitations and agendas will make the time commitment clear up front.

Target: Middle & high school students

Component: Toolkit trainings for middle and high school students

Recruitment: Partner with schools, especially those that have not previously been reached with programming. Offer detention, community-service, or service-learning completion credit for attendance.

Retention: Offer donated incentives/gifts during and at the end of the session to encourage participation and retention. Take attendance at the end of session.

Target: Middle-school-aged youth, parents, and foster parents involved in the child welfare system

Component: Healthy Families Healthy Youth

Recruitment: Partner with Juvenile Court and Court Alternative Program of Education (CAPE School, operated by Pima County School Superintendent) to engage families with middle-school-aged children in detention (average point-in-time population is 15). Partner with FosterEd, Arizona Childrens' Association, Our Family Services, Casa de los Ninos, and other organizations to offer the family nights in non-school settings for foster families and parents involved in the Arizona Department of Child Safety. Engage parents and partners to schedule evenings to avoid conflicts. Partner with parents to design bilingual marketing materials that address common misperceptions and concerns. Partner with private sponsors to offer a meal for attendees. Retention: Offer donated incentives/gifts as incentive to stay for entire session, complete post-program survey, and participate in follow-up survey.

Target: Community leaders

Component: Train to present Toolkit workshops to peers

Recruitment: Outreach through neighborhood associations and faith-based groups. Offer

logistical support for events and resource referrals to address other priorities. Offer donated gas cards or gift cards to recognize their contribution.

Retention: Invite community presenters to public events (e.g. Board of Supervisors meetings) and recognize. Nominate for awards.

Target: Youth/young-adult leaders

Component: Train to present Toolkit workshops to peers

Recruitment: Outreach through student leadership groups, civic clubs, peer recovery support groups. Offer logistical support for events. Offer community service credit and leadership experience. Offer donated gas cards or gift cards to recognize their contribution.

Retention: Offer references and resume assistance to recognize leadership experience. Nominate youth for leadership and civic service awards and media stories.

Target: School staff, clergy, employers, community members and interested young adults

Component: Mental Health First Aid

Recruitment: Promote trainings in organizational social media pages, newsletters, earned media, public service announcements and paid bus/radio advertising. Promote industry-recognized certification as a career development aid.

Retention: Clearly advertise the time commitment in all promotions. Participants must complete entire session to earn certification.

b. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.

PCHD recognizes that there may be significant barriers to participation and retention for community members who are low-income, employed, and live in marginalized, underserved communities. That is why HealthySPACE focuses on short-term activities and has identified for each target group intrinsic factors that might encourage participation for each, as well as committing non-grant resources to providing incentives. PCHD will leverage its extensive network of community providers and resources to try to offer information about healthcare resources, social services, and safety-net programs in conjunction with the workshop activities.

Another identified barrier to meaningful participation is self-selection bias, in which the only attendees at workshops are those who already have high level of awareness of substance misuse issues and risks, which can skew results and depress rates of increased knowledge. To overcome this barrier, PCHD will partner with organizations and programs working with high-risk populations. Offering non-grant-funded incentives, not only to workshop attendees, but also to those who refer someone to attend, is an effective strategy in recruiting a broader audience to participate in prevention activities.

c. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered? Who will deliver the training?

The PCHD Program Coordinator will provide training for staff and volunteer facilitators on Toolkit curricula, materials, evaluation and data collection protocols and any modifications needed based on emerging research and lessons learned.

The HFHY Director in the Superintendent of Schools office will train faculty members and peers volunteering to facilitate the HFHY Family Nights in the detailed presentation protocols and scripts that are part of this model. She will also train the data collection specialist engaged for each event, and the liaisons and coordinators at each participating agency.

PCHD and PCSOS will train and observe all those who volunteer to conduct peer-to-peer workshops using rigorous train-the-trainer protocols to preserve model fidelity. Pima County would also welcome the opportunity to partner with GOYFF and the state's program evaluator in any of these training activities.

A one-hour Introduction to Trauma Informed Care workshop, taught by PCHD's certified Trauma Support Specialist will be incorporated into all facilitator trainings. Youth MHFA Training will be made available to interested parents, students, or education professionals engaging in the HealthySPACE program.

Training will be conducted by PCHD staff who are qualified to conduct trainings and train-the-trainer sessions, including Rx360 Program Coordinator, Raul Munoz, on-staff Mental Health First Aid First Aid Certified Instructors, and a certified Trauma-informed Support Specialist.

## **Exhibit F - Implementation Plan**

Exhibit F - Implementation Plan.pdf

## 6. Collaborative Elements and Partners - 100 Pts.

### Detail all partnerships involved in the Scope of Work.

a. Identify all partnerships who will be involved in carrying out the Scope of Work identified as well as the roles and responsibilities of these partners.

The Office of the Pima County Superintendent of Schools (PCSOS) is partnering with HealthySPACE to implement the HFHY Family Nights at sites that have not participated in the pilot program. The PCSOS has successful experience and expertise with the HFHY model, having served as the Pima County lead under GOYFF during the pilot phase of HFHY. In addition to coordinating HFHY Family Nights, PCSOS will administer teacher-facilitator stipends in order to expand the model program to additional sites focusing on foster and justice-involved youth in Pima County.

HealthySPACE Pima will partner with local schools to host both the AZ Drug Misuse and Abuse Toolkit workshops for students. Participating schools will provide meeting space, recruitment assistance, logistical support and donated meals or snacks. The following middle schools/school districts have already indicated their interest in offering Toolkit workshops for their parents and students: Amphitheater School District; Cholla High School; Rincon High School; University High School; Canyon del Oro High School; Sabino High School; and Envision Charter School.

PCHD and PCSOS will partner with the CAPE School-Detention, FosterEd demonstration sites, and additional partners to offer the HYHF program to at-risk families. Collaborative elements of HFHY include recruiting and training volunteers to carry out the following roles at each site to ensure a carefully-planned, and well attended Family Night at each site. The roles at each site are: a Project Coordinator (who may also serve as a translator), a Data Analysis Coordinator, two adult Facilitators and two youth Facilitators, two child care workers.

Pima County's Office of Faith Based Initiatives is housed within the Community Services, Employment and Training Department. Its leader, Linda Leatherman, serves as the co-lead for the Community Awareness Task Force within Healthy Pima Substance Misuse and Mental Health Alliance, and has facilitated partnerships with 15 grassroots groups and faith-based ministries to offer the Toolkit workshops in communities. Ms. Leatherman projects an additional 15 groups will partner with PCHD to provide the community awareness workshop to new audiences, particularly communities disproportionately impacted by drug use.

HealthySPACE will partner with youth groups such as Students Against Destructive Decisions (SADD), Students Taking a New Direction (STAND), and LPKNC to recruit youth and/or young-adult leaders who are passionate about prevention and interested in becoming peer workshop facilitators. Ideally recruitment will include those in recovery from substance use disorders. PCHD will partner with March for Our Lives Arizona and National Association on Mental Illness (NAMI) to offer the Mental Health First Aid certification course for youth and young adults.

b. Describe the level and frequency of partnership contribution to the program.



Partners and staff will meet at least monthly to share activities and progress under the Parents Commission Grant. PCHD will also provide a monthly report on program progress and activities to the Healthy Pima Alliance. PCHD staff will communicate with PCSOS staff at least weekly to coordinate HFHY events. Other events, such as Toolkit presentations, and MHFA trainings, will also require frequent communication to coordinate logistics in the weeks immediately preceding each workshop. PCSOS will ensure that programming is held at participating schools at least once per month, and will provide PCHD a monthly report on program objectives, activities and tasks, facilitator stipends and food/incentives donations.

c. Has a formal agreement or MOU been entered into to document partner commitments?

PCSOS provided a letter of commitment detailing its role to implement HFHY and administer teacher stipends for this component. As part of Pima County government, PCHD can pass funds through to PCSOS via an interdepartmental agreement.

d. If no formal agreement has been documented, please describe the current status of the partnership.

HealthySPACE relies upon many informal networks and agreements in order to accomplish its goals. One advantage of this structure is that it provides flexibility to respond to emergent community needs on the ground and to pivot to new priorities and opportunities as they come to light. The Health Pima Alliance has strong attendance and participation, and is highly engaged in community prevention efforts. For instance, collaboration between PCHD, law enforcement and Arizona Department of Health Services (ADHS) has led to key policy initiatives to promote the use of naloxone among first responders and law enforcement to enable first responders to reverse overdoses in critical situations. The Alliance provides a framework for multiple providers of drug education and awareness to collaborate to support each other, and to share information to ensure non-duplication of efforts.

The Alliance has utilized the collaborative planning materials to establish and track shared goals and strategies. One reason for the effectiveness of this informal collaborative is the level of commitment PCHD has made to provide adequate staff support, data collection and sharing, and sustained reporting on actual progress compared to the goals adopted by the community-wide group.

A vital component of this informal network is Pima County's unique Office of the Faith-Based Coordinator. This office works with all-volunteer grassroots groups, religious ministries and refugee mutual-aid organizations to coordinate access to government resources that would otherwise be incomprehensible to these constituents. This has also proven to be an effective vehicle for relaying information pertaining to public safety, emergency preparedness, and opioid awareness.

Over the past two years, the Alliance has received tremendous support from the Pima County Faith-Based program. In turn, community members in rural and underserved communities have

enthusiastically welcomed the information relayed through the Rx 360 Toolkit presentations facilitated by the Faith-Based Coordinator.

## 7. Sustainability Plan - 200 Pts.

### Describe your organization's capacity to implement and administer the proposed program

a. Describe your organization's capacity to implement and administer the proposed program. Provide examples of experience in implementing and administering related programs and the outcomes of those programs.

PCHD administers \$26 million in state, federal, and private grant funds and operates public health clinics designed to serve the over one million residents of Pima County. As part of Pima County government PCHD has robust policies and procedures governing personnel, procurement, internal controls, risk management and conflicts of interest. PCHD has served low income and health-disparity families for decades, innovating new programs and approaches to improve health equity.

