



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 21, 2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Early Childhood Development and Health Board (First Things First)

***Project Title/Description:**

The Child Care Health Consultation (CCHC) program provides training to child care providers in Pima County. This grant was accepted as GTAW19*004.

***Purpose:**

Health and safety consultation services to child care centers and child care homes in Pima County.

Amendment #5 awards \$791,360 to provide service to 208 centers or homes and 113 Child Care & Development Block Grant centers for fiscal year 2022-23.

***Procurement Method:**

This grant is a non-procurement agreement and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

The CCHC program creates healthier and safer environments for out of home child care, both for typically developing young children and children with special health care needs. Areas of focus include SIDS risk reduction, prevention and control of communicable diseases, immunization, medication administration, oral health promotion, building and physical premises safety and injury prevention, child abuse/neglect identification and prevention, nutrition and physical activity interventions to reduce obesity in young children, sensory and developmental screening, and referrals for families without access to health care or in need of other health-related services.

***Public Benefit:**

More than 45,000 children ages 0-5 in Pima County regularly require child care while their parent(s), grandparents or foster parents go to work or school or need respite. With large numbers of young children in non-parental care, children's health and safety out-of-home is an essential component of supporting their physical, cognitive and social-emotional development. This contract supports Pima County Public Health Nurses, a Dietitian and Sr. Health Educators, specifically prepared as Child Care Health Consultants. The consultants provide information, training, and technical assistance to guide child care programs in creating healthy and safe environments, as well as preparing child care staff to provide hearing, vision, and developmental screening for the children in their care. With healthy young children in quality child care, parents miss less work or school and children enter the school system ready to learn.

***Metrics Available to Measure Performance:**

1. Numbers of child care visits, trainings and participant numbers;
2. Changes in knowledge, behavior and status for health and safety-related topics (such as injury prevention, communicable disease, physical activity, and nutrition) are measured every 90 days throughout the consultation process;
3. Annual evaluations of health and safety criteria are observed by outside evaluators hired by First Things First;
4. Annual use of the California Childcare Health Program Health and Safety Checklist as required by First Things First; and
5. Annual Immunization Data Reports submitted by licensed child care programs to Pima County Health Department's Vaccine Preventable Disease program. Performance measurements are used to refocus consultation or select additional consultation strategies.

***Retroactive:**

No.

GMSI APPROV'S
6/4/22

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Amendment No.: _____ AMS Version No.: _____
 Commencement Date: _____ New Termination Date: _____
 Prior Contract No. (Synergen/CMS): _____

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ _____

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____

*Funding Source(s) required: _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☒ Amendment

Document Type: GTAM Department Code: HD Grant Number (i.e., 15-123): 22*104
 Commencement Date: 7/1/2022 Termination Date: 6/30/2023 Amendment Number: 05

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ 791,360.00

***All Funding Source(s) required:** This amendment is partially funded by the U.S. Dept. of Health & Human Services. The remainder of funding for this grant comes from the First Things First State tobacco tax revenues.

*Match funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☒ No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Through First Things First

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: _____


Date: 6/2/22

Deputy County Administrator Signature: _____


Date: 8 June 2022

County Administrator Signature: _____

Date: 6/8/2022

<div>45</div> <div></div> <div>FIRST THINGS FIRST</div>	Grant Renewal Amendment #5	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2023 Grant Award GRA-STATE-19-0973-01-Y5 Pima North, Pima South, Tohono O’odham Nation, DES Expansion, Child Care & Development Block Grant: QF Child Care Health Consultation	
GRANTEE: Pima County Health Department		
PURPOSE OF AMENDMENT: The parties amend the Grant Agreement as follows: <div><div>1.</div><div>The Agreement is extended for the period of July 1, 2022 through June 30, 2023.</div></div> <div><div>2.</div><div>Total award amount for the grant period is \$ 791,360.00.</div></div> <div><div>3.</div><div>Contracted Service Units: Lead Strategy: QF Child Care Health Consultation Number of center based providers served: 154 (Pima North: 104 Centers, Pima South: 42 Centers, Tohono O’odham: 8 Centers) Number of home based providers served: 54 (Pima North: 23 Homes, Pima South: 31 Homes) Number of Non-QF Centers: 0 Number of Non-QF Homes: 0 Child Care & Development Block Grant: 113</div></div> <div><div>4.</div><div>For auditing purposes, we are required to supply the following information related to the Child Care and Development Block Grant funding: Federal Award ID Number – 2101AZCDC6 CFDA # - 93.575 Total Federal Amount Awarded - \$325,440.00</div></div> <div><div>4.</div><div>The grantee is responsible for all updated Standards of Practice located in the First Things First Partner and Grant Management System (PGMS) under Grantee Resources/Standards of Practice.</div></div> <div><div>5.</div><div>All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.</div></div>		

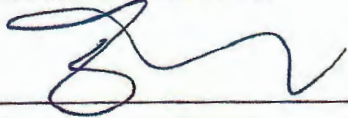
Please see following page for signatures.

