



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Supplemental Nutrition Assistance Program Access and Information Plan

State: Arizona

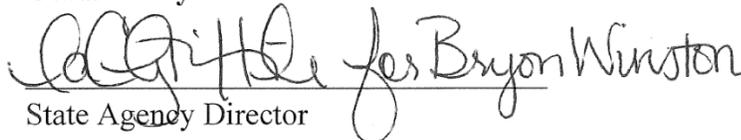
State Agency: Department of Economic Security

Fiscal Year: 2018

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Certified By:

 Bryon Winston 8/14/2017
State Agency Director Date

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 8/14/2017
State Agency Fiscal Reviewer Date

1. Acronyms and Definitions

Acronym or Term	Definition
ACAA	Arizona Community Action Association
ADES	Arizona Department of Economic Security; the state SNAP Agency.
AFIP	Arizona Fingerprint Imaging Program; an automated fingerprint comparison system used to identify and prevent duplicate SNAP or TANF-CA benefits; obsolete effective August, 2017.
Churning	As applied to SNAP, a cycle of losing and regaining eligibility in a short period of time, generally no more than four months, due to client inaction or lack of timely recertification.
Client	A person requesting information on or receiving ADES services.
Colleague	A person with whom one works or collaborates, especially in a profession or business, regardless of paid or volunteer status.
De Minimis Indirect Cost Rate	10 percent of modified total reasonable, allowable and necessary direct program costs not readily assignable to budget line items specifically benefitted without effort disproportionate to the results achieved; to be used only when an agency does not have a federally negotiated indirect cost rate agreement.
Federally Negotiated Indirect Cost Rate	The percentage of approved base expenditures not readily assignable to the line items specifically benefitted without effort disproportionate to the results achieved; negotiated through the requesting agency's cognizant federal authority.
FFY	Federal Fiscal Year; a 12-month period beginning on October 1 and ending on September 30 of the following calendar year.
Food Insecurity	A household-level economic and social condition of limited or uncertain access to adequate food.
Hotspot	A mobile device used to obtain internet access via cellular networks, typically using Wi-Fi technology or physical tethering, to allow an internet connection to be established in remote locations.
ICR	Indirect Cost Rate.
Indirect Cost Base	The approved direct cost categories per an agency's individual federally negotiated indirect cost rate agreement to which the indirect cost rate is applied or 10 percent of an agency's modified total direct program costs when the agency does not have a federally negotiated indirect cost rate agreement.
IRS	United States Department of the Treasury/Internal Revenue Service.

Acronym or Term	Definition
MOU	Memorandum of Understanding; an agreement held between the state SNAP contractor and a participating agency detailing requirements and allowing or disallowing reimbursement for expenditures directly related to SNAP access and information activities.
Plan	Arizona's Supplemental Nutrition Assistance Program Access and Information Plan.
SCP	SNAP Community Partner; a non-profit or governmental agency performing SNAP access and information operations in coordination with ADES and the state SNAP contractor.
SNAP	Supplemental Nutrition Assistance Program (formerly known as the "Food Stamp Program").
TANF-CA	Cash assistance through the federal Temporary Assistance for Needy Families program.
TIN	Taxpayer Identification Number; a tracking number used by the IRS in the administration of tax laws.
USCIS	United States Department of Homeland Security/Citizenship and Immigration Services.
USDA/FNS	United States Department of Agriculture/Food and Nutrition Service.
ZCTA	ZIP Code Tabulation Area; a U.S. Census geographic boundary, resembling a U.S. Postal Service ZIP code, containing an aggregation of census blocks used to tabulate summary statistics.

2. Statement of Need

As the State of Arizona continues its momentum in building economic strength, households that were once in need of SNAP benefits are regaining self-sufficiency. However, vulnerable populations and underserved regions in Arizona continue to experience pervasive levels of food insecurity. In FFY 2018, the Plan will continue its focus on specific vulnerable populations and regions with a need to access SNAP application assistance and information services, learn about the benefits and requirements of participating in SNAP and maintain certification without allowing unnecessary gaps in enrollment.

The ADES mission is to make Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need and care for the vulnerable, while its vision is to provide opportunity, assistance and care for Arizonans in need. In the spirit of the ADES mission and vision, ADES views SNAP access and information services as critical in fulfilling its goals of:

- Serving Arizonans with integrity, humility and kindness;
- Supporting Arizonans to reach their potential through social services that train, rehabilitate, and connect them with job creators;
- Providing temporary assistance to Arizonans in need while they work toward greater self-sufficiency; and
- Providing children with food, health care, and parental financial support; providing services to individuals with disabilities; and protecting the vulnerable by investigating allegations of abuse, neglect and exploitation.

Vulnerable Populations

While retaining its foremost goal of serving Arizonans who are struggling to achieve food security, regardless of race, color, national origin, gender, religious creed, disability, age, political beliefs or any prior civil rights activity, the Plan specifically focuses on the following vulnerable populations:

- American Indians;
- Asylees, immigrants, refugees and speakers of English as a second language;
- Children and adults with mental or physical disabilities;
- Ex-offenders transitioning from incarceration to the community;
- Individuals and families experiencing homelessness or near homelessness;
- Military veterans;
- Senior citizens;
- Single parents;
- Speakers of English as a second language; and
- Victims of domestic violence.

Areas of Need

Poverty has been identified as a common causal mechanism when comparing rates of food insecurity and chronic disease.¹ As such, the identification of areas of need was determined by using U.S. Census poverty rate information at the ZCTA scale. Baseline SNAP participation data was sourced from ADES information systems records and is based on U.S. Postal Service ZIP codes. Due to the general parallel between ZCTAs and U.S. Postal Service ZIP codes in Arizona, ADES believes geographic discrepancies will not affect the targeting or evaluation of Plan services. ADES has selected ZCTAs with poverty rates at or above 33 percent as areas of need. See the project detail tables and Appendix D for more information on the intended usage of ZCTAs as a method of Plan outcome evaluation.

3. Executive Summary

The ADES Plan allows a formal structure for statewide SNAP access and information services and secures federal funding that provides a 50 percent reimbursement on approved SCP reasonable, allowable and necessary administrative expenditures. The Plan is divided into three projects with each having its own unique activities and evaluation metrics.

Project number one, Application Assistance, provides help to vulnerable Arizonans who are not able to complete an ADES application for benefits on their own. The inability to complete the application can be attributed to a number of factors such as a lack of Internet access for online application submission, not understanding how to complete the application, general uncertainty regarding the application submission process, a physical or mental disability or a lack of access to technology used to submit the application and required verification documents. SCPs self-select their assistance model. Assistance model options consist of the following:

- **Full-Service:** an SCP colleague submits the application and verification documents on behalf of the client and may contact ADES, with the client's permission, to relay problems associated with the application. When submitting an application on behalf of the client, the client must be the person who signs the application. SCPs are prohibited from signing any document on the client's behalf, and all information collected from the client must be stored in accordance with ADES confidentiality guidelines (see Appendix A for more information on data storage requirements). Under this model and all following models, SCPs are not considered authorized representatives and are prohibited from interfering with the interview process in accordance with USDA/FNS regulations.
- **Self-Service:** an SCP makes available equipment used to submit an online or paper application and verification documents to ADES. The SCP does not actively assist the client with the application but may assist with the usage of the equipment itself.

¹ Laraia, B. Food Insecurity and Chronic Disease. *Adv. Nutr.* March 2013;4: 203-12

Types of equipment used consist of computers with internet access, fax machines, telephones, document scanners and any other equipment needed to aid in providing ADES with information needed for the SNAP eligibility determination.

- **Both Full and Self-Service:** this model combines full and self-service assistance to provide a holistic application assistance experience for the client.

Project number two, Information Distribution and Client Education, is a mandatory project for all SCPs and provides vulnerable Arizonans with the up-to-date, accurate and culturally relevant information needed to complete the following:

- Understand the SNAP application and eligibility process;
- Make an informed decision on whether to submit an application to ADES for participation in SNAP. When the client makes an informed decision not to apply for SNAP, the SCP should refrain from continuing to pressure or attempting to convince the client to apply;
- Become informed on the elimination of AFIP (see Appendix B for information on AFIP);
- Receive information as necessary to assist the client in understanding and being confident in their participation in SNAP while breaking through myths and outdated information that continue to prevent potentially eligible clients from applying due to inaccurate information being spread in a community by those not familiar with current program requirements.
- Understand the detrimental effects of allowing a certification period to lapse while the household is still in need of SNAP benefits and the cycle of losing and regaining eligibility due to not reapplying for SNAP (i.e., churning prevention); and
- Understand what may be required of the client during the application and eligibility phase of participation in SNAP. Examples of such requirements are:
 - Completing an eligibility interview with an ADES state merit colleague;
 - Providing accurate, truthful information to ADES on the application, during the interview and throughout the certification period;
 - Reporting changes that have occurred between application submission and the interview and understanding the need to report changes throughout the certification period; and
 - Reading and understanding, or obtaining help to read and understand, all communication sent from ADES regarding the application and eligibility determination.

Project number three, Partnership Coordination, involves the administrative and support functions required to ensure SCPs are provided with the services necessary to perform at their fullest capacity. As the duties under this project are numerous, see the Project Details section of this document for information regarding coordination functions.

ADES contracts with a qualified non-profit organization for Plan administration on the local level. The contractor (hereinafter “Subrecipient”) holds an individual MOU with each SCP and acts as the entity responsible for passing through drawn down federal funds. Contracts and MOUs are kept on file and available for review.