With over 240 full time employees, PCHD has the capacity to allocate existing human resources to support new initiatives while also having the advantage of professional recruitment and new staff on-boarding to provided dedicated personnel for a new project or program. Coupled with existing expertise in nutrition, physical activity and tobacco initiatives, this department is well positioned for implementation of a successful project.

PCHD has successful experience in rapid implementation, budget management and leveraging resources. For example, the Communities Putting Prevention to Work (CPPW) grant was a \$15.75M CDC grant to address the needs of disadvantaged youth and families, particularly minority-majority populations. The program was led by a strong coalition from the UA College of Public Health, Carondelet Health Network, YMCA of Southern Arizona, Community Food Bank , and United Way. As a "stimulus act" project, CPPW had to be implemented quickly to meet the goal of expanding employment and moving significant funds into the local economy. The program directly generated 75 FTE positions across multiple sectors.

The Coordinated School Health Program was initiated in July of 2011, and serves 85 schools in ten (10) school districts across Pima County annually. Most of these districts include populations with a high percentage of low-income and high-risk students, including minority students. The program supports schools in creating meaningful, site-specific action plans that result in sustainable change in ten health-related areas. In the 2017-2018 school year, 45,800 youth were served through this program and 62 of the schools served were classified under Title 1 status.

The PCHD is one of 189 health departments that have achieved national accreditation through the Public Health Accreditation Board since the organization launched in 2011 and is one of four counties in Arizona to reach this achievement.

b. Food and incentives are un-allowable as an expense under this grant. Describe how you will recruit/retain participation for your program through methods not involving food/incentives or by identifying another funding source for food/incentives.

PCHD intends to recruit participants through grassroots and faith-based community networks, ministries and peer-to-peer driven social media. These methods tap into deeper motivations like community activism, restorative justice, and personal lived experience to drive participation.

Nevertheless, participation in evening activities for students and working adults often requires provision of food as a physical necessity, and incentives are very useful for motivating attendees to participate in follow-up surveys, dedicate leisure hours, or overcome shyness and fear surrounding either attendance at drug prevention events, or opening up and sharing with a group of people.

PCHD and PCSOS will work with community sponsors to secure donations for gift cards, food and other incentives. PCHD will augment these resources by cultivating partnerships with

- Faith-based and grassroots groups willing to organize potluck meals in conjunction with trainings or snacks donated by constituent members;
- Schools/districts willing to sponsor evening meals or after-school snacks to accompany activities (several schools contributed this resource during the pilot implementation of HFHY and also the Arizona Serve Community Schools initiative);
- Local corporate sponsors willing to underwrite meals or donate gift cards and receive recognition for supporting HealthySPACE.

c. Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person will spend on the project. Include a brief description of how grants are fiscally administered in your organization. In addition, attach resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project (Exhibit G for listing staff qualifications).

Pima County has a dedicated Grants Management and Innovation (GMI) Department, which provides the fiscal management functions detailed under section f below. GMI also supports PCHD in implementation tracking and programmatic monitoring. The contracting process provides fiscal and programmatic oversight through reporting and subrecipient monitoring. Qualifications and tasks for key staff are outlined in Section A.2.i, and resumes, job descriptions, and an organization chart are included with Exhibit D.

d. Provide a description on the communication process between the applicant and the proposed subcontractor and the requesting agency and identify responsibilities, if applicable.

No external subcontractor is proposed for this application. Internal to Pima County, the Health Department will partner with the Pima County Superintendent of Schools Office (PCSOS) to implement the HFHY Family Nights and will use an Inter-Departmental Agreement to clarify roles and deliverables. Monthly meetings will be held with PCHD, PCSOS, and GMI to assure timely communication.

e. What capacity building will be needed to implement strategies/approaches?

PCHD receives ongoing updates to the AZ Toolkit materials and new data and research findings as

they are published through the ASAP Datacenter. PCHD expects its participation in the grant evaluation provided by GOYFF to yield additional evaluation data to inform improvements to the Toolkit and the HFHY model. For example, cultivating peer-to-peer trainers and targeting higher-risk populations to participate in activities may help to overcome selection bias noted in the pilot evaluation.

A noted inherent challenge with this grant is the unallowability of incentives or food to help motivate participation in activities. While PCHD has a strategy to overcome this challenge, we would welcome a partnership with the Governor's office to engage corporate sponsors and donors to support the statewide response to the opioid epidemic by contributing gift cards and event sponsorships.

PCHD intends to hire two Health Educators to assist with the expansion of the Rx360 curriculum to new audiences, a component of the HealthySPACE program. These Health Educators will receive certification to train community members, especially youth, to deliver Toolkit curriculum to their peers. Health Educators are required to have a bachelor's degree in health education or a related field. Additional staff will include an administrative support specialist at 50% FTE to assist with data tracking, contract compliance, and intergovernmental agreement development.

f. Include a brief description of how grants are fiscally administered in your organization.

Pima County administers grants on a cost reimbursement basis. The GMI Grant Accountant and Compliance Specialist reviews, audits, analyzes and reconciles financial transactions, including accounting entries, cash flow reporting, monitoring allowable costs, preparing reimbursement requests, maintenance of fiscal records, audit assistance and fiscal compliance monitoring. Pima County uses AMS Advantage to manage financial, procurement, budgeting, and reporting functions; time and effort is allocated and certified in the ADP payroll system. GMI supports PCHD in implementation tracking and programmatic monitoring.

g. Describe the organization's success in sustaining programs that were developed and or implemented under other grant programs.

PCHD has several examples of successful ongoing programs that began under grants, including the Pedestrian and Bicycle Safety Program, which provides practical education and resources at local elementary and middle schools. This program was established with grant funding from the Governor's Office of Highway Safety, and all associated staff instructional time continues to be funded by PCHD with grant funds used only for bike helmets. PCHD intends to continue this program to maintain sustainability, once grant funds are depleted.

Funding from the Public Health National Center for Innovations (PHNCI) in 2017 allowed Pima County to implement the Mothers in Arizona Moving Ahead (MAMA) program. The MAMA program intends to break the cycle of poverty by focusing on individual and systems-level changes that improve health outcomes and financial stability for mothers and children in poverty. Nearly half of the women served by this program were un- or under-employed (46.9%), and 40.8% lived in unsafe or unstable housing when entering the program. Internal evaluation based on

participant survey responses demonstrated the MAMA project appeared to facilitate improvements in participants' social support systems, amount of perceived stress, and overall functioning. In addition to targeted health education and linkage to care through PCHD, the MAMA program provides Getting Ahead Workshops, evidence-informed curriculum that focuses on skill building to get mothers ahead of poverty. Approximately 96% of participants stated that Getting Ahead was helpful in their lives. PCHD continues to deliver Getting Ahead workshops and offer technical assistance in partnership with the Community Services Employment Training Department through a combination of private foundation and departmental funds.

**Exhibit C - GOYFF Financial System Survey**

Exhibit C - Financial Systems Survey.pdf

**Exhibit D - Personnel Staff Overview**

Exhibit D - Staffing Plan.pdf

**Exhibit E - Goals, Outcome Objectives and Performance Measures - 200 Pts.**

**Please complete and upload Exhibit E, no additional narrative required**

Exhibit E - Goals&Objectives.pdf

**Solicitation Amendment #1**

Solicitation Amendment #1.pdf

**Proof of current registration in the Federal System for Award Management**

SAM Registration.pdf

**Proof of 501c3 Status (\*if applicable)****Federally-approved Indirect Cost Agreement (\*if applicable)**

Indirect-Cost-Rate-Proposal-FY2018-2019.pdf

### **Audit Report of Financial Statements**

Pima County June 30, 2017 Single Audit.pdf

### **Other Optional Upload Files**

HealthySPACEPima-LettersofSupport.pdf

### **Budget Status**

value1

## Budget Report

Passthrough Agency: Arizona

Program: Parent's Commission on Drug Education and Prevention FY2020

Stage: Pre-Award

Report Date: 06/04/2019

Requested By: Dorothee Harmon

[OLD\\_dorothee.harmon@pima.gov](mailto:OLD_dorothee.harmon@pima.gov)

### Budget Items

Category	GL Account	Title	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Cost Share	Type
<b>Personnel</b>									
		Program Coordinator	0.5	\$49,691.72	\$24,845.86	\$24,845.86	\$0.00	\$0.00	Direct Cost
		Health Educator	1	\$34,340.80	\$34,340.80	\$34,340.80	\$0.00	\$0.00	Direct Cost
		Health Educator	0.5	\$34,340.80	\$17,170.40	\$17,170.40	\$0.00	\$0.00	Direct Cost
		HFHY Project Director	0.25	\$48,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00	Direct Cost
<b>Personnel Total</b>			<b>2.25</b>	<b>\$166,373.32</b>	<b>\$88,357.06</b>	<b>\$88,357.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Fringe Benefits</b>									
		FICA	1	\$6,400.38	\$6,400.38	\$6,400.38	\$0.00	\$0.00	Direct Cost
		Unemployment	1	\$45.79	\$45.79	\$45.79	\$0.00	\$0.00	Direct Cost
		Health Premiums	1	\$11,810.40	\$11,810.40	\$11,810.40	\$0.00	\$0.00	Direct Cost
		Workers' Compensation	1	\$368.62	\$368.62	\$368.62	\$0.00	\$0.00	Direct Cost
		Life Insurance	1	\$73.74	\$73.74	\$73.74	\$0.00	\$0.00	Direct Cost
		Retirement	1	\$10,050.16	\$10,050.16	\$10,050.16	\$0.00	\$0.00	Direct Cost
		Dental Insurance	1	\$449.68	\$449.68	\$449.68	\$0.00	\$0.00	Direct Cost
<b>Fringe Benefits Total</b>			<b>7</b>	<b>\$29,198.77</b>	<b>\$29,198.77</b>	<b>\$29,198.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Travel</b>									
		Pima School Superintendent's Office staff travel	337	\$0.45	\$149.97	\$149.97	\$0.00	\$0.00	Direct Cost
		Health Department staff travel	750	\$0.45	\$333.75	\$333.75	\$0.00	\$0.00	Direct Cost
<b>Travel Total</b>			<b>1087</b>	<b>\$0.89</b>	<b>\$483.72</b>	<b>\$483.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Equipment</b>									
		Equipment	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Direct Cost
<b>Equipment Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	