 FIRST THINGS FIRST	Grant Renewal Amendment #5	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2023 Grant Award GRA-STATE-19-0973-01-Y5 Pima North, Pima South, Tohono O'odham Nation, DES Expansion, Child Care & Development Block Grant: QF Child Care Health Consultation	
Contractor hereby acknowledges receipt and understanding of the contract amendment		The above referenced amendment is hereby executed effective July 1, 2022 once signed and dated below:
Signature <hr/> Sharon Bronson Name		Josh Allen CFO/COO
Chair, Board of Supervisors Title		Date
Date		

PIMA COUNTY

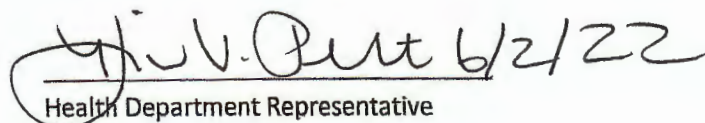
 Clerk, Board of Supervisors

APPROVED AS TO FORM



Deputy County Attorney

APPROVED AS TO CONTENT


 Health Department Representative

SFY23 Line-Item Budget

Budget period: July 1, 2022 – June 30, 2023

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$458,299
Salaries	.50 program manager, 3 CCHC Sr Health Educator, 1 CCHC RD, 2 CCHC PHN, .50 Program Specialist, 1 CCHC Program Coordinator		
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$161,852
Fringe Benefits or Other ERE	.50 program manager, 3 CCHC Sr Health Educator, 1 CCHC RD, 2 CCHC PHN, .50 Program Specialist, 1 CCHC Program Coordinator		
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$0
Contracted Services			
TRAVEL		Travel Sub Total	\$24,448
In-State Travel	Mileage, motor pool for meetings and conferences/trainings, hotel, per diem, airfare		
Out-of-State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$74,819
• Telephones/Communications Services	Cell phones		\$2,400
• Internet Access	Mi-Fi		\$4,800
• General Office Supplies			\$5,000
• Food			
• Rent/Occupancy			
• Utilities			
• Furniture			\$2,400
• Postage			
• Software (including IT supplies)			
• Dues/Subscriptions	Professional memberships/Books		\$9,000
• Advertising			
• Printing/Copying			\$5,000
• Equipment Maintenance			
• Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)			\$14,780
• Insurance			
• Program Materials			\$8,140
• Program Supplies			\$13,299
• Scholarships			
• Program Incentives			\$10,000
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$71,942
Indirect/Admin Costs		\$	\$
Total		\$	\$791,360

Authorized Signature  Date 06/01/22

SFY23 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 Sr, CCHC-V.Altamirano (.5 FTE)	1040	Hour	\$35.00	\$36,400
1 CCHC RD-Vacant (1 FTE)	2080	Hour	\$32.69	\$67,995
1 CCHC RN-Athene Archer (1 FTE)	2080	Hour	\$35.71	\$74,277
1 CCHC RN-Richard May (1 FTE)	2080	Hour	\$41.12	\$85,530
1 CCHC-Sr. Health Educator-Angelina Portela (1 FTE)	2080	Hour	\$19.67	\$40,914
1 CCHC-Sr. Health Educator-Paula Garcia (1 FTE)	2080	Hour	\$19.67	\$40,914
1 CCHC-Sr. Health Educator-Caitlin Dean (1 FTE)	2080	Hour	\$19.67	\$40,914
1 Program Specialist-K. Flores (.50 FTE)	1040	Hour	\$19.67	\$20,457
1 Program Coordinator – Vacant (1 FTE)	2080	Hour	\$24.47	\$50,898
Personnel Salary Total				\$458,299

Employee Related Expenses: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency/organization.