In addition to Subrecipient, ADES will partner with 56 local agencies. Of these agencies, 54 are returning Plan partners, and two are beginning their first year of Plan participation. The total projected program budget is \$7,606,054 resulting in a projected maximum reimbursement request of \$3,803,027, which is 50 percent of planned expenditures. All SNAP funding under the Plan will remain under the administrative control of ADES. Financial and other program records are maintained on file with ADES, Subrecipient and SCPs for a minimum of three years after the close of the relevant FFY.

Project Summary

Project Number	Title	Geographic Area	Target Audience	Contracted or In-House?
1	Application Assistance	Statewide	Vulnerable populations and regions as identified in the Statement of Need	Contracted
2	Information Distribution and Client Education	Statewide	Vulnerable populations and regions as identified in the Statement of Need	Contracted
3	Partnership Coordination	Statewide	Participating SCPs and other agencies interested in starting SNAP access and information operations	Contracted and in-house

4. Project Details

Project Number	1 – Application Assistance
Goal	Arizonans will be provided with SNAP application access options outside of the traditional ADES local eligibility office, assistance with completing applications and the equipment necessary to submit applications. SCPs will assist clients with providing verification documents electronically and completing telephone interviews in place of travelling to a local eligibility office. ADES anticipates that SCP assistance will result in applications and proper verification documents being submitted at the same time, which will lead to an increase in both case accuracy and eligibility determination timeliness. This project will serve to expand access to SNAP for clients who lack the electronic resources for an online application, are homebound or lack a means of transportation for travelling to a local eligibility office.
Target Audience	Potentially eligible vulnerable populations throughout Arizona

Project Number	1 – Application Assistance
Timeline	October 1, 2017 through September 30, 2018
Description of Activity	SCPs will perform full-service, self-service or both full and self-service application assistance dependent upon the SCP's resources and the availability of paid colleagues or volunteers. SCPs include, but are not limited to, faith-based organizations, health centers, food banks, domestic violence shelters, community action organizations and other agencies committed to providing application assistance in communities with a high number of vulnerable, potentially eligible persons.
Subrecipient	ACAA through March 30, 2018; TBD after March 30, 2018
Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient will recruit agencies in underserved communities, maintain MOUs with participating SCPs, offer financial oversight, pass through federal reimbursement funds, maintain current SCP SNAP training curriculum, develop additional training materials and provide training and technical assistance to SCPs requiring such support.
Role of the State Agency	ADES will continuously monitor and correct as needed Subrecipient and SCP performance by providing SNAP policy support, approving SCP-generated marketing materials intended to increase the number of potentially eligible clients visiting an SCP for service, performing desk audits and reviewing monthly SCP activity reports to ensure expenditures are reasonable, allowable and necessary prior to approving SCP reimbursement requests.
State/Subrecipient Funding Source(s)	All funding under the Plan is sourced from the USDA/FNS 50% reimbursement of reasonable, allowable and necessary program expenditures. ADES retains a total of four percent of the 50% reimbursement to fund its program activity, Subrecipient retains six percent of the reimbursement and the remaining 40 percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.
Volunteers	Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Volunteers under this project complete frontline activities such as assistance with applications, submitting verification documents and contacting ADES for the eligibility interview. Volunteers, as with paid staff, must complete annual civil rights training and SNAP application

Project Number	1 – Application Assistance
	assistance training modules. Volunteers must have a confidentiality agreement on file with the SCP and comply with the agreement.
Evaluation	<p>ADES will consider this project successful when identified areas of need experience a decrease in food insecurity rates. A successful outcome is achieved when:</p> <ul style="list-style-type: none"> • SNAP participation growth in identified ZCTAs outpaces growth in lower poverty ZCTAs by a reasonable margin; or • Participation in high poverty ZCTAs increases or remains stable, while lower poverty ZCTAs experience a participation decrease.
Baseline Measures	See Appendix D for evaluation baseline measures.

Project Number	2 - Information Distribution and Client Education
Goal	Vulnerable Arizonans will be provided with the information necessary to make an informed decision on whether to apply for SNAP and guidance on the application and eligibility process. Myths regarding SNAP will be abolished and current, accurate information about SNAP will be promulgated among potentially eligible clients. SCPs will continue to inform legal immigrants that participation in SNAP does not cause the person to be classified as a "public charge," which would potentially hinder their ability to become naturalized United States citizens. Ineligible foreign nationals in Arizona without permission from USCIS will no longer fail to apply for SNAP for their United States citizen children or legally residing children due to misunderstandings about SNAP eligibility requirements. Clients will no longer allow cyclic participation (i.e., churning) to occur due to client inaction or failure to read and understand information being sent from ADES. SCPs will inform clients of the repeal of finger imaging requirements and changes made to Arizona's felony drug conviction policy, which will expand program access to clients who were previously found ineligible for SNAP.
Target Audience	Potentially eligible vulnerable populations throughout Arizona
Timeline	October 1, 2017 through September 30, 2018
Description of Activity	SCPs will be provided the proper information and training to represent the intended purpose and requirements of SNAP among their target populations and in the community. In coordination with ADES and Subrecipient, SCPs will create information materials to provide basic

Project Number	2 - Information Distribution and Client Education
	education while encouraging clients to contact SCP office locations for additional program education and services. Key points of discussion will be focused on informing clients of the elimination of finger imaging requirements, changes made to rules regarding the treatment of felony drug convictions, breaking the "public charge" myth, the reason for and importance of an interview with a state merit worker, the documents and information to have available for the interview and that ineligible clients may still apply on behalf of the remainder of their household.
Subrecipient	ACAA through March 30, 2018; TBD after March 30, 2018
Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient will produce and maintain targeted information materials and training presentations. Subrecipient will assist in communicating SNAP policy updates and resource information as well as providing pre-approval of SCP-generated marketing material before sending the material to ADES for final approval.
Role of the State Agency	ADES will provide policy, data and development support to Subrecipient for the production of training curriculum and presentations. ADES will review and provide final approval of training material and SCP-generated marketing materials. ADES will ensure all SNAP related materials contain the appropriate funding credit and nondiscrimination statements and encourage the proper use of the SNAP logo. ADES will only approve materials that are in compliance with USDA/FNS guidelines.
State/Subrecipient Funding Source(s)	All funding under the Plan is sourced from the USDA/FNS 50% reimbursement of reasonable, allowable and necessary program expenditures. ADES retains a total of four percent of the 50% reimbursement to fund its program activity, Subrecipient retains six percent of the reimbursement and the remaining 40 percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.
Volunteers	Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Volunteers under this project complete frontline activities such as providing information about the SNAP application process and benefits of participation. Volunteers may also create informational materials, conduct home visits and complete administrative tasks. Volunteers, as with paid

Project Number	2 - Information Distribution and Client Education
	staff, must complete annual civil rights training and SNAP application assistance training modules. Volunteers must have a confidentiality agreement on file with the SCP and comply with the agreement.
Evaluation	<p>ADES will base the evaluation of this project on:</p> <ul style="list-style-type: none"> • The observation of reasonable efforts made to increase the number of clients who receive information about SNAP in SCP offices or at community engagement events; • The continuation of home visits made to potentially eligible, homebound clients; and • Anecdotal evidence of potentially eligible clients, under the impression that they or other members of their household do not qualify for SNAP, being educated on program benefits and requirement with subsequent enrollment in the program.
Baseline Measures	See Appendix E for baseline measures.

Project Number	3 - Partnership Coordination
Goal	<p>SCPs will be provided with up-to-date training, technical assistance, program compliance monitoring, goal setting and accomplishment assistance, facilitation of networking meetings and site visits to identify areas of SCP strength and improvement opportunities. New SCPs will receive education on SNAP guidelines, monthly reporting requirements and guidance on reasonable, allowable and necessary expenditures as well as allowable and non-allowable activities. Returning SCPs will be provided with the same level of support as new SCPs, as needed. SCPs will receive reimbursement on approved expenditures in a timely manner. All SCPs will attend mandatory partnership orientation and monthly conference calls. SCPs will report a minimum satisfaction rating of 90 percent after attending a training or conference call.</p>
Target Audience	SCP program managers, financial staff, frontline staff and supervisors, as well as nonparticipating agencies seeking information about participating in the Plan as an active SCP.
Timeline	October 1, 2017 through September 30, 2018
Description of Activity	Subrecipient will maintain the partnership policy manual and issue updates as directed by ADES, provide initial review of SCP activity reports and reimbursement requests, maintain a mentorship system and encourage all