<b>Supplies</b>								
	Rx360 and Trauma-Informed Care presentation supplies	40	\$90.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00	Direct Cost
	HFHY materials & supplies	3	\$2,854.00	\$8,562.00	\$8,562.00	\$0.00	\$0.00	Direct Cost
	HFHY facility cost	3	\$750.00	\$2,250.00	\$2,250.00	\$0.00	\$0.00	Direct Cost
	Mental Health First Aid trainings materials and supplies	8	\$125.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	Direct Cost
	General outreach materials	12	\$100.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	Direct Cost
	Advertising costs	4	\$1,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	Direct Cost
<b>Supplies Total</b>		<b>70</b>	<b>\$4,919.00</b>	<b>\$20,612.00</b>	<b>\$20,612.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Contractual</b>								
	HFHY Data Analysis Coordinator	3	\$250.00	\$750.00	\$750.00	\$0.00	\$0.00	Direct Cost
	HFHY Program Facilitators	12	\$250.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	Direct Cost
	HFHY Program Facilitators	12	\$250.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	Direct Cost
	HFHY Childcare workers	6	\$45.00	\$270.00	\$270.00	\$0.00	\$0.00	Direct Cost
	HFHY Project Coordinators/Agency Liaisons	3	\$3,500.00	\$10,500.00	\$10,500.00	\$0.00	\$0.00	Direct Cost
<b>Contractual Total</b>		<b>36</b>	<b>\$4,295.00</b>	<b>\$17,520.00</b>	<b>\$17,520.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Construction</b>								
	Construction	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Direct Cost
<b>Construction Total</b>		<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Indirect Costs</b>								
	Indirect Cost	1	\$11,755.58	\$11,755.58	\$0.00	\$11,755.58	\$0.00	Indirect Cost
<b>Indirect Costs Total</b>		<b>1</b>	<b>\$11,755.58</b>	<b>\$11,755.58</b>	<b>\$0.00</b>	<b>\$11,755.58</b>	<b>\$0.00</b>	
<b>Grant Total</b>		<b>1203.25</b>	<b>\$216,542.56</b>	<b>\$167,927.13</b>	<b>\$156,171.55</b>	<b>\$11,755.58</b>	<b>\$0.00</b>	

Budget Report, Created by Dorothee Harmon, OLD\_dorothee.harmon@pima.gov, 06/04/2019

Source: eCivis™ Portal

<http://www.ecivis.com/>

## **HealthySPACE Pima Budget Narrative**

### **RFGA PC-DSG-19-070119-00**

**Personnel:** A total of \$88,357.06 is requested for personnel costs.

Pima County Health Department (PCHD) will assign Program Coordinator Raul Munoz at 50% Full-Time Equivalent (FTE) to coordinate all activities; ensure achievement of grant goals & objectives. At an annual salary of \$49,691.72, this cost totals \$24,845.86.

Two Health Educators (one at 100% FTE and the other at 50% FTE) will be hired to conduct trainings, with Bachelor Degrees in health education, adult education, psychology or related field. Base pay for this position is \$34,340.80 for a full time Health Educator and \$17,170.40 for a half-time Health Educator.

Pima County Superintendent of Schools (PCSOS) will assign Jane Ballesteros at 25% to oversee and implement the Healthy Families, Healthy Youth model in alternative-school and community settings in order to reach at-risk families. At an annual salary of \$48,000, this cost totals \$12,000.

**Fringe Benefits:** A total of \$29,198.77 is requested for fringe benefits.

The request is based on actual expenditures for FICA, Unemployment, employer-paid health insurance premiums, workers compensation, life insurance, Arizona State Retirement System employer contributions, and employer-paid dental insurance premiums for existing employees; plus Pima County Health Department averages for these costs for the two employees to be hired.

**Travel:** A total of \$483.72 is requested for travel costs.

Funding is requested for employee mileage reimbursement. PCHD projects a total of 25 miles traveled per month for 2.5 staff, for a total of 750 miles, reimbursed at the state-approved rate of \$.445 per mile for a total of \$333.75. PCSOS projects a total of 337 miles, reimbursed at \$.445, for a total of \$149.97.

**Supplies:** A total of \$23,612.00 is requested for supplies.

Request is based on the following projections:

Rx360 and Trauma-Informed Care presentation supplies, such as educational materials, participant packets, pens and other office supplies will cost \$90 for each presentation for a total of \$3,600 for 40 presentations over one year.

HFHY materials & supplies, such as educational materials, participant packets, surveys, mailers, postage, flip charts, markers, and other office supplies will cost \$2,854 per event, for a total of \$8,562 for three Family Night event. HFHY events will not take place in schools, but at neutral sites in the community to avoid triggering parents and students. A facility rental cost of \$750 is budgeted for each event, which includes cleaning services.

Mental Health First Aid trainings require supplies such as pens, paper and handouts. (Books will be paid for from another source.) Supplies for these trainings are projected to cost \$125 for each session for 8 sessions.

Promotion of HealthySPACE Pima will require general outreach materials, such as flyers, posters, and employee business cards, projected at \$100 per month for a total of \$1,200.

Advertising such as radio spots, bus ads, and social media boosts have been shown to help increase turnout for targeted populations. This cost is projected at \$1,000 per quarter, for a total of \$4,000.

**Contractual:** Pima County will utilize small-purchase contracts to pay stipends for volunteers to support the following roles for HFHY:

A Data Analysis Coordinator conducts data collection and data entry at the beginning and end of each Family Night event and will receive a stipend of \$250 for each event for a total of \$750.

Twelve (12) Facilitators (2 youth and 2 teachers/agency personnel for each event) will co-facilitate the sessions. They will each receive a stipend of \$250 for completing HFHY training, and an additional stipend of \$250 for facilitating the event for a total of \$6,000.

Six (6) childcare workers (2 at each event) will provide care for younger children, so that parents and middle-school-age youth can participate fully in Family Night activities. They will each receive a stipend of \$45 for a total of \$270.

Three (3) Project Coordinators (one at each partnering agency or CAPE school) will provide logistical support for each event and serve as communications liaisons with the partnering agency. They will each receive a stipend of \$3,500 for a total of \$10,500.

These roles are adapted from the HFHY model designed for traditional school settings, to ensure successful and well-attended events in community settings for juvenile-justice or child-welfare system-involved families. Total contractual costs are budgeted at \$17,520.

**Indirect Cost** is calculated at 10% of \$117,555.83, the total direct personnel costs, for a total of \$11,755.58. The Pima County Indirect Cost Proposal is included in the attachments.

(Since Pima County receives less than \$35 million in direct Federal awards it is not required to submit indirect cost rates for federal approval. Pima County develops an indirect cost proposal under Appendix VII, but has not submitted it for federal approval.)



Exhibit A

Douglas A. Ducey  
GovernorState of Arizona  
Governor's Office of Youth, Faith and FamilyMaria Cristina Fuentes  
Director

## OFFER AND ACCEPTANCE FORM (SPO FORM 203)

## TO THE GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements, and amendments in this Request for Grant Application ("RFGA") solicitation and any written exceptions, as accepted by the Governor's Office of Youth, Faith and Family, in the Application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Not applicableName: Raul Munoz

Federal Employer Identification No.:

Phone: 520-724-7973 Fax: 520-724-977786 6000453E-Mail: raul.munoz@pima.gov

By signature in this Offer section, the Applicant certifies:

1. The submission of the Application did not involve collusion or other anti-competitive practices.
2. The Applicant shall not discriminate against any employee or Applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

## Pima County Health Department

Name of Applicant Organization

Signature of Person Authorized to Sign Offer

3950 South Country Club Road

Donald Gates

Address

Printed Name

Tucson, AZ 85714-2666

Senior Program Manager/Authorized Org. Representative

City

State

Zip

Title

## CERTIFICATION

## ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant Application, and based upon the RFGA Solicitation Documents, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant Application as accepted by the State.

This grant shall henceforth be referred to as Grant No. \_\_\_\_\_

The effective date of the contract is \_\_\_\_\_

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contract release document, or written notice to proceed.

State of Arizona

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Sarah Bean, Procurement Manager

## **EXHIBIT B**

### **Governor's Office of Youth, Faith and Family Standard Data Collection Form for the Grant Management Information System (GIMS)**

#### **A. Fiscal Agent Information:**

Agency Name: Pima County Grants Management & Innovation Contact Person: Marilyn Hutzler  
Address: 130 W Congress St. 4<sup>th</sup> Floor Position: Administrative Support Services Manager  
Email: Marilyn.Hutzler@pima.gov  
City, State, Zip: Tucson, AZ 85701 Phone: (520)724-7766  
County: Pima  
Employer Identification Number: 86-6000543 DUNS Number: 144733792  
Agency Classification:        State Agency   X   County Government        Local Government        Schools        Tribal  
       Faith Based        Non-Profit        Other  
In which Congressional (Federal) District is your agency? Enter District #   AZ-003    
<http://www.azredistricting.org> (click on Final Maps)  
In which Legislative (State) District is your agency? Enter District #   LD-02    
<http://www.azredistricting.org> (click on Final Maps)  
Have you previously conducted business with the State using this EIN: ☒ Y ☐ N. If NO, please go to the following website, download the State of Arizona Substitute W-9 Form under the ACH & Vendor Forms heading and submit with your application, <https://gao.az.gov/publications/forms>.

What was the date of your most recent SAM/CCR registration? 8/27/2018 \* Please attach confirmation of registration.

