



FIRST THINGS FIRST

The right system for bright futures

Request for Grant Application Amendment #1

Request for Grant Application No.: FTF-STATE-13-0349-00
Request for Grant Application Title: Quality First Coaching
Release Date: December 7, 2011
Issuing Agency: Arizona Early Childhood Development and Health Board,
First Things First
Due Date: January 20, 2012
Receipt/Opening Location: First Things First
4000 N Central Avenue, Suite 800, Phoenix, AZ 85012
Contact: grants@azftf.gov
Fax (602) 265-0009

A SIGNED COPY OF THIS AMENDMENT SHALL BE RECEIVED AT THE ABOVE AGENCY LOCATION (PREFERRABLY WITH THE SOLICITATION RESPONSE) PRIOR TO THE DUE DATE AND TIME. IT IS NECESSARY TO RETURN THIS FORM ONLY IF YOU ARE RESPONDING TO THE SOLICITATION. THIS SOLICITATION IS AMENDED AS FOLLOWS:

Page 7:

Reads

This is a twelve (12) month contract for the fiscal year ending June 30, 2012 with an option for renewal for four (4)] additional twelve (12) month periods. Total funds available are approximately \$11,280,667 for the first funding period. First Things First reserves the right not to award the entire amount of available funds or to award an amount that is greater than the posted available funds. Renewal will be contingent upon satisfactory contract performance, evaluation and availability of funds. One award will be made.

Should Read

This is a twelve (12) month contract for the fiscal year ending June 30, **2013** with an option for renewal for four (4)] additional twelve (12) month periods. Total funds available are approximately \$11,280,667 for the first funding period. First Things First reserves the right not to award the entire amount of available funds or to award an amount that is greater than the posted available funds. Renewal will be contingent upon satisfactory contract performance, evaluation and availability of funds. One award will be made.

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Reads

Assessor Track (approximately 12 weeks)

Includes instructional training and observation for the Environmental Rating Scales (ECERS, ITERS, and FCCERS), Classroom Assessment Scoring System and Quality First Points Scale assessment. All assessors are required to be reliable in all assessment tools prior to receiving an assessment caseload.

Should Read

Assessor Track (approximately 12 weeks)

Includes instructional training and observation for the Environmental Rating Scales (ECERS, ITERS, and FCCERS), Classroom Assessment Scoring System and Quality First Points Scale assessment. All assessors are required to be reliable **in each assessment tool they will be using prior to receiving an assessment caseload.**

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Reads

Geographic Area

First Things First will fund the successful Applicant to administer the Assessment and Rating portion of the Statewide Quality First program. The Grantee will be responsible to serve the target population in 31 regional partnership council areas funding Quality First slots. The successful Applicant must have the ability to administer and expand the program should additional slots be funded above the contracted amount or adjust if slots are decreased below the contracted amount. (See Exhibit Q, Target Service Units by Regional Area).

Should Read

Geographic Area

First Things First will fund the successful Applicant to administer the **Coaching** portion of the Statewide Quality First program. The Grantee will be responsible to serve the target population in 31 regional partnership council areas funding Quality First slots. The successful Applicant must have the ability to administer and expand the program should additional slots be funded above the contracted amount or adjust if slots are decreased below the contracted amount. (See Exhibit Q, Target Service Units by Regional Area).

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Reads

To complete your Application, provide a comprehensive narrative response that addresses each of the items in the Executive Summary and the criteria sections below. If an item requires a completed attachment, please reference that attachment within the narrative response when indicated. The narrative is not to exceed 10 pages, including the one page for the executive summary, and using 12 point font size and no less than an one inch margin.

Should Read

To complete your Application, provide a comprehensive narrative response that addresses each of the items in the Executive Summary and the criteria sections below. If an item requires a completed attachment, please reference that attachment within the narrative response when indicated. The narrative is not to exceed **50** pages, including the one page for the executive summary, and using 12 point font size and no less than a one inch margin.

Page 97:
Reads
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Should Read

Rating Coaching Intensity for Participants enrolled in Rating Only

- Rating coaching intensity is available to participants that are enrolled in rating only.
- Programs receiving rating coaching intensity may obtain a minimum of four hours of coaching support per month for a total of 6 months.
- Coaching services may be offered with flexibility to support options that may include a combination of on and off site visits and telephone consultation to assist the program in preparation for the Quality First Points Scale.