Project Number	3 - Partnership Coordination
	<p>SCPs to participate as either mentors or mentees, review and revise as needed training curriculum modules one through six (i.e., SNAP Community Partner Certification Curriculum as discussed in the FFY 2016 and 2017 Plans) and continue production of new modules, develop content for and host mandatory monthly partnership calls in conjunction with ADES, conduct site visits at a minimum of 20% of returning SCPs and at all new SCPs, act as a liaison between SCPs and ADES when issues are raised that do not pertain to specific client cases and maintain connections to other state agencies to ensure the maximum amount of collaboration and information is provided to SCPs. Subrecipient is prohibited from viewing or storing client case information.</p>
Subrecipient	ACAA through March 30, 2018; TBD after March 30, 2018
Subrecipient TIN	860311619
Role of the Subrecipient	Subrecipient will faithfully conduct all activities as indicated in the Description of Activity section of this table.
Role of the State Agency	<p>ADES will co-host and present SNAP information during mandatory monthly conference calls, collaborate and co-present with Subrecipient at partnership orientations to provide support and offer a question and answer session to enhance SCP SNAP knowledge, assist Subrecipient in resolving SCP issues involving ADES or USDA/FNS regulations, act as a direct liaison between SCPs and ADES client advocates to protect Subrecipient from unintentionally receiving confidential case information, accompany Subrecipient on site visits and during SCP recruitment activities on Subrecipient request and review and assist in the development of SCP training curriculum, modules and materials. ADES will assist Subrecipient in connecting to other divisions and work units within ADES and other state agencies as requested by Subrecipient. ADES will also provide a minimum of two live civil rights trainings via webinar. ADES and Subrecipient will explore additional opportunities to place state merit colleagues on site with large SCPs through the DES On-the-Spot program so that clients may apply, interview and receive an eligibility determination without the need to travel to multiple locations. ADES will not request reimbursement for DES On-the-Spot colleague activities, salaries or benefits under the Plan.</p>
State/Subrecipient Funding Source(s)	All funding under the Plan is sourced from the USDA/FNS 50% reimbursement of reasonable, allowable and necessary program expenditures. ADES retains a total of four percent of the 50%

Project Number	3 - Partnership Coordination
	reimbursement to fund its program activity, Subrecipient retains six percent of the reimbursement and the remaining 40 percent is disbursed to SCPs. There are no state matching funds or other federal funds allocated to the Plan. SCPs source private dollars through fundraising efforts and are prohibited from requesting reimbursement for Plan expenditures paid with funds from other federal awards.
Volunteers	Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Volunteer duties under this project consist of attending annual civil rights training, completing application assistance training modules and, at the SCP's discretion, participating in the annual partnership orientation.
Evaluation	ADES will consider this project successful when: <ul style="list-style-type: none"> • SCPs report that they are satisfied with the training and support received from Subrecipient at a rate of at least 90 percent of post-event survey respondents; • Errors and omissions in SCP-generated informational materials are identified by Subrecipient prior to forwarding to ADES for final review at a rate of at least 95 percent of items submitted; • Subrecipient has conducted site visits to include, at a minimum, 20 percent of SCPs (11 agencies of 55 total) that are at least in their second year of Plan participation and 100 percent of SCPs (three agencies of three total) in their first year of participation; • 100 percent of SCP frontline staff, supervisors and volunteers complete annual civil rights training; and • 100 percent of SCP application assistors complete the SNAP training modules.
Baseline Measures	Baseline measures for this project will be available in October 2017 and will be included in the FFY 2017 final report due December 31, 2017.

Non-Reimbursable Activities

SCPs may not request reimbursement for expenditures related to any of the following activities:

- Recruiting designed to persuade a client to apply for SNAP benefits after the client has made an informed decision not to apply;
- Placing radio, television, and billboard advertisements that promote SNAP benefits and enrollment;
- Establishing or working under any agreements with foreign governments designed to promote SNAP benefits and enrollment;

- Authorizing retailers for Electronic Benefits Transaction card acceptance;
- Performing activities that solely benefit programs other than SNAP;
- Acting as an authorized representative for applying, receiving SNAP benefits at issuance or food purchasing; and
- Transporting clients to or from an ADES local eligibility office or providing tokens, vouchers or similar items for transportation of clients to or from the local office.

Unallowable Activities

SCPs may not complete any of the following activities, regardless of the funding source supporting the function:

- Compensating staff based on the number of people who apply for SNAP as a result of that worker's efforts; and
- Interfering during the certification interview or at other times to campaign on behalf of specific clients.

5. Project Staffing Details

See the Agency Staffing Detail tab of the accompanying FFY 2018 SCP Informational Workbook for individual SCP staffing details.

6. Project Budget Details and Narrative

Program Itemized Service Budget

Line Item	Non-Federal Funds				(e) Federal Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total	
Personnel (Salary and Benefits)	N/A	N/A	\$5,745,671	\$5,745,671	\$2,872,835.50
Copying/Printing/Materials	N/A	N/A	\$216,324	\$216,324	\$108,162.00
Internet/Telephone	N/A	N/A	\$184,421	\$184,421	\$92,210.50
Equipment and Other Capital Expenditures	N/A	N/A	\$0	\$0	\$0.00
Supplies and Non-Capital Expenditures	N/A	N/A	\$161,790	\$161,790	\$80,895.00
Building/Space	N/A	N/A	\$248,525	\$248,525	\$124,262.50
Other	N/A	N/A	\$123,114	\$123,114	\$61,557.00
Long Distance Travel	N/A	N/A	\$36,739	\$36,739	\$18,369.50
Local Travel	N/A	N/A	\$285,642	\$285,642	\$142,821.00
Contractual	N/A	N/A	\$187,365	\$187,365	\$93,682.50
Indirect Costs	N/A	N/A	\$416,463	\$416,463	\$208,231.50
TOTAL	N/A	N/A	\$7,606,054	\$7,606,054	\$3,803,027

Budget Review Methodology

ADES received FFY 2018 Plan participation applications from 58 agencies. Budget projections were evaluated and approved according to guidance and requirements set forth by Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations (2 CFR § 200), United States Department of Agriculture State Plan Guidance issued July 2017 and ADES program policy. All approved administrative costs have been determined to be reasonable, allowable and necessary. Individual SCP itemized service budgets and staffing details are included in the Agency Service Budgets tab of the accompanying FFY 2018 Informational Workbook. All SCP application documents, including individual SCP budget narratives, are kept on file with ADES and available for review.

Personnel (Salary and Benefits)

Staff wages and benefits are set on a reasonable hourly basis in line with the duties being performed for SNAP access and information operations (see Attachment 1, ADES Policy Memo # PM 15-03 – Staff Wages and Benefits Allowable Cost Policy). All staffing budgets must be calculated on the percentage of time allocated to SNAP activities, and SCP budget narratives must explain the SNAP activities to be performed. SCPs are prohibited from compensating staff based upon the number of applications submitted or the number of clients completing an integrated application. All SCPs must provide additional justification for staff with time allocated to more than 50 percent SNAP activity. SCP staff track time spent on allowable SNAP activities via ADES approved electronic or paper tracking forms.

Calculation Method

(Total Annual Cash Compensation + Employee Related Expense Rate) = Total Compensation
(Total Compensation) X (SNAP Activity Percentage) = SNAP Salary

Total SNAP Cost for this Line Item: \$5,745,671

Copying/Printing/Materials

Expenses in the Copying/Printing/Materials line item consist of costs related to the in-house and outsourced production of SNAP informational material such as flyers, newsletters, pamphlets, brochures and newspaper advertisements. All informational material produced with the support of USDA funding must contain the current USDA/FNS-approved nondiscrimination and funding statements. SCPs are prohibited from requesting reimbursement for expenditures on radio, television and billboard advertisements in accordance with § 4018 of the Agricultural Act of 2014 (Pub. L. 113-79).

Calculation Method

(Number of Items X Item Cost X Frequency X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$216,324

Internet/Telephone

Expenses in the Internet and Telephone line item consist of costs related to cellular phone monthly charges, desk phone (i.e., landline) monthly charges, and Internet connectivity monthly charges. Internet connectivity can refer to Internet connections delivered to the SCP through physical means such as cabled networks or through wireless devices such as mobile hotspots. ADES determines the maximum allowable cost of cellular phone and mobile device plans by considering the features of the device (see Attachment 2, ADES Policy Memo # PM 15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy). Smart phones and mobile hotspot

devices are capped at a maximum reimbursement of \$50.00 per device per month, and mobile phones without smart features or hotspot capability are capped at a maximum of \$25.00 per device per month.

Calculation Method

For cellular phones and mobile hotspots:

$(\text{Number of Devices} \times \text{Monthly Charge} \times 12 \text{ Months} \times \text{SNAP Activity Percentage}) = \text{SNAP Cost}$

For cabled Internet connections and landline service:

$(\text{Monthly Charge} \times 12 \text{ Months} \times \text{SNAP Activity Percentage}) = \text{SNAP Cost}$

Total SNAP Cost for this Line Item: \$184,421

Equipment and Other Capital Expenditures

SCPs are prohibited from requesting reimbursement for equipment or capital expenditures.

Supplies and Non-Capital Expenditures

Expenses in the Supplies and Non-Capital Expenditures line item consist of costs associated with the purchase of computing devices such as laptops, printers and scanners and small consumables used during SCP SNAP access and information operations. Examples of consumables allocated to this line item include pens, pencils, paperclips, files folders, business cards and notepads. All SCP computing device expenditures must be approved by ADES and evidenced by a sales receipt. SCPs must provide a copy of the sales receipt to ADES. Reinforcement items purchased with program funds must have a direct relationship to program directives and are capped at a maximum value of \$5.00 per item. Reinforcements may not be used to incentivize clients to apply for benefits and must be of an educational or informational nature. SCPs are prohibited from purchasing the following items as reinforcements:

- Celebratory items;
- Food;
- Items for staff;
- Items that cost more than \$5.00;
- Items intended as rewards for prescreening or completing an application;
- Items used to incentivize potentially eligible people to apply for benefits;
- Items with no outreach messages; and
- Unreasonable or unnecessary items.

SCPs are encouraged to avoid reinforcements resembling food items to aid in the prevention of potential problems caused by children accidentally ingesting the items.