Preferred method for reimbursements (ACH or mailed check)?   X   ACH        Agency Fiscal Address (listed above)

Preferred reimbursement cycle:   X   Monthly        Quarterly

#### **B. Contract Signer Information:**

Contract Signer: Supervisor Richard Elias Position: Chairman, Board of Supervisors  
Address: 130 W Congress, Floor 11 Email: Cob\_Mail@pima.gov  
Phone: (520)724-8126  
City, State, Zip: Tucson, AZ 85701 County: Pima

#### **C. Financial Information:**

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$37,000,000

What is your organization's fiscal year-end date? June 30th

Accounting Method:        Cash        Accrual   X   Modified

Is your organization subject to the requirements of an annual independent audit in accordance with 2 CFR Part 200? ☒ Y ☐ N

Please provide contact information of the audit firm conducting your audit:

Agency Arizona Auditor General

Address 2910 N. 44<sup>th</sup> Street, Suite 410, Phoenix, AZ 85018

Phone Number 602-553-0333

FFATA (Federal Funding Accountability and Transparency Act) Reporting Requirements:

1. Is 80% or more of annual gross revenues from Federal Awards? Yes \_\_\_\_\_ No X  
2. Do you receive \$25 Million or more annually from Federal Awards? Yes X No \_\_\_\_\_

If you answered YES to both questions, you MUST provide the names and total compensation of the top five (5) paid executives.

1. Name	Total Compensation
2. Name	Total Compensation _____
3. Name	Total Compensation
4. Name	Total Compensation
5. Name _____	Total Compensation

**D. Program Agency Information:**

Agency Name Pima County Health Department Contact Person: Raul Muñoz  
Address: 3950 S Country Club Rd. Position Program Coordinator  
City, State, Zip: Tucson, AZ 85714 Email: Raul.Munoz@pima.gov  
County: Pima Phone: (520) 724-5689

**E. Proposed Program Information / Description:**

Amount requesting: \$200,000.00  
Service area of proposed program: Pima County  
Target population of proposed program: Youth and their parents/caregivers in Pima County  
Number of participants to be served: 692

[Signature] 03/15/19  
Authorized Signer Date

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(TO BE COMPLETED BY GOYFF PERSONNEL)

Contract Number: \_\_\_\_\_

Is the contract FFATA reportable? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Sub-Grantee's Audit Current? Yes \_\_\_\_\_ No \_\_\_\_\_

Funding Index: \_\_\_\_\_

Any Special terms and conditions to be included in contract: \_\_\_\_\_

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Program Administrator	Date	Grant Auditor	Date
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**EXHIBIT C**  
**Governor's Office of Youth, Faith and Family**  
**Financial Systems Survey**

Name of Applicant: Pima County

**Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.**

As stewards of federal and state funds, the Governor's Office of Youth, Faith and Family awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

**A. GENERAL INFORMATION**

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Is your organization subject to the audit requirements of 2 C.F.R. Part 200, Sub-Part F? If so, please include a copy of your audit report, including your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO <u>Single Audit 2017.pdf</u>
3. If your organization is not subject to the audit requirements of 2 C.F.R. Part 200, Sub-Part F, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please <b>attach</b> a complete copy of the most recent audited, reviewed or compiled financial statements.  If no, attach a copy of the most recently prepared financial statements including a balance sheet, income statement, statement of cash flows and a description of the source of the documents.	<input type="radio"/> YES <input type="radio"/> NO
4. Please <b>attach</b> a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had a Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can should be submitted	<u>Single Audit 2017.pdf</u>
5. Has your organization received funding from the Governor's Office of Youth, Faith and Family within the past two years? If yes, specify the grant contract numbers: IGA-SABG-GR-19-100118-11, IGA-SABG-MS-100118, IGA-SABG-GR-18-070117-10, IGA-SABG-GR-18-070117-10, ST-WSG-15-010115-15Y3	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe	<input type="radio"/> YES

benefits, travel reimbursement and personnel policies?	<input type="radio"/> NO
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## **B. FUNDS MANAGEMENT**

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR Part 200)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using an indirect cost plan/rate need to <b>attach</b> a copy of the methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

## **C. INTERNAL CONTROLS**

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

## **D. PROCUREMENT**

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO



4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

### **E. CONTACT INFORMATION**

Please indicate the following information. In the event that the Governor's Office of Youth, Faith and Family has questions about this survey, this individual will be contacted.

Prepared By: Marilyn Hutzler

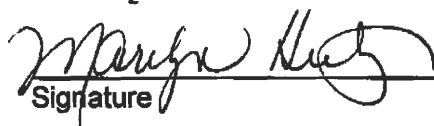
Job Title: Administrative Support Services Manager

Date: March 18, 2019

Phone/Fax/Email: (520)724-7766

### **F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Grantee has accepted the responsibility of maintaining the financial systems.

  
 Signature

### **G. COMMENT AND ATTACHMENTS**

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): 1

COMMENTS: Pima County's County's indirect cost rate proposal is included as Attachment 1, and a web link is provided to the most recent Single Audit report.

## **EXHIBIT D**

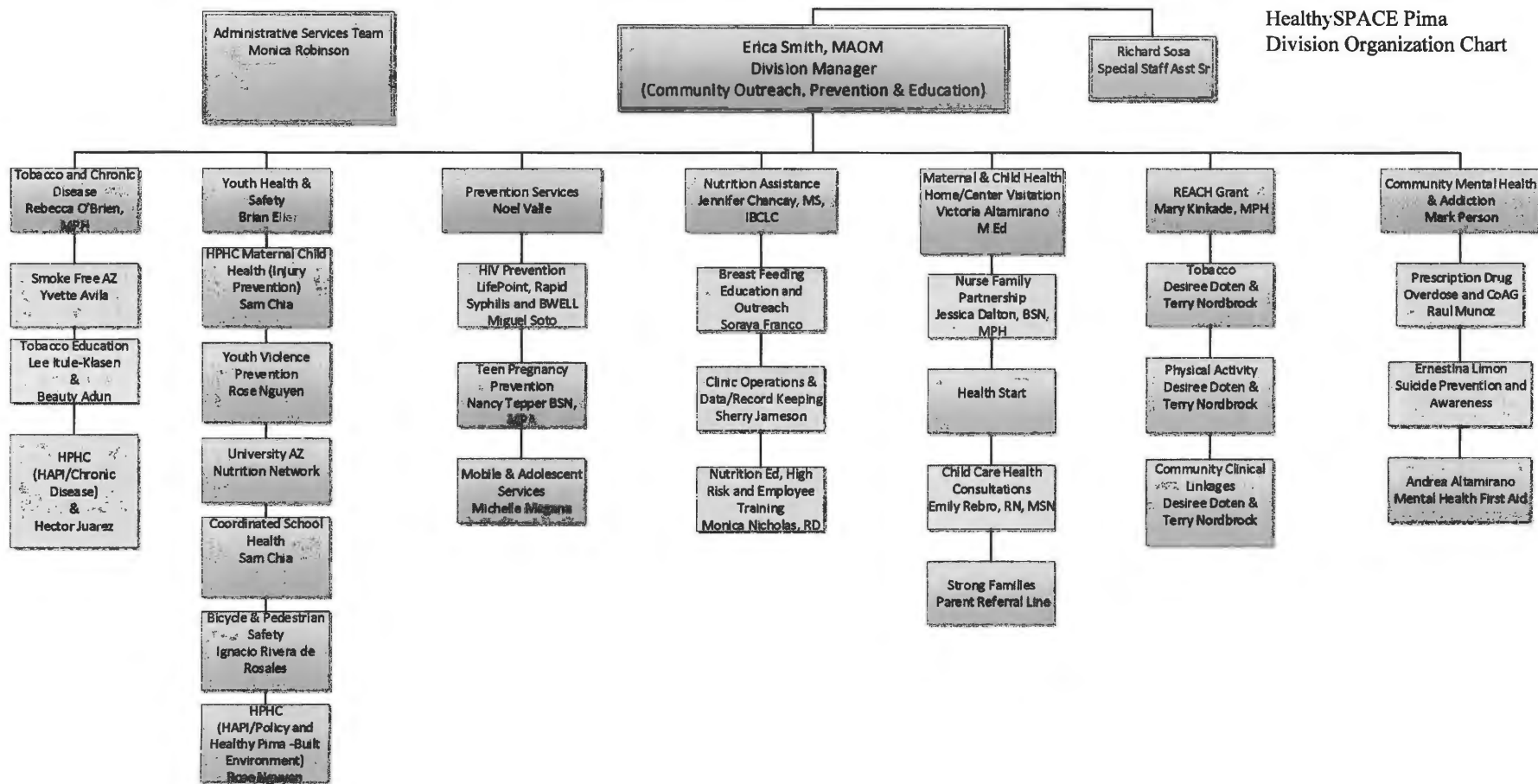
### **Personnel Staff Overview**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

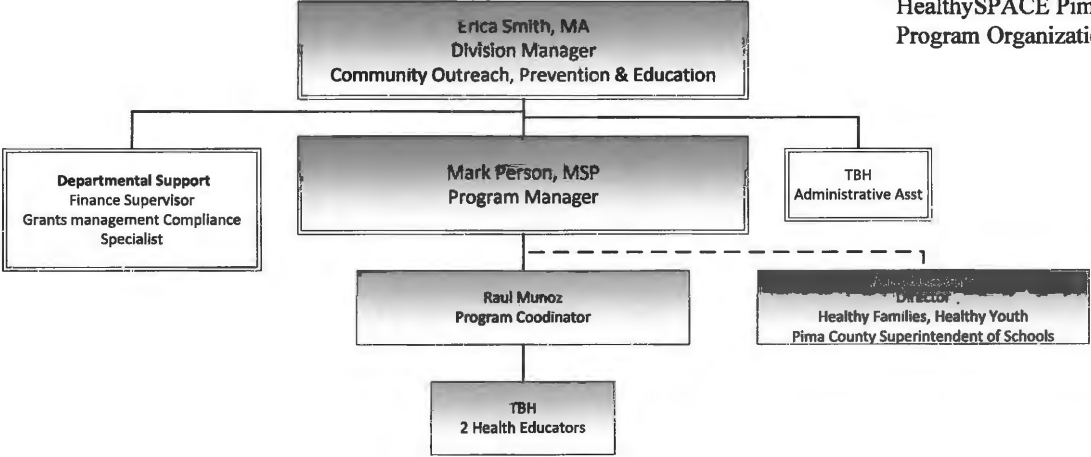
**In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.**

