



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT** **CONTRACTS / AWARDS / GRANTS**

☐ Award ☐ Contract ☒ Grant

**Requested Board Meeting Date:** June 4, 2019

**\* = 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:**

Child Care Health Consultation (to provide services to child care providers in Pima County). This grant was accepted as GTAW19\*04.

**\*Purpose:**

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

Amendment #1 extends the term for one year and adds \$468,160 in funding. Indirect costs are budgeted at 10% of direct costs.

**\*Procurement Method:**

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

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

This program creates healthier and safer environments for out of home child care, for both 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 and 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 children's physical, cognitive and social-emotional development. This contract supports Pima County Public Health Nurses and a Dietitian specifically prepared as Child Care Health Consultants to 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.

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

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

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

**If Yes, is the Contract to a vendor or subrecipient?** \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

*If Yes, attach Risk's approval.*

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

*If Yes, attach the required form per Administrative Procedure 22-73.*

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

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

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

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

☐ Expense or ☐ Revenue      ☐ Increase ☐ Decrease      Amount This Amendment: \$ \_\_\_\_\_

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

Funding from General Fund?	<input type="radio"/> Yes <input type="radio"/> No	If Yes \$	%
----------------------------	--	-----------	---


Document Type: GTAM Department Code: HD Grant Number (i.e.,15-123): 19-53  
Effective Date: 07/01/2019 Termination Date: 06/30/2020 Amendment Number: 01  
☐ Match Amount: \$ ☒ Revenue Amount: \$ 468,160.00

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

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

\*Funding Source: \_\_\_\_\_

Contact: Sharon Grant  
 Department: Health Telephone: 724-7842  
 Department Director Signature/Date: Margaret Hunsicker 5.10.19  
 Deputy County Administrator Signature/Date: Mr 5/14/2019  
 County Administrator Signature/Date: C. Decker 5/14/19  
 (Required for Board Agenda/Addendum Items)


	<b>Grant Renewal Amendment #1</b>	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	<b>Grant Renewal/2020 Grant Award</b> GRA-STATE-19-0973-01-Y2 QF Child Care Health Consultation	

CONTRACTOR:  
Pima County Health Department

PURPOSE OF AMENDMENT:

- Pursuant to the Special Terms and Conditions, Contract Renewal, for the above referenced grant award, the State of Arizona hereby exercises its sole option to renew the grant award number referenced above. The renewal award period is **July 1, 2019** through **June 30, 2020**.
- Total award amount for the grant period is \$468,160
- Contracted Service Units:  
 Primary Strategy:  
 QF Child Care Health Consultation  
 Number of center based providers served: 149 ( Pima North: 101 Centers; Pima South: 40 Centers; Tohono O’odham: 8 Centers)  
  
 Secondary Strategy:  
 Number of home based providers served: 60 (Pima North: 25 Homes; Pima South: 35 Homes)  
 Number of Non-QF Centers: 0  
 Number of Non-QF Homes: 0
- 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.
- All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.

**Please see following page for signatures.**

 <b>FIRST THINGS FIRST</b>	<b>Grant Renewal Amendment #1</b>	<b>Early Childhood Development and Health Board</b> <b>(First Things First)</b> <b>4000 North Central Avenue,</b> <b>Suite 800</b> <b>Phoenix, Arizona 85012</b> <b>(602) 771-5100</b>
	<b>Grant Renewal/2020 Grant Award</b> <b>GRA-STATE-19-0973-01-Y2</b> <b>QF Child Care Health Consultation</b>	
Contractor hereby acknowledges receipt and understanding of the contract amendment  Signature _____  Name _____  Title _____  Date _____		The above referenced amendment is hereby executed effective July 1, 2019 once signed and dated below:  Josh Allen CFO/COO  Date _____

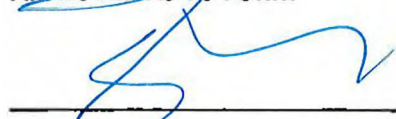
**PIMA COUNTY**

\_\_\_\_\_  
Clerk, Board of Supervisors

**APPROVED AS TO CONTENT**

  
Nancy M. Ferguson  
Health Department Director

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney


## Line-Item Budget and Budget Narrative

### SFY20 Line-Item Budget

Budget period: July 1, 2019 – June 30, 2020

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>		<b>Personnel Services Sub Total</b>	<b>\$291,686</b>
Salaries	.50 Manager CCHC RN, 1 CCHC RN, .8 CCHC RD, .60 Sr.Program Mgr, .50 Admin Support		
<b>EMPLOYEE RELATED EXPENSES</b>		<b>Employee Related Expenses Sub Total</b>	<b>\$91,558</b>
Fringe Benefits or Other ERE	50 Manager CCHC RN, 1 CCHC RN, .8 CCHC RD, .60 Sr.Program Mgr, .50 Admin Support		
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>Professional &amp; Outside Services Sub Total</b>	<b>\$</b>
Contracted Services			
<b>TRAVEL</b>		<b>Travel Sub Total</b>	<b>\$11,794</b>
In-State Travel Out-of-State Travel	Mileage, motor pool and in-state meetings and conferences  Travel to American Public Health Association Annual Meeting		
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>		<b>Aid to Organizations or Individuals Sub Total</b>	<b>\$</b>
Subgrants or Subcontracts to organizations/agencies/entities			

OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$30,562
<ul style="list-style-type: none"> <li>• Telephones/Communications Services</li> <li>• Internet Access</li> <li>• General Office Supplies</li> <li>• Food</li> <li>• Rent/Occupancy</li> <li>• Utilities</li> <li>• Furniture</li> <li>• Postage</li> <li>• Software (including IT supplies)</li> <li>• Dues/Subscriptions</li> <li>• Advertising</li> <li>• Printing/Copying</li> <li>• Equipment Maintenance</li> <li>• Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)</li> <li>• Insurance</li> <li>• Program Materials</li> <li>• Program Supplies</li> <li>• Scholarships</li> <li>• Program Incentives</li> </ul>	Desk phones, cell phones Internet access (Mi-Fi) Office Supplies Snacks/water for trainings  Program Postage  Professional Memberships/Books  Program Printing Cost Computer Lease Conference Fees/Professional Development  Material for trainings Supplies program implementation  Incentives for Child Care Programs and Outreach	\$5,760 \$3,000 \$1,050 \$1,200  \$240  \$2,400  \$2,000 \$4,200 \$4,164  \$2,414 \$1,134  \$3,000	
<b>NON-CAPITAL EQUIPMENT</b>		<b>Non-Capital Sub Total</b>	<b>\$</b>
Equipment \$4,999 or less in value			
<b>Subtotal Direct Program Costs:</b>			<b>\$425,600</b>
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	<b>\$42,560</b>
Indirect/Admin Costs		\$	\$
<b>Total</b>		<b>\$</b>	<b>\$468,160</b>

Authorized Signature  Date 05/02/19

## SFY20 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 (.60 FTE)	1245	Hour	\$29.83	\$ 37,136
1 Program Manager, CCHC RN- E.Rebro (.50 FTE)	1040	Hour	\$28.00	\$ 29,120
1 CCHC RN- J. Tutaan (1 FTE)	2080	Hour	\$27.10	\$ 56,368
1 CCHC RN VACANT (1 FTE)	2080	Hour	\$27.78	\$ 57,782
1 CCHC RD-D. Hiratsuka (.8 FTE)	1664	Hour	\$23.72	\$ 39,470
1 CCHC RN VACANT (1 FTE)	2080	Hour	\$26.44	\$ 54,995
1 Administrative Staff- N. Barrales (.40 FTE)	832	Hour	\$20.21	\$ 16,815

### Personnel Salary Total

**\$291,686**

**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 Mgr Sr - V. Altamirano (.60 FTE)	1245	Hour	Actual Cost	\$12,635
1 Program Mgr, CCHC RN- E.Rebro (.50 FTE)	1040	Hour	Actual Cost	\$ 7,886
1 CCHC RN- J. Tutaan (1 FTE)	2080	Hour	Actual Cost	\$15,298
1 CCHC RN VACANT (1 FTE)	2080	Hour	Actual Cost	\$15,652
1 CCHC RD-D. Hiratsuka (.8 FTE)	1664	Hour	Actual Cost	\$18,138
1 CCHC RN VACANT (1 FTE)	2080	Hour	Actual Cost	\$14,898
1 Administrative Staff- N. Barrales (.40 FTE)	832	Hour	Actual Cost	\$ 7,051

### ERE and Fringe Benefit

**\$91,558**

**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
<b>Local Mileage</b> (Reimbursement )	9,000	Miles	\$.445	\$4,005
<b>Motor Pool</b>	10	Daily Charge	\$55.00	\$550
<b>In-State Travel &amp; Training</b> to Phoenix Meetings/Continuing Education  FTF 2019 Summit (August)  Strong Families Conference 2019 (September)	5	240 miles	1200 x \$.445	\$534
	6	Daily Govt Hotel Rate	\$94	\$564
	6	Daily Govt Per Diem Rate x 2 days	\$46	\$552
	6	Daily Govt Hotel Rate	\$121	\$726
	6	Daily Govt Per Diem Rate x 2 days	\$46	\$552
<b>Out-of-State Travel</b>				