Calculation Method

(Number of Items X Item Cost X Frequency (if applicable) X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$161,790

Building/Space

Expenses in the Building/Space line item are based upon the percentage of square footage (ft²) used for SNAP access and information operations. SCPs requesting reimbursement under this line item must calculate projected expenses in accordance with § 4.17 of the United States Department of Agriculture State Plan Guidance issued July 2017. SCPs may not apply a use allowance to projections, nor include building/space expenditures as both a direct and indirect cost. All calculations involving staff are based on full-time equivalency (FTE). For example, a colleague who works 40 hours per week and spends half the time at one location and half the time at a second location would count as one-half FTE for each location. Staff salaries are not factored into the calculation for this line item. When the SCP rents the occupied space from another entity, rent is the principle occupancy cost on which the SCP claims reimbursement. When the SCP owns the occupied space, building-related costs are the principle occupancy costs on which the SCP claims reimbursement.

Calculation Method

(Total ft² Occupied by All Staff X (On-Site SNAP Staff ÷ Total On-Site Staff)) = Base ft²

(Base ft² X Average On-Site Staff SNAP Percentage) = ft² Chargeable to SNAP

(Annual Rent *or* Building-Related Costs X (ft² Chargeable to SNAP ÷ Total ft² Occupied by All Staff)) = SNAP Cost

Total SNAP Cost for this Line Item: \$248,525

Other

Expenses in the Other line item consist of costs associated with expenditures that cannot be allocated to a different direct cost category or to indirect costs. In general, Arizona SCPs allocate the allowable, reasonable and necessary costs of professional memberships, dues and subscriptions and costs associated with outsourced services such as information technology support and accounting. SCPs may also charge other costs to this line item as long as the costs are determined to be reasonable, allowable and necessary and are not obviously allocable to an alternative direct cost category.

Calculation Method

(Number of Items X Item Cost X Frequency X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$123,114

Long Distance (Out-of-State) Travel

Expenses in the Long Distance Travel line item consist of costs associated with travel to training and conferences outside of Arizona. SCPs must itemize out-of-state travel expenses. Additionally, SCPs must provide a copy of the training or conference agenda to ADES for review. ADES determines the percentage of SNAP activity allocable to the training or conference based on the agenda. Mileage expenses for out of state travel are reimbursed according to IRS guidelines. The current IRS mileage reimbursement rate for business travel is \$0.575 per mile . SCPs must comply with current fiscal year per diem rates as published by the United States General Services Administration (see Attachment 3, ADES Policy Memo # PM 15-02 – Travel Allowable Cost Policy).

Calculation Method

(Itemized Expense X Number of Staff Travelling X Frequency X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$36,739

Local (In-State) Travel

Expenses in the Local Travel line item consist of costs associated with business-related travel inside of Arizona and costs related to registration and lodging for the Arizona Community Action Association annual conference. All claims in this line item are subject to Arizona's maximum reimbursement rates for state employees (see Attachment 3, ADES Policy Memo # PM 15-02 – Travel Allowable Cost Policy). In-state business miles are reimbursed at a rate of \$0.445 per mile. The maximum lodging and meal reimbursements are based on the traveler's destination. When claiming multiple types of expenses in this line item, SCPs must itemize the expenses as they would for the Long Distance Travel line item.

Calculation Method

For mileage expenses:

(Number of Round Trip Business Miles Traveled per Trip X Number of Trips X SNAP Activity Percentage X 0.445) = SNAP Cost

For expenses other than mileage:

(Itemized Expense X Number of Staff Travelling X Frequency X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$285,642

Contractual

Expenses in the Contractual line item consist of cost associated with outsourced services. In general, SCPs allocate the costs of accounting services, contract staff, web hosting and information technology support to this line item.

Calculation Method

(Combined Cost of the Services per Month X 12 Months X SNAP Activity Percentage) = SNAP Cost

Total SNAP Cost for this Line Item: \$187,365

Indirect Costs

SCPs electing to use the de minimis ICR may do so without the provision of an ICR agreement and must justify the allocation of traditionally indirect expenditures to a direct cost line item. SCPs with a federally approved ICR must provide a copy of the agreement to ADES. SCPs without a federal ICR agreement may choose to allocate all expenses to direct costs and forego the use of an ICR. ADES allows only approved SNAP access and information administrative expenses to be factored into the ICR calculation. See the Agency Program Budgets tab of the accompanying FFY 2018 SCP Informational Workbook for a listing of SCP indirect cost information. See Attachment 4 – Indirect Cost Details and Agreements for a table of SCP indirect cost details and copies of federally negotiated ICR agreements.

Calculation Method

(SCP Modified Total Direct Program Costs *or* SCP ICR base expenditures X ICR) = SNAP Cost

Total SNAP Cost for this Line Item: \$416,463

7. Budget Summary

See the Agency Program Budgets tab of the accompanying FFY 2018 SCP Informational Workbook for individual SCP itemized service budgets.

8. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
✓	The State SNAP agency is accountable for the content of the State outreach plan and will provide oversight of any sub-grantees.
✓	The State SNAP agency is fiscally responsible for outreach activities funded under the Plan and is liable for repayment of unallowable costs.
✓	Outreach activities are targeted to those potentially eligible for benefits.
✓	Cash or in-kind donations from other non-federal sources have not been claimed or used as a match or reimbursement under any other federal program.
✓	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
✓	Documentation of State agency costs, payments and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
✓	Contracts are procured through competitive bid procedures governed by State procurement regulations.
✓	Program activities are conducted in compliance with all applicable federal laws, rules and regulations including Civil Rights and OMB regulations governing cost issues.
✓	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
✓	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

By signature on the cover page of this document, the state SNAP agency director and financial representative certify that the above assurances are met.

9. Attachments

Attachment 1 – Policy Memo #15-03 – SNAP Wages and Benefits Allowable Cost Policy

Policy Memo # PM 15-03 – Staff Wages and Benefits Allowable Cost Policy

Program: Supplemental Nutrition Assistance Program (SNAP) Community Partnership

Effective Date: 10/01/2014

Issue Date: 10/01/14

Revised Date: 2/23/2015

This Policy Memo is being issued to inform SNAP Community Partners of allowable cost for salaries and benefits of personnel that directly support planning and implementation of the activities in the State SNAP Information and Application Assistance Plan. All costs must be allowable, reasonable and necessary.

A. Reasonable Costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. Necessary Costs are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. Allowable Activities:

- Salaries and benefits for personnel that directly support planning and implementation of the activities outlined in the State SNAP Outreach and Information Plan.
- Organizations should refer to their individual scope of work for allowable activities.
- See USDA SNAP Outreach Plan Guidance for further clarification of allowable activities.

D. Staff Wages and Benefits:

- Staff wages and benefits are set on a reasonable hourly basis in line with the duties being performed for the outreach plan, or the Federal minimum hourly wages established by the United States Department of Labor.
- Their benefits and wages and percentage must relate directly to the outreach task they perform.

- Staff time claimed for outreach/application assistance cannot be used as a reimbursement item for any other Federal grant.

E. Multiple Fund Sources and Multiple Program Objectives:

- All organizations' Personnel Staffing Budgets must be based on the percent of time allocated to SNAP activities and require justification in the budget narrative for anticipated allocation of time.
- Organizations whose primary purpose is to support their community with food security are more likely to have positions where 100% of personnel cost would support SNAP outreach and applications assistance.
- Organizations whose primary purpose is healthcare related might require additional justification for positions allocating more than 50 percent of their time spent on conducting SNAP outreach and application assistance.

Request for exception to Policy Memo #PM 15-03 – Staff Wages and Benefits Allowable Cost Policy:

1. Explain the reason for your request (justification). The explanation must be clearly stated and provide sufficient information with which to fully evaluate the request.
2. Include each job description for staff whom you are requesting an increase in cost allocation.
 - a. Costs must be reasonable, necessary and allowable.
3. Provide documentation that should include historical data;
 - a. A time and activity tracker or time study of activities documenting percentage of time staff is engaged in SNAP related tasks.
 - At a minimum one month of data, showing the percentage of time related to the duties outlined in the job description and scope of work and or;
 - Data showing the percentage of applications that your organization assisted in which the customer applied for SNAP.

Submit the Request for Exception to the Arizona Community Action Association for approval.

If the exception is approved then submit a revised:

1. Budget Narrative
2. Staffing Budget
3. Line Item Budget

Attachment 2 – Policy Memo #15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy

Policy Memo #PM 15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy

Program: Supplemental Nutrition Assistance Program (SNAP) Community Partnership

Effective Date: 10/01/2014

Issue Date: 09/30/14

Revised Date: 12/11/2014

This Policy Memo is being issued to inform SNAP Community Partners of allowable cost related to cell phone and data plan use. All costs must be allowable, reasonable and necessary.

A. **Reasonable costs** are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. **Necessary costs** are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. **Allowable Activities:**

1. Cell phone usage is an allowable cost when travelling to remote locations where land line service is not available
 - Cell phone use is allowable when used to support activities **such as**:
 - Contacting ADES eligibility interview or questions regarding case status)
 - Scheduling appointments
 - Follow-up with applicants regarding SNAP application

Note: Justification is required when requesting multiple cell phones.

2. Mobile Hotspot: A small personal device that creates a small area of Wi-Fi coverage allowing nearby Wi-Fi devices to connect to the Internet. In other words, the device serves as a link between nearby Wi-Fi devices and a cellular data network.