<b>STAFF MEMBER</b>	<b>BACKGROUND AND EXPERTISE OF PERSONNEL</b>
Name: Mark Person Title: Program Manager  What percent of time will be spent on this project: 10%	Master's of Science in Psychology, with 15 years' experience in program management.
Name: Jane Ballesteros Title: Healthy Families, Healthy Youth Director  What percent of time will be spent on this project: 25%	Master's degree in Linguistics with graduate work in Educational Leadership and 30+ years' experience in education.
Name: Raul Munoz Title: Program Coordinator  What percent of time will be spent on this project: 50%	Bachelor's in Business Management and 20 years of experience coordinating prevention programs and 3 years' experience leading AZ Toolkit strategies in Pima County.
Name: To be hired Title: Health Educator  What percent of time will be spent on this project: 100%	Bachelor's Degree in health education, adult education, psychology or related field.
Name: To be hired Title: Health Educator  What percent of time will be spent on this project: 100%	Bachelor's Degree in health education, adult education, psychology or related field.
Name: Candace Moore Title: Finance Supervisor  What percent of time will be spent on this project: 2%	Bachelor's Degree in Public Services Administration and 6 years' experience as Finance Administration Supervisor.
Name: To be assigned Title: Grant Accountant/Compliance Specialist  What percent of time will be spent on this project: 10%	Associate's in accounting, finance or related field and 4 years' experience.

# HealthySPACE Pima Division Organization Chart



HealthySPACE Pima  
Program Organizational Chart



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# MARK E. PERSON

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MARKINAZ77@HOTMAIL.COM



520-906-3752

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## QUALIFICATION HIGHLIGHTS

- ❖ Eight years' experience working in a managed healthcare setting involving state and federal funding streams.
  - ❖ Combined nine years' experience providing direct staff supervision and training.
  - ❖ Ten years' experience providing behavioral health services in various roles.
  - ❖ Extensive experience working with justice involved populations afflicted by mental health and substance use.
  - ❖ Diverse background in behavioral health having worked in direct services, managed care, and public service.
  - ❖ Expertise in working with high needs populations with severe psychosis and co-occurring medical conditions.
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## EXPERIENCE

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### **PIMA COUNTY BEHAVIORAL HEALTH DEPUTY DIRECTOR**

August 2017 – Present

- Responsible for staff supervision, training, and development.
- Primary oversight of contractual compliance for correctional health service contracts and Court Ordered Evaluation (COE) inpatient service contracts.
- Establish and maintain new policy and procedures for Quality Assurance (QA) functions.

- Initiated the development of operational definitions, trend reports, corrective action plans, and audit reports.
- Clinical supervisory support for Utilization Management (UM).
- Maintain collaborative relationships with contractors, stakeholders, and community partners.
- Community awareness and training efforts to reduce stigma and expand mental health education in schools and community forums.
- P-Card Administrator, NEOGOV Subject Matter Expert (SME).
- Member of the Healthy Pima Initiative.
- Agency Representative for the Safety and Justice Community Collaborative.
- Collaborative member for special projects, pilots, grant applications in external departments.

**COMMUNITY PARTNERS INC. (PREVIOUSLY CPSA)  
CLINICAL DIRECTOR**

July 2015 – August 2017

- Clinical Director for home and community based programs including Assertive Community Treatment and Supportive Housing for adult populations with severe mental illness.
- Onboarding, training, and supervision for approximately 30+ staff.
- Responsible for program development, deliverables and reporting, ensuring contractual compliance, tracking progress with clinical outcomes, and ensuring ongoing fidelity with SAMHSA requirements.
- Oversight of three multidisciplinary teams including therapists, peer support, employment specialists, substance use counselors, psychiatrists, nurse practitioners, registered nurses, and administrative assistants.
- Responsible for productivity tracking to ensure claims and encounters met threshold for block funding allocation.
- Provided in home and community based support services including adult recovery team meetings, skills training, case management, counseling, crisis intervention, and transportation.
- Presented weekly program updates to Executive Management Team for the purpose of highlighting key financial trends, encounter value projections, and review of Cenpatico program audit results.
- Attend and present in all monthly business meetings with Cenpatico related to contractual compliance.
- Responsible for outpatient facility management including; medical supply stocking/ordering, security of the medication room, compliance with all required signage and lobby positing, storage of food and clothing donations, licensure and credentialing, and review and coordination with GenoaQoL pharmacy for medication storage and management.

**COMMUNITY PARTNERSHIP OF SOUTHERN ARIZONA  
CLINICAL OPERATIONS NETWORK MANAGER**

September 2010 – July 2015

- Managed the Clinical Operations team of approximately 10 staff including direct supervision, hiring, onboarding, and training.
- Oversight of contractual compliance of the adult and child system of care, including service provision for behavioral health, substance use, crisis stabilization, and specialty programs. Responsible for oversight of approximately 32 contracts valued between 275,000,000 to \$300,000,000 at various points in time.
- Managed pilot programs and grant funded initiatives for federally recognized priority populations (IV drug use, Pregnant/Parenting women).
- Supervised system of care audits, technical assistance meetings, and provider relations.
- Responsible for corrective action plan notifications to providers as well as financial sanctions and funding recoupments.
- Managed incentives and sanctions program for performance improvement efforts.
- Use of data analysis reports, budgets, capitation rates, encounter value reports, and system trends to maintain system sufficiency and resource allocation.
- Ongoing review of block purchase contractors to compare funding to encounter value (expenditures).
- Oversight of new program startup including marketing/outreach, referral tracking, and enrollment trends.
- Responsible for program specific funding recommendations for Director of Finance to inform increases and recoupments.
- Supervision of intern program.
- Quarterly presentations to board of directors on program performance, projections, and action plans.

**COPE COMMUNITY SERVICES  
CRIMINAL JUSTICE LIAISON**

August 2005 – September 2010

- Tracking Pima County Justice and Superior Court cases.
- Coordinating care for newly incarcerated members.
- Conducting jail assessments.
- Coordinating jail release plans.
- Completing weekly status reports for specialized mental health court diversion cases.
- Completion of intake and comprehensive behavioral health assessments.
- Case Manager for SMI, GMH, and SUD populations.
- Writing treatment plans, updating patient demographics, creating crisis plans, annual update assessments, treatment referrals, and clinical documentation.
- Coordination of care for members on the forensic and civil units of The Arizona State Hospital.
- Assisting in the assessment for T-36 revocations and petitions.

**UA PRESENTS - CENTENNIAL HALL  
SOUND TECHNICIAN**

February 2002 – December 2005

- Show call security.
- Carpentry and stage construction.
- Managing inventory and equipment lists.
- Lighting design and installation.
- Department head experience supervising and training crews.
- Mixing house sound for show calls.

**ULTRA AUTO DETAILING  
AUTO DETAILER**

May 1998 – July 1999

- Supervising and training of new employees.
- Interior and exterior auto reconditioning.
- Customer service.
- Vehicle transport.
- Shop maintenance and cleaning.

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**EDUCATION**

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**M.S. PSYCHOLOGY**

9/13/09

University of Phoenix

**B.A. PSYCHOLOGY**

8/14/03

The University of Arizona



Jane Ballesteros, M.A.

Jane Ballesteros is the Director of Healthy and Safe Schools Program within the Pima County School Superintendent's Office. In that role she coordinates professional development for K-12 schools in the areas of school discipline and behavioral health, trains in PBIS (Positive Behavioral Interventions and Supports) and serves on several community committees to connect local service agencies and schools. Jane has taught at both the elementary and middle school levels in New York and Arizona, and was an elementary school principal for 19 years in southern Arizona. She completed both a Master's degree in Linguistics and her graduate work in Educational Leadership at the University of Arizona. She has worked for the Arizona Department of Education as both a mentor principal and Solutions Team member in the area of school improvement. From 2007 - 2014, Jane worked through the University of Arizona LINKS program, as a trainer in School-wide Positive Behavior Interventions and Supports (PBIS), a SWIS facilitator, and as a school coach and technical assistance provider for the Safe and Supportive Schools Grant.

**Raul Armando Munoz**  
**Position: Program Coordinator**  
**(Pima County Health Department, Medical Marijuana Grant)**

**Objective**

A position where my strong communication, networking, organization, project coordination, and community liaison skills can be effectively utilized to provide guidance and support to operational managers, directors, and corporate administrators while assisting and coordinating all aspects of daily operations, including recording and reporting data.

**Summary of Qualifications**

- Organized, efficient, and precise with strong communication and liaison skills.
- Skilled in planning and execution of special projects during time-critical assignment.
- Skilled in planning and development of special projects and programs.
- Skilled in planning and development of community events, summits and conferences.
- Decisive and direct, yet flexible in responding to constantly changing assignments.
- Able to coordinate multiple projects and meet deadlines under pressure.
- Enthusiastic, creative and willing to assume increased responsibility.
- Attention to detail and strong follow through.

