

COB - BOSAIR FORM

07/21/2026 1:22 PM (MST)

Submitted by Jeannette.Montano2@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 70298

Award Type: Grant

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 08/11/2026

Supplier / Customer / Grantor / Subrecipient: Arizona Early Childhood Development and Health Board (First Things First)

Project Title / Description: Child Care Health Consultation

Purpose: The purpose of this agreement is to fund Child Care Health Consultation (CCHC) services for childcare centers and homes in Pima County that are participating in the First Things First Quality First Program. Child Care Health Consultants work with early care and education administrative and teaching staff at centers and homes to increase knowledge and compliance with best health and safety practices.

Amendment 4 provides additional funding for the CCHC's for the period of July 1, 2026, through June 30, 2027. This will increase the total award from \$876,975.00 to \$1,789,425.00, an increase of \$912,450.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: NA

Program Goals/Predicted Outcomes: This agreement will support CCHC services for 237 providers located within Pima County, including Pascua Yaqui Tribe and the Tohono O'odham Nation. Pima County Health Department-Child Care Health Consultants will provide health and safety consultation training, technical assistance, and referral services to childcare providers not currently participating in the Quality First Program. These services will foster healthier and safer childcare environments, leading to higher star-level ratings with the Quality First program and an overall improvement in childcare quality.

Public Benefit and Impact: By enhancing the quality of childcare providers, Pima County is investing in an important time in a child's development. Families will benefit from knowing that their children are participating in quality childcare and will enter the school system ready to learn.

Strategic Plan Pillar

- Quality of Life

Support of Prosperity Initiative:	6. Increase Access to Quality Early Childcare and Education
Provide information that explains how this activity supports the selected Prosperity Initiatives	Pima County Child Care Health Consultants will provide health and safety consultation training, technical assistance, and referral services to childcare providers not currently participating in the Quality First Program. By enhancing the quality of childcare provides, Pima County is investing in an important time in a child's development. These services will foster healthier and safer childcare environments and overall improvement in childcare quality.
Metrics Available to Measure Performance:	- Number of participants. - Number and types of childcare visits. - Number of trainings.
Retroactive:	YES
Retroactive Description:	Yes. The grant period began July 1, 2026, but Pima County received amendment 4 on June 18. Due to BOS schedule and staff shortage, the next available date is August 11, 2026. If not approved, Pima County will lose additional funding to support CCHC services.

Grant / Amendment Information (for grants acceptance and awards)

Record Number:	
Euna Grant Record Number:	70298
Type:	Amendment
Department Code:	HD
Euna Grant Record Number:	70298
Amendment Number:	4
Commencement Date:	07/01/2026
Termination Date:	06/30/2027
Advantage Initial GTAW# (If Applicable):	23*162
Total Revenue Amount:	
	\$912,450.00
Total Match Amount	
	\$0.00
Advantage Grant ID # (If Applicable):	GTAW 23*162; GTAM 24*087-01

All Funding Source(s) required: First Things First State Tobacco Tax Revenues

Does PCAO need to review the grant award (or grant amendment)?	YES
Does PCAO need to sign the grant award (or grant amendment)?	YES
Match funding from General Fund?	NO
Match funding from other sources?	NO
Are Federal Funds Involved?	NO

Department: Health Department

Name: Jeannette Montaño

Telephone: 5207247495

GMI Director:  Date: 7/24/2026 | 10:01 AM MST

Department Director Signature: Theresa Cullen Date: 7/24/2026 | 9:56 AM MST

Deputy County Administrator Signature:  Date: 7/24/2026 | 3:23 PM MST

County Administrator Signature:  Date: 7/24/2026 | 4:19 PM MST

 FIRST THINGS FIRST	GRANT AMENDMENT	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 500 Phoenix, Arizona 85012 (602) 771-5100
	SFY27 Renewal Award	
	GRA-STATE-24-1246-01-Y4 Pascua Yaqui Tribe, Pima North, Pima South, Tohono O'odham Nation, and Santa Cruz Regional Partnership Councils Child Care Health Consultation	

GRANTEE: Pima County Health Department

PURPOSE OF AMENDMENT: This amendment is to renew and add the Santa Cruz regional area sites to the Agreement, along with the associated funding necessary to support services at those sites, for the period of July 1, 2026 through June 30, 2027.