- Used for Internet access on laptop to support activities **such as**:
 - Submitting application online via Health-e-Arizona PLUS (HEAplus)
 - Upload documents to HEAplus
 - Locating verification documents
 - Accessing SNAP eligibility prescreening tools such as ArizonaSelfHelp

D. Cost:

The following table provides the maximum cost a partner organization may invoice for each month.

Type of Plan	Maximum Allowable Monthly Cost
Phone – Voice only	\$25 per month
Smartphone – Voice and Data	\$50 per month
Mobile Hotspot, Wi-Fi, or modem	\$50 per month

Request for exception to # PM 15-01 – Cell Phone and Data Plan: Allowable Use and Cost Policy:

1. Explain the reason for your request (justification). The explanation must be clearly stated and provide sufficient information with which to fully evaluate the request.
2. Include job description for staff for whom you are requesting an increase in the costs related to cell phone and data plans and or multiple cell phones.
 - a. Costs must be reasonable, necessary and allowable.
3. Provide documentation that should include historical data;
 - a. A time and activity tracker or time study of activities documenting percentage of time cell phones and or data plans/Hotspots are necessary for staff to accomplish SNAP related tasks.
 - b. At a minimum one month of data, showing the percentage of time used related to the duties outlined in the job description and scope of work.

Submit the Request for Exception to the Arizona Community Action Association for approval.

If the exception is approved then submit a revised:

1. Budget Narrative
2. Staffing Budget
3. Line Item Budget

Attachment 3 – Policy Memo # PM 15-02 – Travel Allowable Cost Policy

Policy Memo #PM 15-02 – Travel Allowable Cost Policy

Program: SNAP and TEFAP

Effective Date: 10/01/2014

Issue Date: 09/30/14

This Policy Memo is being issued to inform SNAP Community Partners and TEFAP Regional Food Banks of the allowable cost related to in-state and out-of-state travel when reimbursement is being requested from DES Coordinated Hunger Relief Program . All costs must be allowable, reasonable and necessary.

A. Reasonable costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. Necessary costs are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. Allowable activities:

1. In-State Travel: Travel within the state of Arizona is subject to State Reimbursement Rates. Mileage will not be reimbursed in excess of the state personal vehicle mileage reimbursement.
 - The mileage reimbursement rate is \$.445 per mile.
 - A traveler may claim reimbursement for business-related miles traveled in a personal vehicle.
 - Mileage will not be reimbursed in excess of the state personal vehicle mileage reimbursement.
 - Reimbursement for mileage is allowable for business-related miles but not for commuting miles.
 - Commuting is travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not reimbursable. Commuting expenses are not reimbursable no matter how far the residence is from the regular duty post (work location). This would include travel from personal residence to

various sites as part of regular duty. (For examples, see Business Miles versus Commuting Miles attachment)

- Hotel/Per Diem

Lodging will not be reimbursed in excess of the state per diem rates: See the attached Supplemental I Maximum Transportation and Meal Reimbursement Rates document

2. Out-of-State Travel:

- Travel outside of the State of Arizona is subject to federal reimbursement rates. Maximum allowable Per Diem rates for lodging and meals can be obtained from the GSA U.S. General Services Administration website <http://www.gsa.gov/portal/content/104877>.

3. Conference fees and related travel expenses must be justified and reasonable. The conference or training must have a direct link to the planning and implementation of the activities in the State SNAP Outreach Plan.

IMPORTANT

Prior approval is required for all reimbursement requests related to conference and training attendance. Partners must submit conference/training agenda in advance of the event when reimbursement is being requested from DES Coordinated Hunger Relief Program.

Attachment 4 – Indirect Cost Rate Details and Agreements

SCP Agency Name	Indirect Cost Rate	Indirect Cost Rate Agreement Authority*
Adelante Healthcare	10%	ADES
Against Abuse	10%	ADES
Asian Pacific Community in Action	10%	ADES
Catholic Community Services of Southern Arizona	10%	ADES
Chandler CARE Center	4.26%	AZED
Community Food Bank of Southern Arizona	10%	ADES
East Valley Adult Resources	10%	ADES
Empowerment Systems	10%	ADES
Green Valley Assistance Services	10%	ADES
Helping Families in Need	10%	ADES
ICM Food and Clothing Bank	10%	ADES
Keogh Health Connection	10%	ADES
Lutheran Social Services of the Southwest	11.8%	HUD
Mariposa Community Health Center	10%	ADES
Native American Community Health Center	37.5%	HHS
Neighborhood Outreach Access to Health	10%	ADES
Nogales Community Development Corporation	20.12%	HUD
North Country Healthcare	21.9%	HHS
Phoenix Day Healthlinks	10%	ADES
Phoenix Indian Center	16.5%	DOL
Tanner Community Development Corporation	10%	ADES
Women's Health Coalition	10%	ADES

*Indirect Cost Rate Agreement Authority Key

ADES	Department of Economic Security under the authority of 2 C.F.R. § 200.414 (f)
AZED	Department of Education under the authority of the United States Department of Education
DOL	United States Department of Labor
HHS	United States Department of Health and Human Services
HUD	United States Department of Housing and Urban Development

Chandler CARE Center ICR Agreement

Chandler CARE Center is a program of the Chandler Unified District #80. As such, the ICR will appear next to the school district name and not the SCP name.

Arizona Department of Education FY 18 District Indirect Cost Rates Effective July 1, 2017 through June 30, 2018				
EntityID	CTDS	Local Education Agency	Restricted Rate	Unrestricted Rate
4289	070516000	Agua Fria Union High School District	10.50%	25.00%
4409	100215000	Ajo Unified District	8.35%	25.00%
4280	070468000	Alhambra Elementary District	3.95%	25.00%
4418	100351000	Altar Valley Elementary District	5.35%	25.00%
4406	100210000	Amphitheater Unified District	3.46%	25.00%
4274	070447000	Arlington Elementary District	**	0.29%
4187	020453000	Ash Creek Elementary District	12.00%	25.00%
4471	130231000	Ash Fork Joint Unified District	11.62%	25.00%
4412	100240000	Baboquivari Unified School District	9.81%	25.00%
4268	070431000	Balsz Elementary District	5.36%	25.00%
4481	130326000	Beaver Creek Elementary District	11.36%	25.00%
79226	020209000	Benson Unified School District	5.53%	25.00%
4515	150576000	Bicentennial Union High School District	12.00%	25.00%
4169	020202000	Bisbee Unified District	6.15%	25.00%
4397	090232000	Blue Ridge Unified School District No. 32	2.50%	17.49%
4269	070433000	Buckeye Elementary District	3.61%	25.00%
4284	070501000	Buckeye Union High School District	4.51%	25.00%
4378	080415000	Bullhead City School District	12.00%	25.00%
4470	130228000	Camp Verde Unified District	1.83%	25.00%
4282	070483000	Cartwright Elementary District	3.51%	23.81%
4446	110404000	Casa Grande Elementary District	4.78%	25.00%
4453	110502000	Casa Grande Union High School District	7.01%	25.00%
4410	100216000	Catalina Foothills Unified District	5.29%	25.00%
4244	070293000	Cave Creek Unified District	2.68%	25.00%
79385	110801000	Central Arizona Valley Institute of Technology	12.00%	**
4242	070280000	Chandler Unified District #80	4.26%	25.00%
4158	010224000	Chinle Unified District	3.06%	25.00%
4474	130251000	Chino Valley Unified District	3.89%	25.00%
4486	130403000	Clarkdale-Jerome Elementary District	3.12%	23.89%
79381	030801000	Coconino Association for Vocation Industry and Technology	12.00%	25.00%
4370	080214000	Colorado City Unified District	12.00%	25.00%
4381	080502000	Colorado River Union High School District	10.60%	25.00%
4160	010306000	Concho Elementary District	2.02%	25.00%
4416	100339000	Continental Elementary District	1.51%	1.62%
4442	110221000	Coolidge Unified District	1.26%	25.00%
4487	130406000	Cottonwood-Oak Creek Elementary District	10.50%	25.00%
4501	140413000	Crane Elementary District	6.41%	25.00%
4263	070414000	Creighton Elementary District	3.74%	24.18%
4246	070297000	Deer Valley Unified District	4.48%	25.00%
4174	020227000	Douglas Unified District	6.45%	25.00%
4243	070289000	Dysart Unified District	3.73%	25.00%
4448	110411000	Eloy Elementary District	12.00%	25.00%
4192	030201000	Flagstaff Unified District	3.18%	22.40%
4405	100208000	Flowing Wells Unified District	4.91%	25.00%
4221	050207000	Fort Thomas Unified District	12.00%	25.00%
4505	140432000	Gadsden Elementary District	2.18%	25.00%
4157	010220000	Ganado Unified School District	10.35%	25.00%
4238	070224000	Gila Bend Unified District	12.00%	25.00%
79387	050802000	Gila Institute for Technology	4.03%	25.00%
4271	070440000	Glendale Elementary District	12.00%	25.00%
4285	070505000	Glendale Union High School District	2.68%	25.00%
4208	040201000	Globe Unified District	6.44%	25.00%
4194	030204000	Grand Canyon Unified District	2.50%	25.00%

* Missing information
** Rate not requested

Arizona Department of Education
 FY 18 District Indirect Cost Rates
 Effective July 1, 2017 through June 30, 2018