**Special Skills**

- Excellent verbal and written communication skills
- Excellent community liaison skills
- Proficient in Keyboarding and typing
- Data Collection / Research and Report Development
- PC proficiency in Microsoft Office applications (Word, Power Point, Excel, Adobe, Outlook, Lync, Publisher)
- Adaptable Leadership Style (Direct, Supportive, Coachable, Delegation)

**Educational History**

2008 University of Phoenix, Tucson, Arizona	B.S. Business Management GPA (3.63)
2006 Pima Community College	Assoc. Admin. Of Justice Studies GPA (3.39)
1997 Tucson High Magnet, Tucson, Arizona	High School Diploma GPA (3.26)

**Professional Work Experiences**

March 2016-Current	<b>Program Coordinator, Prescription Drug Misuse/Abuse</b> Pima County Health Department
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April 2015- Current	<b>Corrections Officer II</b> Arizona Department of Corrections-ASPC Tucson
November 2014 – March 2016	<b>Quality Assurance Supervisor</b> Customer Contact Channels-United Health Care, Humana, Right source, TMobile, C4
September 2014-November 2014	<b>United Healthcare Compliance Contact Manager</b> Customer Contact Channels
August 2006 – August 2014	<b>Corrections Lieutenant</b> Pima County Sheriff's – Corrections Bureau
May 2004 – August 2006	<b>Corrections Sergeant</b> Pima County Sheriff's – Corrections Bureau
February 2003 – May 2004	<b>Corrections Basic Academy Coordinator</b> Pima County Sheriff's – Training Center
April 2000 – February 2003	<b>Corrections Officer</b> Pima County Sheriff's- Corrections Bureau

### **Service Organizations**

Tucson Youth Football and Spirit Federation

- Head Coach (2008 – 2013)

L.U.L.A.C./Pima Community College Youth Leadership Conference

- Key Note Presentation Coordinator (2012-2014)
- Public Safety Fair Co-Chair, Planning Committee (2011 – 2014, 2016)

Battle of the Badges, Casino Del Sol AVA Amphitheater

- Public Safety Liaison (2013-2016)

### **Achievements and Recognitions**

- 2016 Uniformed Employee of the Month of November ASPC-TUC
- 2015 Uniformed Employee of the Quarter October-December ASPC-TUC
- 2015 Workday Payroll Training (Supervisor Access)
- 2014 completed C3 FWA (Fraud, Waste, Abuse Certification)
- 2014 completed C3 Code of Conduct Training
- 2014 completed C3 PCI (Payment Card Industry) Security Awareness Training
- Recipient of L.U.L.A.C.'s Silver Community Service Award for my advocacy and commitment to the community (2014, 2013, 2012, 2011).
- 2012 Received (Certificate of Appreciation) by the U.S. Department of Justice Federal Bureau of Investigation.
- 2009 Successful Completion of Leadership in Police Organizations Training.

- Recipient of the 2009 Arizona Daily Star's 40 Under 40 recognition
- 2008 Recognition (Certificate of Appreciation) by the U.S. Department of Justice Federal Bureau of Investigation
- 2007 Certificate of Attendance (The Business Professionals Grammar and Writing Workshop)
- 2007 Received Competent Toastmaster Public Speaker recognition
- 2007 Received recognition for National Deans List
- 2006 Completed (CERT) Community Emergency Response Team Certification through Pima Community College.
- 2006 Competed and was successful in being selected for the Corrections Lieutenant Process
- 2006 Served as a Contract liaison between Correctional Medical Services and Keefe Commissary.
- 2006 Received Sheriff's Unit Commendation, East ID
- 2006 Observed RFP (Request for Proposals) process in approving Keefe Commissary
- 2006 Assisted and trained staff during the transition of manual reports to the use of EMS electronic report writing of incidents.
- 2005 Selected as Corrections T.A.G. (Tactical Assistance Group) Supervisor on Shift I
- 2004 Satisfactory Completion of Basic Supervision Course
- 2004 Competed and was successful in promoting to Corrections Sergeant
- 2004 Received Level 1 and 2 Management Training
- 2003 Received Incident Command System Training
- 2003 Competed and was selected as the Corrections Basic Academy Coordinator
- 2003 Received Pima Community College Certificate of Completion SAF204 Incident Command System
- 2002 Assisted with recruiting in and out of city.
- 2002 Transition team for east building planning and organization. Made a training video for new facility.
- 2002 Corrections Command staff entrusted in my leadership abilities to open the Identification unit during phase 1 of the East Facility on Shift III. My continued success carried me over to open phase two of the East Facility Unit on Shift I.
- Conducted tours for colleges and potential applicants on basic facility operation and familiarization.
- 2002 Completed AZ Post General Instructor School
- Created many training and proposal presentations with the use of Power Point and organized lessons plans.
- 2002 Stress Management training for AOT and Bed Space budgetary proposal presented to the County Board of Supervisors.
- 2002 Selected by Training Center Staff to teach report writing, Contraband and identification, Cell Search /Shakedown, Exercise in Realism.
- 2001 Certified Tactical Assistance Group Officer
- 2000 Successful Completion of Basic Corrections Academy

<i>Code: 4512</i> <i>Title: HEALTH EDUCATOR</i>
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**SUMMARY:** Implements and presents County health education programs and is responsible for curriculum development or the implementation of health education and promotion activities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops and presents specialized public health educational programs in environmental issues, wellness, disease prevention, family planning and health promotion;  
Identifies educational objectives for assigned community health problems and develops program curriculum;  
Assists public health professional from the department and from the community in developing specialized education programs in environmental issues, wellness, disease prevention, family planning and health promotion;  
Implements health education programs through community presentations, seminars and workshops, and the use of audio-visual aids with schools and other community agencies;  
Collects and applies health information related to assigned community health problems in curriculum and materials development;  
Coordinates scheduling of classes, participant recruitment, instructional materials selection, program evaluation and other activities;  
Evaluates films and educational activities designed for specific community health problems;  
Maintains program records and applicable reports.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, methods and techniques of community health education;
- selection and use of audio-visual materials for educational programs;
- current community health problems;
- methods and instruments used in program evaluation;
- techniques of print and visual aids preparation.

Skill in:

- organizing and presenting health education programs;
- developing marketing and educational materials;
- using audio-visual materials in educational programs;
- communicating effectively;
- identifying community health problems.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university in health education, adult education, psychology, marketing or a related field.  
(Additional relevant experience may substitute for a portion of the aforementioned education.)

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 10/83  
Updated 1/31/14(lsg)

# CANDACE MOORE

5455 S. Oakhaven Drive Tucson AZ 85746 · 520-241-6643

Cmarie411@att.net

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I am a knowledgeable Finance Analyst Supervisor who specializes in financial budgeting and planning, reporting and analysis for all departments serviced. I am a dependable, experienced and flexible supervisor who can effectively multitask in challenging situations and meet critical deadlines.

## EXPERIENCE

### **MARCH 2014 – PRESENT**

#### **FINANCE ANALYST SUPERVISOR, PIMA COUNTY**

Supervises a staff with a wide variety of educational backgrounds and skill sets. Supervises, trains, assigns work priorities, and evaluates staff performances. Assesses, reviews, and implements new division policy and procedures. Works closely with Department Directors, Program Managers and Coordinators with issues in the monthly invoicing, budgets and forecasts, make recommendations to current or future budgets.

Analyze and support grant financial activity for reimbursement and ensure that progress toward grant goals are met. Work with grants team to ensure that all billing and reimbursements are completed correctly and comply with the contract and Uniform Guidance rules. Trains staff on single audit preparation, budgets, forecasting and anything else in order for us to be successful. Aligns all financial activity with the regulations of the Generally Accepted Accounting Principles. Prepare and assist with financial analysis to ensure an accurate reporting of the Schedule of Expenditures of Federal Awards.

### **JUNE 2012 – MARCH 2014**

#### **FINANCE ACCOUNTANT PRINCIPAL, PIMA COUNTY**

Reconciled, analyzed, forecasted and budgeted grants assigned departments. Requested payments on monthly/quarterly billing. Point of contact for all departments regarding grants and budgets, approved documents in AMS Advantage, setup budgets in Performance Budgets and in AMS Advantage. Monthly reconciliation of grants, analyzed and interpreted and cash reconciliation for current and past fiscal years, created new template for financial sharing of information with the departments regarding their grants. Trained grants compliance staff with grants compliance and budgeting, transactions review and procedures. From 4/17/13-6/21/13-Detail Finance Analyst Supervisor.

### **FEBRUARY 2011– JUNE 2012**

#### **GRANTS COMPLIANCE SPECIALIST, PIMA COUNTY**

Prepared and analyzed special reports using from ledgers, journal entries, and specialized spreadsheets, reconciled and summarized, analyzed, and/or consolidated financial information, and compared and explain differences in specific account balances for each grant. Budgeted and forecasted for each grant.

Monitored/Audited to ensure vendor, sub-recipient and programmatic financial compliance with OMB circulars, federal, state and local statutes and regulations specific to grants and contract. Oversee external audit of sub-recipients. Worked closely with Program Manager and Coordinator with issues in the monthly invoicing. Prepared Monthly/Quarterly billing.

### **JULY 2008– FEBRUARY 2011**

#### **SENIOR ACCOUNTANT, CITY OF TUCSON**

Prepared and analyzed special reports data collection from ledgers, journal entries, prepared spreadsheets, summarized, reconciled, analyzed, and/or consolidated financial information then compared and explained differences in certain account balances for the Section 8 Department. AMS processed of JV's. Petty Cash disbursements and reconciliation. Reconciled Purchasing card.

