



**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 (CCHC) Technical Assistance and Professional Development (training for CCHCs throughout the State of Arizona). This grant was accepted as GTAW19\*05.

**\*Purpose:**

Technical assistance services to child care providers and Child Care Health Consultants in Arizona. Indirect costs are included at 10% of direct costs.

Amendment #1 extends the term for an additional year and adds \$54,127.50.

**\*Procurement Method:**

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

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

This contract requires Pima County to provide training, technical assistance and professional development to Child Care Health Consultants (CCHCs) and Health and Safety Specialists providing services throughout Arizona under the umbrella of First Things First. Child Care Health Consultants offer specialized training and technical assistance to child care staff and directors of centers and homes enrolled in First Things First's Quality First Program. The Health and Safety Specialists are child care staff who on a daily basis dedicate a proportion of his or her hours to the maintenance and improvement of health and safety practices within the child care program where he or she is employed.

**\*Public Benefit:**

Arizona's child care programs (centers and home-based) provide services to over 215,000 children, about 45,000 of which reside in Pima County. Children 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 provides capacity building in Pima County and throughout Arizona to increase the number of health care professionals trained to act in the roles of Child Care Health Consultants and Health and Safety Specialists so that more child care programs may receive information, training, and technical assistance on creating healthy and safe quality child care environments.

**\*Metrics Available to Measure Performance:**

This grant requires that Pima County conduct one child care health consultant training, two health and safety specialists trainings, and coordinate four quarterly CCHC professional development sessions on an annual basis. Metrics include the number of health professionals successfully completing training as Child Care Health Consultants, number of child care professionals successfully completing training as Health and Safety Specialists, and the number of individuals attending quarterly professional development sessions.

**\*Retroactive:**

No.

**Contract / Award Information**

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

Effective 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 22-73.***Amendment / Revised Award Information**


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 Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☒ AmendmentDocument Type: GTAM Department Code: HD Grant Number (i.e., 15-123): 19-54Effective Date: 07/01/2019 Termination Date: 06/30/2020 Amendment Number: 01☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 54,127.50**\*All Funding Source(s) required:** 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)?**Contact: Sharon GrantDepartment: Health Telephone: 724-7842Department Director Signature/Date: Marybeth Horvath 5.10.19Deputy County Administrator Signature/Date: Jim Smith 5/14/19County Administrator Signature/Date: Chris 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> <b>GRA-STATE-19-0975-01-Y2</b> Cochise, Coconino, Colorado River Indian Tribes, East Maricopa, Gila, Gila River Indian Community, Graham/Greenlee, La Paz/Mohave, Navajo Nation, Northwest Maricopa, Phoenix North, Phoenix South, Pima North, Pima South, Pinal, San Carlos Apache, Santa Cruz, Southeast Mari Regional Partnership Council <b>QF Child Care Health Consultation</b>	
<p><b>CONTRACTOR:</b></p> <p>Pima County Health Department</p> <p><b>PURPOSE OF AMENDMENT:</b></p> <ol style="list-style-type: none"> <li>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 <b>July 1, 2019</b> through <b>June 30, 2020</b>.</li> <li>Total award amount for the grant period is \$54,127.50</li> <li>Contracted Service Units: N/A          Primary Strategy:              QF Child Care Health Consultation              Number of center based providers served: N/A           Secondary Strategy: N/A              Number of home based providers served:              Number of Non-QF Centers: N/A              Number of Non-QF Homes: N/A       </li> <li>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.</li> <li>All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.</li> </ol>		

**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> (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	<b>Grant Renewal/2020 Grant Award</b> <b>GRA-STATE-19-0975-01-Y2</b> Cochise, Coconino, Colorado River Indian Tribes, East Maricopa, Gila, Gila River Indian Community, Graham/Greenlee, La Paz/Mohave, Navajo Nation, Northwest Maricopa, Phoenix North, Phoenix South, Pima North, Pima South, Pinal, San Carlos Apache, Santa Cruz, Southeast Mari Regional Partnership Council <b>QF Child Care Health Consultation</b>	
Contractor hereby acknowledges receipt and understanding of the contract amendment		The above referenced amendment is hereby executed effective July 1, 2019 once signed and dated below:
Signature _____  Richard Elías _____  Chairman, Board of Supervisors _____  Date _____		Josh Allen CFO/COO  Date _____