EntityID	CTDS	Local Education Agency	Restricted Rate	Unrestricted Rate
4212	040241000	Hayden-Winkelman Unified District	8.70%	25.00%
4392	090206000	Heber-Overgaard Unified District	12.00%	25.00%
4248	070260000	Higley Unified School District	2.83%	25.00%
4389	090203000	Holbrook Unified District	3.42%	24.85%
4469	130222000	Humboldt Unified District	6.37%	15.30%
4259	070405000	Isaac Elementary District	4.35%	25.00%
4445	110244000	J O Combs Unified School District	5.03%	25.00%
4388	090202000	Joseph City Unified District	7.77%	25.00%
4396	090227000	Kayenta Unified School District # 27	4.13%	25.00%
79598	080220000	Kingman Unified School District	12.00%	25.00%
4267	070428000	Kyrene Elementary District	12.00%	25.00%
4368	080201000	Lake Havasu Unified District	3.93%	25.00%
4276	070459000	Laveen Elementary District	1.04%	25.00%
4266	070425000	Liberty Elementary District	3.92%	25.00%
4281	070479000	Litchfield Elementary District	4.37%	25.00%
4374	080209000	Littlefield Unified School District	7.49%	25.00%
4278	070465000	Littleton Elementary District	2.06%	23.09%
4270	070438000	Madison Elementary District	8.85%	25.00%
4439	110208000	Mammoth-San Manuel Unified District	11.24%	25.00%
4404	100206000	Marana Unified District	12.00%	25.00%
4441	110220000	Maricopa Unified School District	4.71%	25.00%
4435	110100000	Mary C O'Brien Accommodation	11.26%	25.00%
4473	130243000	Mayer Unified School District	8.27%	25.00%
4163	010323000	Mcnary Elementary District	8.74%	25.00%
4235	070204000	Mesa Unified District	9.51%	25.00%
4211	040240000	Miami Unified District	6.79%	25.00%
4379	080416000	Mohave Valley Elementary District	10.00%	25.00%
4251	070375000	Morristown Elementary District	12.00%	25.00%
90090	130802000	Mountain Institute JTED	12.00%	25.00%
4265	070421000	Murphy Elementary District	6.03%	25.00%
4176	020323000	Naco Elementary District	*	*
4252	070381000	Nadaburg Unified School District	9.01%	25.00%
4457	120201000	Nogales Unified District	5.22%	25.00%
78786	090835000	Northern Arizona Vocational Institute of Technology	12.00%	25.00%
4444	110302000	Oracle School District	*	*
4262	070408000	Osborn Elementary District	4.58%	25.00%
4196	030208000	Page Unified District	5.54%	25.00%
4275	070449000	Palo Verde Elementary District	5.00%	25.00%
4255	070394000	Paloma School District	11.99%	25.00%
4180	020349000	Palominas Elementary District	2.53%	19.82%
4241	070269000	Paradise Valley Unified District	8.24%	25.00%
4510	150227000	Parker Unified School District	12.00%	25.00%
4460	120406000	Patagonia Elementary District	3.90%	22.67%
4462	120520000	Patagonia Union High School District	1.11%	25.00%
4209	040210000	Payson Unified District	4.63%	25.00%
4369	080208000	Peach Springs Unified District	12.00%	25.00%
4186	020422000	Pearce Elementary District	12.00%	25.00%
4283	070492000	Pendergast Elementary District	2.87%	25.00%
4256	070401000	Phoenix Elementary District	12.00%	25.00%
4286	070510000	Phoenix Union High School District	2.58%	25.00%
4452	110433000	Picacho Elementary District	12.00%	25.00%
4401	100100000	Pima Accommodation District	12.00%	25.00%
89380	100811000	Pima County JTED	*	*

* Missing information

** Rate not requested

Arizona Department of Education
 FY 18 District Indirect Cost Rates
 Effective July 1, 2017 through June 30, 2018

EntityID	CTDS	Local Education Agency	Restricted Rate	Unrestricted Rate
4390	090204000	Pinon Unified District	5.02%	25.00%
4466	130201000	Prescott Unified District	3.27%	25.00%
4511	150404000	Quartzsite Elementary District	11.54%	25.00%
4245	070295000	Queen Creek Unified District	12.00%	25.00%
4438	110203000	Ray Unified District	12.00%	25.00%
4159	010227000	Red Mesa Unified District	9.61%	25.00%
4257	070402000	Riverside Elementary District	12.00%	25.00%
4279	070466000	Roosevelt Elementary District	12.00%	25.00%
4155	010210000	Round Valley Unified District	10.56%	25.00%
4449	110418000	Sacaton Elementary District	12.00%	25.00%
4254	070290000	Saddle Mountain Unified School	4.59%	25.00%
4411	100230000	Sahuarita Unified District	6.00%	25.00%
4514	150430000	Salome Consolidated Elementary	11.64%	25.00%
4210	040220000	San Carlos Unified District	4.74%	25.00%
4156	010218000	Sanders Unified District	12.00%	25.00%
4458	120235000	Santa Cruz Valley Unified District	2.57%	25.00%
4454	110540000	Santa Cruz Valley Union High School	5.65%	25.00%
4240	070248000	Scottsdale Unified District	9.90%	25.00%
4467	130209000	Sedona-Oak Creek JUSD #9	11.97%	25.00%
4393	090210000	Show Low Unified District	2.51%	10.52%
4175	020268000	Sierra Vista Unified District	12.00%	22.34%
4391	090205000	Snowflake Unified District	9.78%	25.00%
4222	050305000	Solomon Elementary District	12.00%	25.00%
4500	140411000	Somerton Elementary District	6.37%	25.00%
4153	010201000	St Johns Unified District	8.27%	25.00%
4451	110424000	Stanfield Elementary District	12.00%	25.00%
4407	100212000	Sunnyside Unified District	7.52%	22.90%
4258	070403000	Tempe School District	3.45%	25.00%
4287	070513000	Tempe Union High School District	4.66%	25.00%
4264	070417000	Tolleson Elementary District	4.75%	25.00%
4288	070514000	Tolleson Union High School District	4.47%	25.00%
4168	020201000	Tombstone Unified District	12.00%	25.00%
4215	040333000	Tonto Basin Elementary District	12.00%	25.00%
4197	030215000	Tuba City Unified School District #15	9.40%	25.00%
4403	100201000	Tucson Unified District	12.00%	25.00%
4277	070462000	Union Elementary District	5.13%	25.00%
4413	100220000	Vail Unified District	2.57%	25.00%
4162	010309000	Vernon Elementary District	7.00%	25.00%
4260	070406000	Washington Elementary School	1.11%	21.62%
80923	070802000	West-MEC	*	*
4236	070209000	Wickenburg Unified District	2.63%	25.00%
4170	020213000	Willcox Unified District	6.77%	25.00%
4193	030202000	Williams Unified District	12.00%	25.00%
4261	070407000	Wilson Elementary District	12.00%	24.85%
4154	010208000	Window Rock Unified District	8.18%	25.00%
4387	090201000	Winslow Unified District	1.81%	14.38%
4485	130352000	Yarnell Elementary District	5.69%	25.00%
4213	040305000	Young Elementary District	12.00%	25.00%
4499	140401000	Yuma Elementary District	11.17%	25.00%
4507	140570000	Yuma Union High School District	8.69%	25.00%

Updated 7/21/2017

* Missing information

** Rate not requested

Lutheran Social Services of the Southwest ICR Agreement



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

AUG 26 2009

Mr. David H. Miller
Vice President of Finance and Administration
Lutheran Social Services of the Southwest
5049 E. Broadway, Suite 102
Tucson, AZ 85711

Dear Mr. Miller:

Attached is an original and one copy of the indirect cost Rate Agreement for your signature. This agreement reflects an understanding reached between your organization and this Department concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the original copy of the agreement signed by an authorized representative of your organization and return it to Ron Ashford, 451 7th Street SW Suite 4130, Washington, DC 20410, retaining a copy for your files. The agreement will become effective upon signature. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending December 31, 2009, is due in our Office by June 30, 2010.

Sincerely,

Ron Ashford
Director of Public Housing
Supportive Service Program

Enclosure

www.hud.gov

cspanol.hud.gov

**NON-PROFIT ORGANIZATION
INDIRECT COST RATE NEGOTIATION AGREEMENT**

ORGANIZATION:	Date: July 20, 2009
DUNS Number: 149018905	
Name Lutheran Social Services of the Southwest	FILE REFERENCE: This replaces the
Address 5049 E. Broadway Suite 102 Tucson, AZ 85711	Agreement dated: N/A

The rates approved in this Agreement are for use on grants, contracts and other agreements with the Federal Government to which OMB Circular A-122 applies, subject to the conditions in Section III below. The rate(s) were negotiated by the above named organization and the U.S. Department of Housing and Urban Development in accordance with the authority contained in Attachment A, Section E of the Circular.

SECTION I: INDIRECT COST RATES

<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE(%)</u> <u>*1</u>	<u>LOCATION</u>	<u>APPLICABLE</u> <u>TO</u>
	<u>FROM</u>	<u>TO</u>			
Final	01/01/2008	12/31/2008	11.8%	All	All Programs
Provisional	01/01/2009	Until Amended	11.8%	All	All Programs

(SEE SPECIAL REMARKS)

***1 BASE:** Modified Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations); that portion of each sub-award/contract in excess of \$25,000; rental/maintenance of off-site activities; and, flow-through funds.

ORGANIZATION: Native American Community Health Center, Inc. dba:
Native Health

AGREEMENT DATE: 9/21/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:
FICA, HEALTH/DENTAL INSURANCE, AND TAX-SHELTERED ANNUITY.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 09/30/2016, will be due no later than 03/31/2017.