## **EDUCATION**

**DECEMBER 2008**

**BAS PUBLIC SERVICE ADMINISTRATION, NORTHERN ARIZONA UNIVERSITY,  
TUCSON AZ**

**MAY 2005**

**ASSOCIATES-BUSINESS, PIMA COMMUNITY COLLEGE, TUCSON AZ**

**MAY 1991**

**ASSOCIATES-ACCOUNTING, LAKE SUPERIOR COLLEGE, DULUTH MN**



*Code: 1352*

*Title: GRANT ACCOUNTANT & COMPLIANCE SPECIALIST*

**SUMMARY:** Performs specialized governmental accounting tasks in relation to overall financial responsibilities for compliance with County policy and practice, as well as grant regulations, executed contracts and agreements, applicable statutes and agency regulations.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending upon the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews, audits, analyzes and reconciles all financial information and documents supporting grant-funded expenditures in the general ledger for compliance with applicable federal, state and County regulations, statutes and Generally Accepted Accounting Principles (GAAP);  
Analyzes various grantor specialized monthly revenue and expenditure reports and makes appropriate recommendations to ensure compliance with budgeted projections and grant provisions;  
Assists in preparing and monitoring departmental annual grant budgets;  
Compiles and analyzes financial data for preparation of various costing reports, and monthly or quarterly reports, to federal or state agencies for grant activities;  
Reviews, analyzes, balances and reconciles accounting activities regarding grants for revenues, expenditures and balance sheet accounts;  
Analyzes, determines and prepares cash position, revenue and expenditure projections;  
Prepares audit work sheets, schedules, reports and supporting documentation to be used during grant audits by federal or state agencies;  
Prepares and maintains documentation to support federal, state and County audit inspections of financial transactions including billing, funds draw down and correspondence;  
Supports departments with departmental program grant budget projections;  
Reviews contracts and agreements for compliance with grant provisions and applicable ordinances to support County requests for reimbursement;  
Monitors and ensures compliance with federal, state, local and special program reporting procedures for grant-specialized financial activities, such as the Office of Management and Budget's (OMB) directives and circulars, state, local and special program reporting procedures for grant financial activities;  
Compiles and analyzes data and prepares responses to questions from client departments, as well as the Finance Department, regarding financial statements and reports including contract and grant expenditures, status and terms;  
Provides auditors with support and documentation concerning accounting procedures relative to contracts and grants compliance and relevant to the given program's governing Code of Federal Regulations (CFRs) and with OMB circulars;  
Coordinates and monitors grant and contract activities and services, intra- and inter-departmentally, and with other governmental agencies, and responds to inquiries;  
Monitors grant sub-recipient financial activity for compliance with applicable regulations, policies, statutes and County practices;  
Leads and trains other staff in compliance and grant/governmental accounting activities;  
Provides operational advice and training on the use of the automated financial and grants management system to County departmental users.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- accounting and governmental accounting principles, practices and methods;
- specialized reporting requirements and procedures related to grants and federal/state agency systems;
- cost accounting, government accounting and auditing;
- budget preparation and administration;
- County financial record keeping practices;
- County automated accounting and information systems;
- principles and practices of contract/grant/intergovernmental agreement administration and monitoring related to financial activities;
- federal, state and County laws, rules, regulations, and policies pertaining to grant and contract administration;
- County financial and administrative practices and policies.

Skill in:

- analyzing, interpreting and reconciling fiscal and accounting records and preparing accurate financial reports;
- applying specialized reporting requirements and procedures to the preparation of accounting records and financial statements;
- communicating effectively, both interpersonally and in writing;
- providing instruction and training to vendors and staff;
- reviewing, coordinating, monitoring, evaluating and interpreting contract and grant financial activities;
- interpreting and explaining policies and procedures;
- interpreting and applying laws, rules, and regulations to contracts and grants;
- compiling and analyzing data and preparing summary status reports based on the data;
- using automated systems, databases, spreadsheets, and word processing programs.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree from an accredited college or university with a major in accounting, business administration, finance or other closely related field as defined by the appointing authority at the time of recruitment and four years of professional accounting experience.

(Additional relevant education from an accredited college or university may be substituted for the aforementioned experience.)

OR:

(2) Two years of experience with Pima County as an Accountant which includes one year of experience in contracts/grants administration.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain/maintain required licensure shall be grounds for termination.

Special Notice Items: Some positions may require the successful completion of a background investigation by authorized law enforcement personnel due to the need for access to detention, courts, corrections and/or law enforcement facilities or associated confidential information, documents and materials.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 10/23/13(jj)  
Updated 2/7/14(tb)

## EXHIBIT F

### Implementation Plan

The following form may be reproduced with word processing software or another form may be created that contains all the information requested. Sequentially list the key tasks and activities needed to implement the strategies/approaches including timelines and responsibilities as they relate to the achievement of the task. In the final column, list how the effectiveness of the implementation will be measured (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.)

Strategy	Key Task	Activities	Person Responsible	Completion Date	As measured by
Arizona Prescription Drug Misuse and Abuse (Rx 360) Toolkit Strategy 4	Make presentations for groups of parents, community members, middle school students and high school students using the Toolkit materials.	Schedule and conduct four (4) school presentations per month	Program Coordinator with Health Educators and youth/young-adult presenters	End of each month through June 30, 2020	School events schedules, attendance rosters, pre/post & participant satisfaction surveys
		Schedule and conduct one (1) community or parent group presentation per month	Program Coordinator with Faith-based Coordinator	End of each month through June 30, 2020	Events schedules, sign-in sheets
	Recruit and train parents, community members, youth/young-adult leaders to present the Strategy 4 materials.	Recruit for, and conduct, train-the-trainer (TTT) sessions for youth	Program Coordinator	December 31, 2019	TTT session schedule and sign-in sheets, list of schools/locations where recruitment occurred
		Recruit for, and conduct, train-the-trainer sessions for adults	Program Coordinator with Faith-based Coordinator	December 31, 2019	TTT session schedule and sign-in sheets, list of locations, neighborhoods

Strategy	Key Task	Activities	Person Responsible	Completion Date	As measured by
		Logistical support and data-collection for peer-led sessions.	Program Coordinator	January 1 – June 30 2020	Events schedules and sign-in sheets
Healthy Families, Healthy Youth Family Nights	Work with partners to expand HFHY from traditional middle schools to alternative-school and foster-care-support settings to reach a higher-need audience.	Schedule, plan, conduct session for CAPE (juvenile detention) families.	PCSOS HFHY Program Director	October 31, 2019	Events schedules and sign-in sheets
		Schedule, plan, conduct session for families working with Foster Ed.	PCSOS HFHY Program Director	February 28, 2020	Events schedules and sign-in sheets
		Schedule, plan, conduct session with a third community agency working with at-risk children and families.	PCSOS HFHY Program Director	May 30, 2020	Events schedules and sign-in sheets
	Recruit and train site coordinators, facilitators, a data collection person, and child-care provider for each session.	Identify teachers, youth, partner staff and volunteers who are interested in serving in these roles to make HFHY happen.	PCSOS HFHY Program Director	August 31, 2019; December 31, 2019; March 31, 2020	Progress reporting notes

Strategy	Key Task	Activities	Person Responsible	Completion Date	As measured by
		Execute contracts or temporary hire paperwork to provide stipends/compensation.	PCSOS HFHY Program Director	September 30, 2019; December 31, 2019; April 30, 2020	Completed paperwork, progress notes
		Train volunteers for each role using HFHY model program materials.	PCSOS HFHY Program Director	October 15, 2019; January 15, 2020; April 15, 2020	Training schedule, sign-in sheets
Mental Health First Aid and Trauma Informed Care content and courses to increase awareness of stress and other mental health issues	Provide Mental Health First Aid Certification Courses for teachers, facilitators, and others working with youth	Schedule two certification courses per quarter	Program Manager with PCHD staff	August 31, 2019; November 30, 2019; February 28, 2020; May 30, 2020	Training schedule
		Recruit peer and volunteer facilitators to complete MHFA	Program Coordinator with partners	September 15, 2019; December 15, 2019; March 15, 2020; June 15, 2020	Sign-in sheets, list of volunteers
		Conduct trainings	PCHD certified trainers	September 30, 2019; December 31, 2019; March 31, 2020; June 30, 2020	Official certificates issued

Strategy	Key Task	Activities	Person Responsible	Completion Date	As measured by
	Provide Introduction to Trauma-Informed Care presentations for teachers, facilitators, and others working with youth	Provide TIC intro session for Toolkit youth and adult peer presenters	PCHD Trauma Support Specialist/trainer, with Program Coordinator	December 31, 2019	Training schedule, sign-in sheets, participant evaluation tools
		Provide TIC intro session for HFHY facilitators	PCHD Trauma Support Specialist/trainer, with HFHY Director	October 15, 2019; January 15, 2020; April 15, 2020	Training schedule, sign-in sheets, participant evaluation tools
		Provide TIC intro session for other stakeholders	PCHD Trauma Support Specialist/trainer, with Program Manager	ongoing	Training schedule, sign-in sheets, participant evaluation tools

## EXHIBIT E

### Goals, Outcome Objectives and Performance Measures

In the table below, state the goal(s) that will address the identified problem/need. Use a continuation sheet if necessary. The following table may be reproduced with word processing software to replicate the number of tables to match the proposed program's number of goals.

<b>Goal 1:</b> Increase acceptance of conventional norms against substance abuse among youth, parents, and community members, through workshops provided using the Arizona Drug Misuse and Abuse Toolkit (also known as Rx360 Toolkit).			
<b>Rationale (How does this goal address the identified problem/need and selected risk/protective factors?):</b> Permissive community, youth and parental attitudes and lack of awareness of the dangers increase the risk of youth using alcohol, tobacco, or drugs.			
<b>Targeted Outcome(s) (Check all that apply):</b>			
<input type="checkbox"/> Parental Stress <input type="checkbox"/> Family Cohesion <input type="checkbox"/> Family Management <input type="checkbox"/> Family Connectedness <input type="checkbox"/> Family Involvement <input type="checkbox"/> Family Conflict	<input checked="" type="checkbox"/> Adult Attitudes of Youth Substance Use <input type="checkbox"/> Youth Perception of Parental Attitudes of Youth Substance Use <input checked="" type="checkbox"/> Adult Perception of Risk/Harm of Youth Substance Use <input type="checkbox"/> Youth Perception of Family Involvement <input checked="" type="checkbox"/> Youth Perception of Risk/Harm of Substance Use <input type="checkbox"/> Youth Perception of Family Cohesion	Other (Please Specify) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>OUTCOME OBJECTIVE(s) pertaining to this goal:</b> 1. By June 30, 2020, 90% of parents, youth and community members participating in the Rx360 workshops will demonstrate increased awareness of the risk/harm of substance use, and increased acceptance of conventional norms against substance abuse.			
<b>Performance Measure(s)</b>	<b>Definition(s) include data source</b>	<b>Tools/process for collection</b>	<b>Explain how the performance measure demonstrates progress towards the goal</b>
Number and percent of workshop participants exhibiting desired change in awareness, knowledge, attitudes and perception.	The number and percent of attendees who exhibit the desired change, which is defined as a 10% increase in the average score on a retrospective post-survey made up of nine questions on a 5-point Likert scale.	An anonymous retrospective survey will be administered at the end of each workshop.	The increase demonstrates a change in attitudes and awareness of the risk/harm of substance use, misuse and abuse and increased acceptance of conventional norms against substance abuse.