THEREFORE, the Parties agree to renew the Agreement as follows:

1. Total award amount for the grant period is **\$912,450**
2. Strategy: Child Care Health Consultation
Contracted Service Units: Number of sites: **237** (Pascua Yaqui Tribe – 2; Pima North – 134; Pima South – 84; Tohono O'odham Nation – 8; and **Santa Cruz - 9**)
3. The grantee is required to adhere to the most current Standards of Practice located in the First Things First website under Grants/Strategy Toolkit.

All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.

Contractor hereby acknowledges receipt and understanding of the contract amendment:

Signature

Name

Title

Date

The above referenced amendment is hereby executed effective July 1, 2026 once signed and dated below:

Josh Allen
CFO/COO

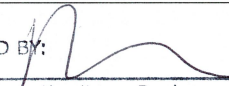
Date



APPROVED AS TO FORM

Andrew Donnellan

Deputy County Attorney

REVIEWED BY: 

Appointing Authority or Designee
Pima County Health Department

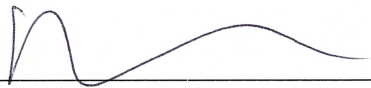
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Line-Item Budget and Budget Narrative

SFY27 Line-Item Budget Budget period: July 1, 2026 – June 30, 2027

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$584,965
	Salaries: .40 Program Manager II, 1 RN-CCHC, 7 Program Coordinator-CCHC, .50 Program Specialist		
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$192,992
	Fringe Benefits or Other ERE: .40 Program Manager II, 1 RN-CCHC, 7 Program Coordinator-CCHC, .50 Program Specialist		
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$0
	Contracted Services		
TRAVEL		Travel Sub Total	\$22,500
	In-State Travel		
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$0
	N/A		
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$29,043
4400	Telephones/Communications Services	\$55/mo x 9	\$5,940
	Internet Access		
	General Office Supplies		\$1,179
	Food		
	Rent/Occupancy		
	Utilities		
	Furniture		
	Staff Recruitment		\$400
	Software (including IT supplies)		
	Dues/Subscriptions		\$300
	Advertising		
	Printing/Copying		\$2,155
	Equipment Maintenance/copier lease		
	Professional Development		\$300
	Program Materials, supplies		\$4,641
	Program Incentives		\$14,128
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$0
	Equipment \$4,999 or less in value		
SUBTOTAL DIRECT PROGRAM COSTS			\$829,500
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$82,950
	Indirect/Admin Costs – 10% (829,500)		
TOTAL			\$912,450

Authorized Signature



Date

7-22-26

SFY27 Budget Narrative

The budget narrative should provide a clear and concise description of how amounts were determined, including calculations, for each proposed line item in the Line-Item Budget. If a budget category does not apply, either leave blank or delete the category.

Personnel Services: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the program year, indicate the percentage increases for each position and justify the percent of the salary increase.

Description	Number	Unit	Rate	Total
1 Program Manager II, CCHC-V. Altamirano (.40 FTE)	832	Hour	\$42.12	\$35,044
1 CCHC Program Coordinator, lead – Y. Houston (1 FTE)	2080	Hour	\$30.45	\$63,336
1 CCHC RN-R. May (1 FTE)	2080	Hour	\$47.20	\$98,176
1 CCHC-Program Coordinator-H. Krouskop (1 FTE)	2080	Hour	\$28.81	\$59,925
1 CCHC- Program Coordinator -C. Montgomery (1 FTE)	2080	Hour	\$29.36	\$61,069
1 CCHC- Program Coordinator -T. Yanez (1 FTE)	2080	Hour	\$29.90	\$62,192
1 CCHC Program Coordinator -J. Graham (1-FTE)	2080	Hour	\$29.90	\$62,192
1 CCHC-Program Coordinator- M. DeLaTorre (1 FTE)	2080	Hour	\$29.81	\$62,005
1 CCHC-Program Coordinator- N. Hart (1 FTE)	2080	Hour	\$27.73	\$57,678
1 Program Specialist-T. Silver (.50 FTE)	1040	Hour	\$22.45	\$23,348
Personnel Salary Total				\$584,965

Employee Related Expenses:

ERE rates vary based on individual employees' benefit elections. Rates are based on the following benefit elements: Social Security, Medicare, AZ Retirement System, Workers Compensation, Disability, Unemployment Insurance, HSA Election, Employment Assistance Program, and Life/Health/Dental Insurance. Total Employee Related Expenses are calculated by multiplying each staff person's total annual salary by the corresponding ERE% (based on their actual ERE) and rounded to the nearest dollar.