3 staff to attend the annual American Public Health Association Meeting being held November 2-6, 2019 in Philadelphia, PA				
<b><u>Lodging</u></b>	3	Daily Govt Hotel Rate x 4 nights	\$192	\$2,304
<b><u>Per Diem (Food)</u></b>	3	Daily Govt Per Diem Rate x 5 days	\$51	\$765
<b><u>Airfare</u></b>	3	Roundtrip Flights from Tucson, Az	\$414	\$1,242
<b><u>Sub-Total Local and Training Travel</u></b>				<b>\$11,794</b>
<p><b><u>Aid to Organizations or Individuals:</u></b> <i>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.</i></p>				
<p><b><u>Other Operating Expenses:</u></b> <i>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.</i></p>				

<b><u>Telephones, Computers &amp; Communications Services</u></b>				
<b>Description</b>	<b>Number</b>	<b>Unit</b>	<b>Rate</b>	<b>Total</b>
<b><u>Internet Access</u></b> -5 MI-Fi for Field Use	12	Monthly Service	\$50.00	\$3,000
<b><u>Cellphone Service</u></b> 6 CCHC staff	12	Monthly Service	\$50.00	\$3,600
<b><u>Desk Phone Service</u></b> 6 CCHC program staff	12	Monthly Service	\$30.00	\$2,160
<b><u>Postage &amp; Freight</u></b> – marketing mailings, documents for CCHCs -	12	Monthly standard mail	\$20.00	\$240
<b><u>Printing</u></b> for handouts, flyers, Brochures, training materials, etc.	1	Annual Supply	Varies	\$2,000
<b><u>Computer Lease</u></b> fees for staff computers	6	Annually	\$700	\$ 4,200
<b>Sub-total Communications</b>				<b>\$15,200</b>
<b><u>General Office Supplies &amp; Equipment</u></b>				
<b>Description</b>	<b>Number</b>	<b>Unit</b>	<b>Rate</b>	<b>Total</b>
<b><u>Office Supplies</u></b> General Office Supplies	7 staff	Annual Supply	\$150	\$1,050

<b><u>Food</u></b>  Snacks and water for trainings offered by CCHC staff	12	Mo	\$100	\$1,200	
<b><u>Books, Videos, other Training Materials</u></b>  Educational materials for trainings for Child Care providers.	6	Annual staff Allowance	\$200	\$1,200	
<b><u>Dues/Subscriptions/Books-</u></b> APHA Dues (annual membership fee for program), annual staff allowance for professional books	3	Annually	\$500	\$1,500	
	6	Annually	\$150	\$900	
<b><u>Program Supplies</u></b> – Supplies for program implementation, evaluation and continuous quality improvement	1	Annually	\$1,134	\$1,134	
<b><u>Program Materials</u></b> -Brochures, CD's,Pamphlets, materials for trainings, materials for centers (sleep sacks...)		Annually	Varies per item purchased	\$1,214	
<b><u>Professional Development</u></b>  Registration for 3 staff to attend 2019 APHA Annual Conference	3	Ea	\$990	\$2,970	
Registration for 6 staff to attend 2019 FTF Summit	6	Ea	\$199	\$1,194	

<b><u>Incentives for Child Care Programs and Outreach</u></b>					
Books i.e., Medical Emergencies, Recognizing Common Illnesses in Early Childhood Settings, Active Play and promotional items to market the program via outreach events and educational opportunities throughout Pima County		Annually	Varies per item purchased	\$3,000	
<b>Sub-total General Office Supplies &amp; Equipment</b>				<b>\$15,362</b>	
<b>Grand Total for Other Operating Expenses</b>				<b>\$30,562</b>	

**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.

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.

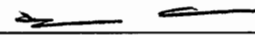
Description	Number	Calculation	Rate	Total
<b><u>Administrative/Indirect</u></b>	\$425,600	10% of direct costs	10%	<b>\$42,560</b>
<b>Administrative/Indirect Cost Total</b>				<b>\$42,560</b>

**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 05/02/19

## FIRST THINGS FIRST

## 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 15 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 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	.60
Emily Rebro, MSN Public Health Nurse CCHC	Provides health and safety consultation in child care programs for 3 years	Provides assessment, consultation, referral and training to Quality First-enrolled programs. Provides program management, monitoring and leadership to the CCHC team.	Yes	.50
Diane Hiratsuka, MS, RD Registered Dietitian CCHC	Provides health and safety consultation in child care programs for 9 years	Provides assessment, consultation, referral and training to Quality First-enrolled programs	Yes	.80
Justin Tuttan, BSN Public Health Nurse CCHC	Provides health and safety consultation in child care programs for 1 year	Provides assessment, consultation, referral and training to Quality First-enrolled programs	Yes	1
Neyereda Barrales Administrative Support Specialist	Administrative Support to various programs within Pima County Health Department	Provide administrative support to program and program staff. Coordinates support activities such as purchasing and program specific functions		.40

**Additional Personnel** - those individuals partially funded through the proposed program but who do not directly implement or have direct program oversight of the program.

**Program Total:**

**3.3**

\* 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.

Victor Altamirano, Program Manager, Sr      5/2/19  
Name/Title      Date