**OUTPUT OBJECTIVE(s) pertaining to this goal:**

1. By June 30, 20120, 120 parents/community members, and 480 youth will complete an Rx360 workshop.

<b>Performance Measure(s)</b>	<b>Definition(s) include data source</b>	<b>Tools/process for collection</b>	<b>Explain how the performance measure demonstrates progress towards the goal</b>
Number of individuals completing the Rx360 Toolkit workshop.	Defined as attending the one-hour workshop for middle school, high school, parents or community members as appropriate. Data source will be attendance logs.	Attendees will be requested to sign in legibly on an attendance sheet at the door, and those leaving before the end of the hour will be asked to sign out on the attendance sheet.	Numbers attending the workshop indicate progress toward goal of increasing awareness of substance misuse risks and strengthening community norms against substance misuse. The target output is 120 parents/community members, 240 middle school youth, 240 high school youth completing workshops.

**OUTPUT OBJECTIVE(s) pertaining to this goal:**

1. By June 30, 20120, 20 youth/young adults and 10 parents other community members will be trained to present workshops to peers.

<b>Performance Measure(s)</b>	<b>Definition(s) include data source</b>	<b>Tools/process for collection</b>	<b>Explain how the performance measure demonstrates progress towards the goal</b>
Number of individuals completing the Rx360 Toolkit training.	Defined as attending the one-hour workshop as an audience member; completing a one-hour preparation session with PCHD staff; teaching one session with staff present; and teaching at least one session for peers.	PCHD will keep a roster of peer presenters and record the dates of each training step. Peer presenters will be asked to communicate with PCHD about dates and locations of presentations conducted and will be provided toolkit materials, including attendance sheets and pre/post audience surveys.	Numbers of community members (including youth and parents) trained to present the workshop to their peers indicate progress toward goal of increasing awareness of substance misuse risks and strengthening community norms against substance misuse. The target output is 30 peer facilitators.

**Goal 2:** Utilize Healthy Families Healthy Youth model to improve family communication about substance use and develop family substance use prevention plans.

**Rationale (How does this goal address the identified problem/need and selected risk/protective factors?):** The program has been shown, through pre and post-program questionnaires and three-month follow-up surveys, to increase parent and youth familiarity with pressure points, improve ability to communicate about substance use, increase perceived risk of substance use, and strengthen family norms against substance use.

**Targeted Outcome(s) (Check all that apply):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Parental Stress      | <input checked="" type="checkbox"/> Adult Attitudes of Youth Substance Use                        | Other (Please Specify)<br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <input type="checkbox"/> Family Cohesion      | <input checked="" type="checkbox"/> Youth Perception of Parental Attitudes of Youth Substance Use |  |
| <input type="checkbox"/> Family Management    | <input checked="" type="checkbox"/> Adult Perception of Risk/Harm of Youth Substance Use          |  |
| <input type="checkbox"/> Family Connectedness | <input checked="" type="checkbox"/> Youth Perception of Family Involvement                        |  |
| <input type="checkbox"/> Family Involvement   | <input checked="" type="checkbox"/> Youth Perception of Risk/Harm of Substance Use                |  |
| <input type="checkbox"/> Family Conflict      | <input type="checkbox"/> Youth Perception of Family Cohesion                                      |  |

1. **OUTCOME OBJECTIVE(s) pertaining to this goal:** By June 30, 2020, 45 families or foster household members will complete family substance use prevention plans and will demonstrate statistically significant increases in targeted protective factors via analysis of matched surveys.

Performance Measure(s)	Definition(s) include data source	Tools/process for collection	Explain how the performance measure demonstrates progress towards the goal
Number and percent of parents and youths exhibiting increased familiarity with pressure points, improve ability to communicate about substance use, increase perceived risk of substance use, and strengthen family norms against substance use.	The number and percent of attendees who demonstrate significant improvements on paired pre and post-program surveys administered at the beginning and end of the workshop (target response rate is 90%).	Data collection will use the HFHY evaluation instruments and protocols approved by the Arizona State University Institutional Review Board for Human Subjects Research. Separate evaluation questionnaires will be administered to parents and youth at the beginning and end of each workshop. The questionnaires will be anonymous, but matched using numbered envelopes. Significance testing will determine if there is a significant change after the program in attitudes and perceptions indicated before the program.	A statistically significant change in attitudes and awareness will increase protective factors including parents communicating with their children about substance abuse, stronger family norms against substance abuse, and increased awareness of the risks of substance use.
Number and percent of parents and youths maintaining desired changes in attitudes and perception and communication about substance use and abuse.	The number and percent of attendees who demonstrate they sustained these changes through paired post-program and three-month follow-up surveys (target response rate is 15%).	Data collection will use the HFHY follow-up survey. The questionnaires will be anonymous, but matched using numbered envelopes. Significance testing will determine if there is a significant change after the program in attitudes and perceptions	Sustained change in attitudes and awareness will increase protective factors including parents communicating with their children about substance abuse, stronger family norms against substance abuse, and increased awareness of the risks of substance use.

		indicated immediately after the program. The survey will also ask about ongoing family communication about substance use.	
<b>1. OUTPUT OBJECTIVE(s) pertaining to this goal:</b> By June 30, 20120, at least 45 parents and 45 youth will complete an HFHY Family Night activity in partnership with the Court Alternative Program of Education, Foster Ed, and/or other community partners providing services for middle-school age children involved in the Juvenile Justice or Public Child Welfare systems.			
Number of individuals completing the HFHY Family Night.	Defined as attending the four-hour activity.	Attendees will be requested to sign in legibly on an attendance sheet at the door, and those leaving before the end of the hour will be asked to sign out on the attendance sheet.	Numbers attending the workshop indicate progress toward goal of increasing facility with communication about substance use and abuse, awareness of pressure points, and disapproval of substance use. The target output is 36 parents, and 36 middle school youth completing the HFHY Family activity.

**Goal 3:** Train youth/young-adult leaders, teachers and other community members in Mental Health First Aid and Trauma-Informed Approaches.

**Rationale (How does this goal address the identified problem/need and selected risk/protective factors?):** Evidence-based approaches to increase awareness of stress and other mental health issues which could be the result of multiple family, school, peer, or community risk factors, including adverse childhood experiences.

**Targeted Outcome(s) (Check all that apply):**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Parental Stress | <input type="checkbox"/> Adult Attitudes of Youth Substance Use                        | Other (Please Specify)<br><input checked="" type="checkbox"/> Youth mental health<br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <input type="checkbox"/> Family Cohesion            | <input type="checkbox"/> Youth Perception of Parental Attitudes of Youth Substance Use |   |
| <input type="checkbox"/> Family Management          |  |   |
| <input type="checkbox"/> Family Connectedness       | <input type="checkbox"/> Adult Perception of Risk/Harm of Youth Substance Use          |   |
| <input type="checkbox"/> Family Involvement         | <input type="checkbox"/> Youth Perception of Family Involvement                        |   |
| <input checked="" type="checkbox"/> Family Conflict | <input type="checkbox"/> Youth Perception of Risk/Harm of Substance Use                |   |
|   | <input type="checkbox"/> Youth Perception of Family Cohesion                           |   |

**OUTCOME OBJECTIVE(s) pertaining to this goal:**

1. By June 30, 2017, 120 teachers and workshop facilitators will learn how to recognize and assist individuals experiencing mental distress through Mental Health First Aid Training.
2. By June 30, 2017, 40 teachers and workshop facilitators will learn how to how to incorporate trauma-informed approaches into their facilitation techniques and other interactions with youth.

Performance Measure(s)	Definition(s) include data source	Tools/process for collection	Explain how the performance measure demonstrates progress towards the goal
Number of teachers and peer facilitators demonstrating mastery of Mental Health First Aid knowledge through course certificate completion.	The number of volunteer facilitators who complete the eight-hour MHFA course and pass the final certificate test. Data source is course registration and certificate roster.	Process will follow standard protocol for MHFA evidence-based certificate.	Training facilitators to recognize the signs, symptoms and risk factors of mental illnesses, and know how to help individuals in distress, will increase community capacity to address stress and behavioral health problems that can lead to substance abuse.
Number of teachers and peer facilitators demonstrating mastery of basic trauma-informed approaches through post-program quiz.	The number of volunteer facilitators who complete the Introduction to Trauma-Informed Approaches training and demonstrate understanding on post program survey. Data source is course registration and quiz scores.	Participants will sign in on a sign-in sheet and an instructor certified in Trauma-Informed Care will conduct the session and administer a quiz.	Training facilitators to understand the physical and emotional effects of traumatic experiences, including adverse childhood experiences, will increase community capacity to address stress and behavioral health problems that can lead to substance abuse.

**OUTPUT OBJECTIVE(s) pertaining to this goal:**

1. By June 30, 2017, 120 teachers and workshop facilitators will complete Mental Health First Aid Training.
2. By June 30, 2017, 40 teachers and workshop facilitators will complete Introduction to Trauma-Informed Approaches training.

<b>Performance Measure(s)</b>	<b>Definition(s) include data source</b>	<b>Tools/process for collection</b>	<b>Explain how the performance measure demonstrates progress towards the goal</b>
Number of teachers and peer facilitators completing Mental Health First Aid training.	Defined as attending the eight-hour course. Data source is the registration roster and sign-in sheet	Attendees will be requested to sign in legibly on an attendance sheet at the door, and those leaving before the end of the course will be asked to sign out on the attendance sheet.	Attendance of MHFA will result in facilitators trained in mental health crisis intervention skills.
Number of teachers and peer facilitators completing Introduction to Trauma-Informed Approaches training.	Defined as attending the one hour introductory presentation. Data source is the registration roster and sign-in sheet.	Attendees will be requested to sign in legibly on an attendance sheet at the door, and those leaving before the end of the session will be asked to sign out on the attendance sheet.	Attendance of Introduction to Trauma-Informed Approaches will result in facilitators trained to be aware of impacts of trauma and adverse childhood experiences and use approaches to help workshop participants feel safe.