ORGANIZATION: Native American Community Health Center, Inc. dba:
Native Health
AGREEMENT DATE: 9/21/2016

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Native American Community Health Center, Inc. dba: Native Health

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

9/21/2016

(DATE) 2377

HHS REPRESENTATIVE: Cora Coleman

Telephone: (415) 437-7820

Nogales Community Development Corporation ICR Agreement

INDIRECT COST NEGOTIATION AGREEMENT

DATE: September 30, 2010

FILING REFERENCE: Replaces Original Agreement Dated May 27, 2008

NON-PROFIT AGENCY:

Nogales Community Development Corporation
PO 421
Nogales, AZ 85628

The indirect cost rates contained herein are for use on grants and contracts with the Federal Government to which Office of Management and Budget Circular A-122 applies subject to the limitations contained in Section II, A. of this agreement. The rates were negotiated by the Nogales Community Development Corporation, Nogales, Arizona and the U.S. Department of Housing and Urban Development in accordance with the authority contained in the Circular.

Section I: Rates

Type	Effective Period		Rate*	Applicable
	From	To		To
Final	7/1/07	6/30/08	27.09	All
Final	7/1/08	6/30/09	20.12	All
Provisional	7/1/09	Until Amended	20.12	All

*Base: Direct salaries and benefits

Section II: General

A. **LIMITATIONS:** Use of the rates contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rates agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor or allocated to the grantee/contractor via an approved Central Service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligation of the grantee/contractor and allowable under the governing cost principles, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rates agreed to herein is not subsequently found to be materially inaccurate.

B. **AUDIT:** Adjustments to amounts resulting from audit of the indirect cost rate upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. CHANGES: If a fixed or predetermined rate(s) is contained in this agreement it is based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the method of accounting for costs which affect the amount of reimbursement from use of the rate(s) in this agreement, require the prior approval of the authorized representative of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.

D. NOTIFICATION TO FEDERAL AGENCIES: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

E. SPECIAL REMARKS: Federal programs currently reimbursing indirect costs to this Department/Agency by means other than the rates cited in this agreement should be credited for such costs and the applicable rate cited herein applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.

By the Non-profit Agency:

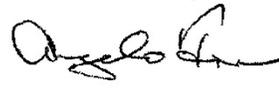
By the Responsible Agency for
the Federal Government:

Nogales CDC

U.S. Department of Housing and
Urban Development



Signature



Signature

Yvonne C. Delgado

Name

Angelo Tom

Name

Executive Director

Title

Director, Program Support
CPD Division

Title

9-30-2010

Date

September 30, 2010

Date

North Country Healthcare ICR Agreement



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

90 7th Street, Suite 4-600
San Francisco, CA 94103-6705
PHONE: (415) 437-7820
FAX: (415) 437-7823
EMAIL: CAS-SF@nsc.hhs.gov

March 20, 2017

Ann Newland, CEO
North Country HealthCare, Inc.
2920 N 4th St.
Flagstaff, AZ 86004

Dear Ms. Newland:

A copy of an indirect cost rate agreement is being sent to you for signature. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and return within ten business days of receipt. The signed agreement should be sent to me by email, while retaining the copy for your files. Only when the signed agreement is returned, will we then reproduce and distribute the agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Therefore, your next proposal based on actual costs for the fiscal year ending 06/30/17, is due in our office by 12/31/17. Please submit your next proposal electronically via email to CAS-SF@psc.hhs.gov.

Sincerely,

Arif M. Karim -A

Arif Karim, Director
Cost Allocation Services

Digitally signed by Arif M. Karim -A
DN: c=US, o=U.S. Government, ou=HHS,
ou=PSC, ou=People, cn=Arif M. Karim -A,
0.9.2342.19200300.100.1.1=2000212895
Date: 2017.03.28 19:19:54 -0500

Enclosure

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY EMAIL

NONPROFIT RATE AGREEMENT

EIN: 860663432

DATE:03/20/2017

ORGANIZATION:

FILING REF.: The preceding

North Country HealthCare, Inc.

agreement was dated

2920 N 4th St.

01/14/2016

Flagstaff, AZ 86004

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2015	06/30/2016	21.90	All	All Programs
PROV.	07/01/2016	06/30/2018	21.90	All	All Programs

*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: North Country HealthCare, Inc.

AGREEMENT DATE: 3/20/2017

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are:

FICA TAXES, 401(k) CONTRIBUTION-EMPLOYER MATCH, MEDICAL, DENTAL, VISION, LONG AND SHORT TERM DISABILITY, UNEMPLOYMENT, LIFE, AND WORKERS' COMPENSATION INSURANCE.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/17, will be due no later than 12/31/17.

ORGANIZATION: North Country HealthCare, Inc.
AGREEMENT DATE: 3/20/2017

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

North Country HealthCare, Inc.

(INSTITUTION)

(SIGNATURE)

Anne Newland

(NAME)

CEO

(TITLE)

4/3/2017

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - A

Digitally signed by Arif M. Karim - A
DN: c=US, o=U.S. Government, ou=HHS, ou=PS, ou=People,
cn=Arif M. Karim - A, o=23421820100100111+200021295,
Date: 2017.03.28 19:16:57 -0700

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

3/20/2017

(DATE) 9473

HHS REPRESENTATIVE: Cora Coleman

Telephone: (415) 437-7820

Phoenix Indian Center ICR Agreement

NEGOTIATED INDIRECT COST RATE AGREEMENT NONPROFIT ORGANIZATION

ORGANIZATION:
Phoenix Indian Center, Inc.
4520 N. Central Avenue, Ste. 250
Phoenix, AZ 85012
EIN #86-6006566

DATE: August 4, 2015
FILE REF: This replaces the
Agreement dated: August 19, 2014

The indirect cost rate(s) contained herein are for use on grants, contracts, and other agreements with the Federal Government, to which OMB Circular No. A-122 applies, subject to the conditions in Section II, A, below. The rate(s) were negotiated by the Phoenix Indian Center, Inc., and the U.S. Department of Labor in accordance with the authority contained in Attachment A, Section E, of the Circular.

Indirect rates for fiscal years that begin on or after 12/26/2014 are subject to 2 CFR Part 200, Subpart E, in accordance with the authority contained in 2 CFR, Part 200, Appendix VII, D.I.

SECTION I: RATES

<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE*</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
Final	07/01/12	06/30/13	15.30%	All	All Programs
Final	07/01/13	06/30/14	16.58%	All	All Programs
Provisional	07/01/14	06/30/16	16.50%	All	All Programs

(SEE SPECIAL REMARKS)

***BASE:** Total direct costs excluding Capital Campaign payments, depreciation, capital expenditures, flow through funds, subawards, and participant allowances/support costs.

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed in the Special Remarks Section of this agreement.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made

SECTION II: GENERAL

A. **LIMITATIONS:** Use of the rate(s) contained in this Agreement is subject to any statutory or administrative limitations and is applicable to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the conditions:

- (1) that no costs other than those incurred by the grantee/contractor or allocated to the grantee/contractor via an approved central service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the grantee/contractor and are allowable under the governing cost principles,
- (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs,
- (3) that similar types of costs have been accorded consistent treatment, and
- (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate.

The elements of indirect cost and the type of distribution base(s) used in computing provisional rates are subject to revision when final rates are negotiated. Also, the rates cited in this Agreement are subject to audit.

B. **CHANGES:** The grantee/contractor is required to provide written notification to the indirect cost negotiator prior to implementing any changes which could affect the applicability of the approved rates. Changes in the indirect cost recovery plan, which may result from changes such as the method of accounting or organizational structure, require the prior written approval of the Division of Cost Determination (DCD). Failure to obtain such prior written approval may result in cost disallowances.

C. **NOTIFICATION TO FEDERAL AGENCIES:** A copy of this document is to be provided by this organization to other Federal funding sources as a means of notifying them of the Agreement contained herein.

D. **PROVISIONAL-FINAL RATES:** The grantee/contractor must submit a proposal to establish a final rate within six months after their fiscal year end. Billings and charges to Federal awards must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

Indirect costs allocable to a particular award or other cost objective may not be shifted to other Federal awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by terms of the award.

E. **SPECIAL REMARKS:**

1. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in this Agreement should be adjusted to the applicable rate(s) cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.

2. Grants, contracts and other agreements providing for ceilings as to the indirect cost rate(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the grant or contract agreements. The ceiling rate(s) or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.

3. Administrative costs consist of all **Direct** and **Indirect** costs associated with the management of an organization's programs. Organizations should refer to their contracts/grants terms and specific program legislation for the applicable definition of "Administrative Costs" and any related limitations.

4. The indirect cost pool includes the salaries and fringe benefits for the following positions:

Executive Director	Financial Officer
Executive Assistant	

The pool also includes the following non personal service costs:

Professional Fees	Travel & Conferences	Occupancy Costs
Miscellaneous Expenses	Materials and Supplies	Other Operating Costs

5. Fringe benefits include FICA, health/dental/life insurance, unemployment compensation, workers' compensation, and retirement.