Description	Number	Unit	Rate	Total
1 Program Manager Sr, CCHC-V.Altamirano (.5 FTE)	1040	Hour	Actual cost	\$12,772
1 CCHC RD-Vacant (1 FTE)	2080	Hour	35% salary	\$23,798
1 CCHC RN-Athene Archer (1 FTE)	2080	Hour	Actual cost	\$26,063
1 CCHC RN-Richard May (1 FTE)	2080	Hour	Actual cost	\$30,011
1 CCHC-Sr. Health Educator-Angelina Portela (1 FTE)	2080	Hour	Actual cost	\$14,684
1 CCHC-Sr. Health Educator-Paula Garcia (1 FTE)	2080	Hour	Actual cost	\$14,684
1 CCHC-Sr. Health Educator-Caitlin Dean (1 FTE)	2080	Hour	Actual cost	\$14,684
1 Program Specialist-K. Flores (.50 FTE)	1040	Hour	Actual cost	\$7,342
1 Program Coordinator – Vacant (1 FTE)	2080	Hour	35% salary	\$17,814
ERE and Fringe Benefit Total				\$161,852

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 on rates limitations for mileage, lodging, and meals (<https://gao.az.gov/travel/welcome-gao-travel>) for both in-state and out-of-state travel.

Description	Number	Unit	Rate	Total
Local Mileage (Reimbursement)	15,000	Miles	\$.445	\$6,675
Motor Pool	18	Daily charge	\$100	\$1,800
FTF Summit - Hotel	2	X 8	\$139	\$2,224
FTF Summit – Per Diem	2	X 8	\$48	\$768
APHA - Hotel	5	X 6	\$315	\$9,450

APHA – Per Diem	5	X 6	\$34.50	\$1,035
APHA – airfare	1	X 6	\$416	\$2,496
Local and Training Travel Total				\$24,448

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.

Telephones, Computers & Communications Services				
Description	Number	Unit	Rate	Total
Internet Access-4 Mi-Fi	12	Monthly Service	\$50	\$2,400
Cell Phone Service 8 staff	12	Monthly Service	\$50	\$4,800
Postage & Freight	12	Monthly Service	\$200	\$2,400
Printing	1	Annual	Varies	\$5,000
Sub-total Communications				\$14,600
General Office Supplies & Equipment				
Description	Number	Unit	Rate	Total
General Office Supplies	1	Annual Supply	\$5,000	\$5,000
Books, Videos & Other Training Materials	8	Annual Staff Allowance	\$375	\$3,000
Dues/Subscriptions/Memberships	8	Annually	\$750	\$6,000
Program Supplies	1	Annually	\$13,299	\$13,299
Program Materials	1	Annually	\$8,140	\$8,140
Professional Development:				
APHA 2022	6	Annually	\$1070	\$6,420
FTF Summit 2022	8		\$45	\$360
Misc throughout the year				\$8,000
Incentives for Child Care Programs and Outreach	1	Annually	\$10,000	\$10,000
Sub-total for General Office Supplies & Equipment				\$60,219
Grand Total for Other Operating Expenses				\$74,819

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.

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	Calculation	Rate	Total
Administrative/Indirect	\$719,418	10% of direct costs	10%	\$71,942
Administrative/Indirect Cost Total				\$71,942

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 _____

06/01/22



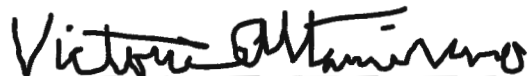
Program Personnel Table

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, M.Ed Program Manager, Sr	More than 20 years of experience working in the public health field. Management experience in Public Health exceeds 15 years. Education includes a Masters in Degree in Education and Bachelor's Degree in Management	The Program Manager SR provides administrative leadership and oversight of the Maternal/Child Health Programs within the Community Health Services Division. This position provides direct managerial oversight of the Child Care Health Consultant FTF grant	Yes	.50
Athene Archer, Public Health Nurse	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
Richard May, Public Health Nurse	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
Angelina Portela, Health Educator, Sr	Experience working as a director and a pre-school teacher in childcare. Also has experience working with children in the behavioral health arena.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs.	Yes	1.0
Paula Garcia, Health Educator, Sr	Experience working with children in the foster care system. MPH with a focus in Maternal and Child Health.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs.	Yes	1.0
Caitlin Dean, Health Educator, Sr	Experience working with children as a Child & Youth Program Assistant and providing education and training on disease prevention. Working on completing her MPH.	Provides assessment, consultation, referral, and training to Quality First-enrolled programs.	Yes	1.0
VACANT, Registered Dietician		Provides assessment, consultation, referral, and training to Quality First-enrolled programs.	Yes	1.0

VACANT, Program Coordinator		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.				
Kristin Flores, Program Services Specialist, Provides administrative support to program and staff.				.50
Program Total:				8

* 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.



Program Manager, Sr

Name/Title

05/17/2022

Date