Description	Number	Unit	ERE %	Total
1 Program Manager II, CCHC- V. Altamirano (.40 FTE)	832	Hour	30.00%	\$10,513
1 CCHC Program Coordinator, lead–Y. Houston (1 FTE)	2080	Hour	22.15%	\$14,029
1 CCHC RN-R. May (1 FTE)	2080	Hour	27.89%	\$27,381
1 CCHC-Program Coordinator-H. Krouskop (1 FTE)	2080	Hour	35.32%	\$21,166
1 CCHC- Program Coordinator -C. Montgomery (1 FTE)	2080	Hour	53.94%	\$32,941
1 CCHC- Program Coordinator -T. Yanez (1 FTE)	2080	Hour	35.32%	\$21,966
1 CCHC Program Coordinator -J. Graham (1 FTE)	2080	Hour	35.32%	\$21,966
1 CCHC-Program Coordinator-M. DeLaTorre (1 FTE)	2080	Hour	21.43%	\$13,288
1 CCHC-Program Coordinator-N. Hart (1 FTE)	2080	Hour	35.32%	\$20,372
1 Program Specialist-T. Silver (.50 FTE)	1040	Hour	40.13%	\$9,370
ERE Related Total				\$192,992

Professional and Outside Services: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the program. Explain how all contracts will be procured.

N/A

Travel: Separate in-state and out-of-state travel. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Applicants **must** use the State of Arizona Travel Policy reimbursement rates for mileage, lodging, and meals for both in-state and out-of-state travel. For current Arizona state rates, visit: <https://gao.az.gov/state-arizona-accounting-manual-saam> - Travel Policy (Topic 50) & Reimbursement Rates (Section 95).

In- State Travel:

Description	Number	Unit	Rate	Total
Local Mileage (Reimbursement) x 9 staff	30,000	miles	\$.67	\$20,100
Motor Pool	16	Daily Charge	\$150	\$2,400
Travel Total				\$22,500

Aid to Organizations or Individuals: In the event that this application represents collaboration and you will be utilizing subcontractors (including subgrantees) to perform various components of the program, include a list of subcontractors, programmatic work each subcontractor will perform, and how costs for each subcontractor are determined.

N/A

Other Operating Expenses: Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. Items can only be categorized in the following line items: Telephones /Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development (Staff Training, Conferences, Workshops, and Training Fees for Staff), Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives. **Provide details on items to be purchased.**

Description	Number	Unit	Rate	Total
Cell Phone Service – 9 staff **	12	Monthly	\$55	\$5,940
Printing	1	Annual	varies	\$2,155
General Office Supplies	1	Annual	varies	\$1,179
Professional Development (CPR & 1 st aid)	5	Annual	\$60	\$300
Staff Recruitment (Fingerprint Clearance)	5	Annual	\$80	\$400
Dues, Subscriptions, Memberships (AZPHA)	4	Annual	\$75	\$300
Program Supplies, Training Material	1	Annual	varies	\$4,641
Program Incentives (books)		Annual	varies	\$14,128
Other Operating Expenses Total				\$29,043

Printing needs (Pima County Print Shop)

Colored and Poly Prints:

Rainbow Handwashing (English) 350 x \$.75 = \$263

Rainbow Handwashing (Spanish) 200 x \$.75= \$150

Handwashing Poster (English) 400 x \$.75= \$300

Handwashing Poster (Spanish) 200 x \$.75 = \$150

Safe Diapering Steps (English) 500 x \$.75 = \$375

Safe Diapering Steps (Spanish) 200 x \$.75 = \$150
Handwashing Song 200 x \$.75 = \$150
Changing Soiled Clothing/Pulls Up (English) 300 x \$.75 = \$225
Changing Soiled Clothing/Pulls Up (Spanish) 200 x \$.75 = \$150

Colored Plain Paper:

Sanitizing and Disinfecting Steps (English) 250 x \$.05 = \$12.5
Sanitizing and Disinfecting Steps (Spanish) 200 x \$.05 = \$10
Bleach Recipes (English) 350 x \$.05 = \$17.5
Bleach Recipes (Spanish) 250 x \$.05 = \$12.5
Schedule for Cleaning/Sanitation/Disinfecting 350 x \$.05 = \$17.5
Child Abuse Hotline Half-Sheet 200 x \$.05 = \$10

Black and White Prints:

Health and Safety Checklist (31 pages) 150 = \$47
Diapering Observation Sheet 1000 = \$10
Early Childhood Mealtime Observation Sheet (2 pages) 500 = \$10
Emergency Preparedness Observation Sheet (3 pages) 500 = \$15
Handwashing Observation Sheet 1000 = \$10
Indoor Active Supervision and Safety Observation Sheet (2 pages) 500 = \$10
Outdoor Active Supervision and Safety Observation Sheet (2 pages) 500 = \$10
Physical Activity Observation Sheet (2 pages) 500 = \$10
Safe Sleep Observation Sheet (2 pages) 1000 = \$20
Sanitation Observation Sheet (2 pages) 1000 = \$20

Current Printing cost:

BW \$0.02 (two sided)
BW \$0.01 (one sided)
Color \$0.05 (two sided)
Poly \$0.75 (one sided)

Office Supplies:

Facial Tissues, \$17 x 4 packs = \$68
8.5 x 11" Copy Paper, \$60 x 7 boxes = \$420
2- Pocket Paper Folder, \$20 x 8 boxes = \$160
Post-it Flags, \$12 x 5 packs = \$60
Gel Pen, \$10 x 6 packs = \$60
Notepads 8.5 X 11, \$20 x 6 packs = \$120
Notepads 5 X 7.25, \$14 x 6 packs = \$84
Post-it Sticky Notes, \$18 x 4 packs = \$72
2027 Monthly Wall Calendar \$15 x 9 = \$135

Program Incentives: (books):

Hands Are Not for Hitting, \$7.50 x 50 = \$375
Teeth Are Not for Biting, \$7.50 x 50 = \$375
Germs Are Not for Sharing, \$7.50 x 50 = \$375
Diapers Are Not Forever, \$7.50 x 50 = \$375
Mealtime, \$7.50 x 50 = \$375
Feet are not for Kicking, \$7.50 x 50 = \$375
Words are not for Hurting, \$7.50 x 50 = \$375
Germs vs. Soap, Hardcover, \$14 x 50 = \$700
Sick Simon (Board book) \$10 x 50 = \$500
Sesame Street, Ready, Set, Brush! A Pop-Up book \$10 x 50 = \$500
Napping House, Hardcover, \$12 x 50 = \$600

The Tooth Book, Hardcover, \$7 x 50 = \$350
I Can Eat a Rainbow, \$12 x 50 = \$600

Program Incentives: (other items):

Hand Washing Timer \$11 x 100 = \$1100
Sand Timer \$20 x 25 = \$500
Pens (to be given to providers at training) \$.27 x 2000 + set up fee \$21 = \$561
Notebooks \$2.55 x 400 + set up fee \$40 = \$1060
First Aid Kits, \$34 x 148 = \$5032

Program Materials/Training Items:

Diapers \$35 x 8 = \$280
Thermometers \$22 x 5 = \$110
Wipes \$20 x 5 = \$100
Stickers-Handwashing \$15 x 8 = \$120
Glo Germ Gel \$35 x 6 = \$210
Dental Stickers \$20 x 4 = \$80
Gloves (various sizes) \$10 x 15 = \$150
Spray Bottles Lrg \$12 x 30 = \$360
Spray Bottles Sm \$40 x 6 = \$240
Nutrition Matters Tear Offs \$14 x 100 = \$1400
Glitter Bug Teaching Kit \$297 x 3 = \$891
Bags \$1.65 x 400 + \$40 set up fee = \$700

Dues/Subscriptions/Memberships:

CFR and 1st aid, \$60 (5 staff = \$300)
Fingerprint Clearance Card plus cost of being fingerprinted \$80 (5 staff = \$400)
Arizona Public Health Association \$75 (4 staff = \$300)