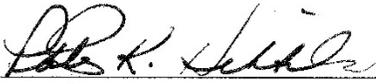
ACCEPTANCE

BY THE ORGANIZATION:

**BY THE COGNIZANT AGENCY ON BEHALF OF
THE FEDERAL GOVERNMENT:**

Phoenix Indian Center, Inc.
(Grantee)

U.S. Department of Labor
(Agency)


(Signature)


(Signature)

Patricia K. Hibbeler
(Name)

Victor M. Lopez
(Name)

Chief Executive Officer
(Title)

Chief, Division of Cost Determination
(Title)

Date: 08.18.15

Date: August 4, 2015

Negotiated By: Dr. James Turkvant
Telephone No.: (202) 693-4105
Turkvant.James.B@dol.gov

10. Appendices

Appendix A – Data Storage Requirements

Confidential case information includes, but is not limited to, the following:

- Any participant or applicant’s name, date of birth, Social Security number, address, telephone number, benefit amount and participation status and child support information;
- Employer names and addresses, salary information, leave accrual and other information regarding employment;
- Medical or health information; and
- Any information not generally available to the public.

The following physical security precautions must be observed when storing confidential case information:

- File cabinets containing confidential information must remain locked when not being accessed by an authorized colleague;
- File room doors must be closed and locked when not being accessed by an authorized colleague; and
- Confidential information must never be placed where the public can access the information. Such places include, but are not limited to, the following:
 - On printer output trays;
 - On top of desks; and
 - On top of file cabinets.

Confidential information must be destroyed before disposal.

SCPs storing confidential case information electronically must ensure their information systems are in compliance with generally accepted principles and practices for securing information technology systems. SCPs are encouraged to use the ADES application and case management system (Health-e-Arizona PLUS) in place of storing confidential case information locally.

Appendix B – Arizona Fingerprint Imaging Program

~~The Arizona Fingerprint Imaging Program is an automated fingerprint comparison system used to ensure that participants do not receive duplicate SNAP benefits. ADES does not release fingerprint image records or enrollment receipts. Fingerprint imaging is used for the sole purpose of preventing clients from receiving duplicate benefits.~~

~~All adults (clients 18 years of age and older) currently participating in SNAP are required to enroll in AFIP.~~

~~Clients who are minors, are disqualified from participation, are ineligible foreign nationals in Arizona without permission from the USCIS or are case representatives are not required to participate in AFIP. Eligible minor parents may be required to participate in AFIP when receiving TANF-CA benefits.~~

Due to the passage of AFIP repeal legislation, participants will not be required to comply with AFIP requirements as of August 9, 2017.

Appendix C – FFY 2018 Participating SCPs

- Adelante Healthcare
- Against Abuse
- Arizona Baptist Children's Services
- Arizona Justice Center
- Asian Pacific Community in Action
- AZCEND (Formerly Chandler Christian Community Center)
- Banner Olive Branch Senior Center
- Catholic Community Services of Southern Arizona
- Chandler CARE Center
- Community Food Bank of Southern Arizona
- Cornerstone Mission Project
- Cultural Cup Food Bank
- East Valley Adult Resources
- Empowerment Systems
- Father Matters
- Foothills Food Bank
- Gila County Community Services
- Green Valley Assistance Services
- Helping Families in Need
- ICM Food and Clothing Bank
- Interfaith Community Services
- International Sonoran Desert Alliance
- Keogh Health Connection
- Lutheran Social Services of the Southwest
- Mariposa Community Health Center
- Medicare Health Benefits Community Resource Center
- Medicare Planning Solutions
- Mercy Housing Southwest
- Mountain Park Health Center
- Northern Arizona Council of Governments
- Native American Community Health Center
- Neighborhood Ministries
- Neighborhood Outreach Access to Health
- Nogales Community Development Corporation
- North Country Healthcare
- Northland Family Help Center
- Phoenix Day Healthlinks
- Phoenix Dream Center

- Phoenix Indian Center
- Pilgrim Rest Foundation
- Regional Center for Border Health
- Rio Vista Center
- Salvation Army - Phoenix
- Save the Family Foundation of Arizona
- Southeastern Arizona Community Action Program
- Seniors Personal Assistance Corporation
- St. Mary's Food Bank Alliance
- Sun Life Family Health Center
- Sunset Community Health Center
- Tanner Community Development Corporation
- Tempe Community Action Agency
- United Community Health Center - Maria Auxiliadora
- Western Arizona Council of Governments
- World Hunger Ecumenical Arizona Task Force
- Women's Health Coalition
- Yavapai Food Council

Appendix D – Project 1 Baseline Measures

ZIP Code	Poverty Rate <i>(source: American Community Survey)</i>	Period of Measure	May 2017 Participation <i>(households)</i>	May 2017 Participation <i>(children)</i>	May 2017 Participation <i>(total clients)</i>
85654	100	2008-2012	16	23	43
86011	100	2011-2015	2	0	2
86437	79.2	2011-2015	4	6	11
85619	73.5	2007-2011	1	0	1
85923	73.0	2011-2015	38	49	104
86029	72.4	2011-2015	31	21	63
85371	64.3	2008-2012	29	76	114
85911	60.5	2009-2013	422	570	1,204
85034	59.9	2007-2011	1,010	902	1,902
86431	59.5	2010-2014	55	6	71
86520	59.4	2009-2013	369	360	870
85934	56.5	2007-2011	22	16	50
85121	54.7	2008-2012	440	596	1,181
85530	54.5	2011-2015	552	626	1,367
86031	53.8	2011-2015	378	357	878
86021	52.5	2010-2014	419	1,960	2,867
86043	52.3	2008-2012	356	363	856
85542	50.3	2007-2011	731	957	1,953
86033	49.8	2009-2013	1,178	1,433	3,061
86535	49.5	2009-2013	272	267	667
85006	49.4	2008-2012	3,225	3,256	6,348
86540	49.2	2011-2015	189	178	440
86502	48.6	2008-2012	198	165	427
85626	47.8	2011-2015	215	222	495
85009	47.1	2011-2015	5,736	8,497	13,934
86508	47.0	2008-2012	141	130	335
85031	46.6	2011-2015	3,503	5,058	8,576
85620	46.3	2011-2015	122	200	367
86507	46.2	2007-2011	442	460	1,077
86034	45.5	2011-2015	365	347	867
86556	45.3	2007-2011	443	466	1,066
86039	45.1	2010-2014	296	246	625
86053	44.9	2011-2015	366	490	1,015
86510	44.4	2007-2011	1,095	1,248	2,813
86547	43.5	2009-2013	209	227	526
85550	43.4	2011-2015	1,117	1,413	2,867
85019	43.3	2011-2015	2,987	4,537	7,684

ZIP Code	Poverty Rate <i>(source: American Community Survey)</i>	Period of Measure	May 2017 Participation <i>(households)</i>	May 2017 Participation <i>(children)</i>	May 2017 Participation <i>(total clients)</i>
86044	42.6	2011-2015	777	807	1,869
86042	42.0	2011-2015	273	288	667
85333	41.9	2007-2011	53	33	103
85930	41.9	2009-2013	158	210	425
86506	41.7	2011-2015	161	136	343
86512	41.6	2010-2014	343	373	832
85634	41.5	2011-2015	1,269	1,250	3,092
85941	41.4	2011-2015	2,044	2,413	5,249
85147	41.2	2011-2015	1,038	1,308	2,664
86054	41.2	2007-2011	256	252	594
85017	40.7	2008-2012	4,991	6,691	11,861
86020	40.6	2009-2013	374	445	975
86514	40.5	2010-2014	309	354	788
85932	39.8	2008-2012	12	3	21
86320	39.8	2011-2015	221	101	372
85301	39.2	2011-2015	9,810	11,846	22,568
85336	39.2	2007-2011	99	130	266
86545	38.5	2010-2014	234	356	692
85007	38.4	2010-2014	4,405	1,964	6,544
86504	38.1	2011-2015	675	744	1,691
86016	37.5	2011-2015	7	5	12
85035	36.9	2010-2014	5,172	8,362	13,661
85320	36.4	2010-2014	49	71	122
85554	36.4	2007-2011	43	24	82
86505	36.1	2011-2015	1,258	1,316	3,036
85321	35.9	2007-2011	393	320	836
86434	35.9	2007-2011	222	273	554
85352	35.7	2009-2013	38	36	91
86503	35.6	2009-2013	2,110	2,318	5,256
86511	35.4	2007-2011	438	415	1,030
85040	35.3	2010-2014	4,366	5,220	9,692
85015	34.2	2009-2013	5,395	6,238	12,197
86047	33.8	2011-2015	1,756	1,798	4,151
85706	33.7	2010-2014	7,417	8,974	17,336
85337	33.6	2011-2015	262	365	696
85008	33.4	2011-2015	5,609	7,810	13,417
86544	33.0	2007-2011	146	166	404

Appendix E – Project 2 Baseline Measures

Service Month	Materials Distributed (pieces)	In-Person Information Delivery (clients)	Off-Site Event Contacts (clients)	Information/Education Home Visits Made (trips)
12/2016	21,645	9,467	20,499	307
01/2017	31,159	11,121	21,724	469
02/2017	33,339	11,198	27,525	758
03/2017	31,057	10,220	23,800	441
04/2017	41,885	10,793	31,073	476
05/2017	26,470	12,395	24,479	437
TOTAL	185,555	65,194	149,100	2,888

11. ADES Nondiscrimination Statement

Equal Opportunity Employer/Program. Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. Auxiliary aids and services are available on request to individuals with disabilities. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. For further information about this policy, contact your local office manager; TTY/TDD Services: 7-1-1. Free language assistance for DES services is available upon request. Ayuda gratuita con traducciones relacionadas a los servicios de DES está disponible a solicitud del cliente.