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Reads

Incentive Payment

1. Participants eligible for a Quality Bonus may access the bonus in one of two ways:
 - a. Purchases of materials made by coaching agency,
or
 - b. A cash incentive provided to the participant in the form of a check.

Should Read

Incentive Payment

1. Participants eligible for a Quality Bonus may access the bonus in one **or both** ways:
 - a. Purchases of materials made by coaching agency
 - b. A cash incentive provided to the participant in the form of a check.

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Reads

2. Participants are required to maintain a record of incentive expenditures on the Quality Bonus Report, and to submit financial documents (receipts, invoices, facility project contracts etc.) to the coaching agency of all expenditures made from the Quality Bonus on a monthly basis. All receipts and the Quality Bonus Report must be turned in to the coaching agency by May 1 of each year. Coaching agencies will reconcile financial documents with the Quality Bonus amount given to participant. Receipts will remain on file with coaching agency.

Should Read

2. Participants are required to maintain a record of incentive expenditures on the Quality Bonus Report, and to submit financial documents (receipts, invoices, facility project contracts etc.) to the coaching agency of all expenditures made from the Quality Bonus on a monthly basis. All receipts and the Quality Bonus Report must be turned in to the **incentive grantee** by May 1 of each year. Coaching agencies will reconcile financial documents with the Quality Bonus amount given to participant. Receipts will remain on file with coaching agency.

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Reads

3. If financial documents do not equal the Quality Bonus amount provided to the participant, the coaching agency will provide the participant 14 days to submit any the additional financial documentation needed. If participant is not able to provide the additional financial documents, the coaching grantee will notify FTF of “non compliance with Quality Bonus financial reporting.”

Should Read

3. If financial documents do not equal the Quality Bonus amount provided to the participant, the **incentive grantee** will provide the participant 14 days to submit any the additional financial documentation needed. If participant is not able to provide the additional financial documents, the coaching grantee will notify FTF of “non compliance with Quality Bonus financial reporting.”

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Reads

Please select **one** option:

Should Read

Please select **one** or **both options**:

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Reads

- Submission of the Quality Bonus Report and all financial documentation to coaching agency by **May 1** of each year the participant receives the Quality Bonus.

Should Read

- Submission of the Quality Bonus Report and all financial documentation to **incentive grantee** by **May 1** of each year the participant receives the Quality Bonus.

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Reads

If selected Option A: I understand that I must submit monthly financial documentation of expenditures made with the Quality Bonus. I understand that ALL financial documents related to any expenditures made from the Quality Bonus AND a completed Quality Bonus Report must be submitted to the Quality First coaching agency by **May 1st of each year** that I receive the Quality Bonus.

Should Read

If selected Option A: I understand that I must submit monthly financial documentation of expenditures made with the Quality Bonus. I understand that ALL financial documents related to any expenditures made from the Quality Bonus AND a completed Quality Bonus Report must be submitted to the Quality First **incentive** agency by **May 1st of each year** that I receive the Quality Bonus.

CLARIFICATION:

For purposes of reimbursement throughout the contract period, First Things First anticipates disbursing funds to successful grantees on a unit cost basis that incorporates serving Early Care and Education Centers and Family Child Care Homes.

INTENT:

For the Coaching component First Things First intends to work with the successful Applicant to determine a vehicle for reimbursement that is consistent with the Quality First financing model and the line item budget in order to develop a streamline reimbursement process that pays on a unit of service overall in a monthly period. A line item budget is being request for award and this will be the basis for discussion between the successful Applicant and First Things First on implementing a model for unit cost reimbursement consistent with the Quality First financing model.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

**APPLICANT HEREBY ACKNOWLEDGES RECEIPT
AND UNDERSTANDING OF THE ABOVE
AMENDMENT.**

THE ABOVE REFERENCED SOLICITATION
AMENDMENT IS ISSUED THIS DATE
Friday, December 23, 2011

Sheila Hoppe

Fiscal and Contracts Manager

Signature

Date

Typed Name & Title