*** Cell phones are necessary for communicating with providers and for GPS navigation when traveling to various sites.*

Non-Capital Equipment: *For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.*

N/A

Administrative/Indirect Costs: *Administrative costs are general or centralized expenses of overall administration of an agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.*

Description	Number	Unit	Rate	Total
Administrative/Indirect	\$829,500	10% of Direct Cost	10%	\$82,950
Administrative/Indirect Cost Total				\$82,950

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

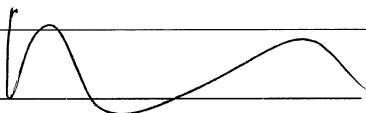
Applicants must list either Option A or Option B and provide proper justification for expenses included:

X Option A - Administrative Costs: *with proper justification, applicants may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.*

OR

€ **Option B - Federally Approved Indirect Costs:** *If your agency/organization has a federally approved indirect cost rate agreement in place, applicants may include an allocation for indirect costs for up to 10% of the direct costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.*

Authorized Signature _____



Date _____

7-22-26



Program Personnel Table

In the following table, provide a list of all personnel or positions that will be **fully or partially funded** through the program (listed under Personnel Services/Salaries in the budget) and the Full-Time Equivalent (FTE) for each position. For Key Personnel positions to be hired (TBH), describe the desired background/experience/degrees and field of study - and for all Key Personnel positions, indicate whether personnel meet the staffing qualifications in the Standards of Practice (SOP).

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.				
Name/ Position Title	Background/Expertise* Must include qualifications that align with the Standards of Practice (SOP)	Key Roles and Responsibilities	Meets the SOP Staffing Qualifications Yes/No**	FTEs funded through the program
Victoria Altamirano, Public Health Program Manager II	More than 20 years of experience working in the public health field. Management experience in Public Health exceeds 5 years. Education: MAEd, bachelor's in management.	The Public Health Program Manager II provides administrative leadership and oversight of the Maternal/Child Health Programs within the Community Outreach, Prevention Education Division. This position provides direct managerial oversight of the Child Care Health Consultant FTE grant including budget allocation and hiring processes.	Hired before July 1, 2018	.40
Richard May, Public Health Nurse/CCHC	Experience working as a Public Health Nurse in Pima County Health Department. Has experience working with children in the clinical setting.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs.	Yes	1.0
Yvette Houston, Public Health Coordinator/CCHC- lead	Experience working with children in childcare and has a bachelor's in public health.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs. Serves as lead CCHC for the program.	Yes	1.0
Chris Montgomery, Public Health Coordinator/ CCHC	Experience working as an educator working with groups of various ages. Has a degree in English.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs	Yes	1.0
Tyra Yanez, Public Health Coordinator/ CCHC	Experience working with children in childcare as a teacher's aide and has a master's degree in public health.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs	Yes	1.0
Jalelah Graham, Public Health Coordinator/ CCHC	Experience working students and has a master's degree in public health.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs	Yes	1.0

Haley Krouskop, Public Health Coordinator/ CCHC	Has a bachelor's degree in biochemistry and sociology and has a master's degree in public Health.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs	Yes	1.0
Mayra DeLaTorre, Public Health Coordinator/ CCHC	Has a bachelor's degree in international relations and has experience providing education to people of various backgrounds and is fluent in Spanish.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs	Yes	1.0
Nicole Hart, Public Health Coordinator/CCHC	Experience working as a certified nursing assistant and has a bachelor's in public health.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs	Yes	1.0
Additional Personnel - those individuals partially funded through the proposed program but who do not directly implement or have direct program oversight of the program.				
Tiana Silver, Program Services Specialist, provides administrative support to staff. Also has MPH.				
				.50
Program Total FTEs:				8.9

* Resumes and/or job descriptions for key personnel may be requested at any time but unless otherwise indicated, they do not need to be submitted.
** By signing this document, I assure that all key personnel meet the Personnel/Staff Qualifications outlined in the FTF Standards of Practice or if any personnel do not meet the Staff Qualification standards, they have been approved through the FTF Request for Exemption from Staff Qualification process prior to hire.

Victoria Altamirano, Public Health Program Manager II
Name/Title

06/11/2026
Date