**PIMA COUNTY**

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

**APPROVED AS TO CONTENT**

  
 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>\$29,120</b>
Salaries	.50 Program Manager-CCHC Lead/Trainer	\$29,120	
<b>EMPLOYEE RELATED EXPENSES</b>		<b>Employee Related Expenses Sub Total</b>	<b>\$7,886</b>
Fringe Benefits or Other ERE	50 Program Manager-CCHC Lead/Trainer	\$7,886	
<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>\$1,478</b>
In-State Travel	In-State Travel	\$1,478	
Out-of-State Travel			
<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			
<b>OTHER OPERATING EXPENSES</b>		<b>Other Operating Expenses Sub Total</b>	<b>\$10,722.50</b>
<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>	<p>General office supplies for .50 FTE</p> <p>Snack items for HHS Trainings held 2X year and other professional development trainings 12Xyr</p> <p>Printing of handouts, flyers, Brochures, training materials, etc.</p> <p>Annual Symposium for CCHC's conducted by PCHD</p> <p>Brochures, pamphlets, and other materials for trainings</p>		<p>\$400</p> <p>\$240</p> <p>\$500</p> <p>\$5,000</p> <p>\$4,582.50</p>
<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>\$49,206.50</b>
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	<b>\$4,921</b>
Indirect/Admin Costs		\$	\$
<b>Total</b>		<b>\$</b>	<b>\$54,127.50</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.

<b>Personnel Services:</b> 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.				
<b>Description</b>	<b>Number</b>	<b>Unit</b>	<b>Rate</b>	<b>Total</b>
1 Program Manager- E. Rebro (.50 FTE)	1040	Hour	\$28.00	\$29,120
<b>Personnel Salary Total</b>				<b>\$29,120</b>
<b>Employee Related Expenses:</b> 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.				
<b>Description</b>	<b>Number</b>	<b>Unit</b>	<b>Rate</b>	<b>Total</b>
1 Program Manager-E Rebro (.50 FTE)	\$15,771	Dollars	Actual Cost	\$7,886
<b>ERE and Fringe Benefit</b>				<b>\$7,886</b>
<b>Professional and Outside Services:</b> 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.				
<b>Travel:</b> 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 <b>must</b> use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals ( <a href="https://gao.az.gov/travel/welcome-gao-travel">https://gao.az.gov/travel/welcome-gao-travel</a> ) for both in-state and out-of-state travel.				
<b>Description</b>	<b>Number</b>	<b>Unit</b>	<b>Rate</b>	<b>Total</b>
<b>In-State Travel &amp; Training to</b>				
Phoenix Meetings, trainings and annual symposium	10	240 miles	2400 x \$ .445	\$1,068
	10	Days (1 employee)	10 x \$41	\$410
<b>Sub-Total Local and Training travel</b>				<b>\$1,478</b>
<b>Aid to Organizations or Individuals:</b> 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.				
<b>Other Operating Expenses:</b> 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.*

**General Office Supplies & Equipment**

Description	Number	Unit	Rate	Total
<b><u>Office Supplies</u></b>  Binders, paper/colored paper for teaching  Projects, administrative requirements,  Desk supplies i.e., paper clips, staples, pens,  Pencils, post-its, folders, envelopes, calendars, Computer media, etc.	.50 staff	Annual Supply	\$200	\$400
<b><u>Food</u></b>  Water and snacks for HHS trainings and other professional development trainings	12	Monthly	\$20	\$240
<b><u>Printing</u></b> for handouts, flyers, Brochures, training materials, etc.	1	Annual Supply	Varies	\$500
<b><u>Program Materials</u></b> -Brochures, CD's, Pamphlets, Materials for trainings, materials for centers (sleep sacks...)		Annually	Varies per item purchased	\$4,582.50
<b><u>Professional Development</u></b>  Annual Symposium for CCHC's conducted by PCHD (Conference Facility and ancillary supplies and services)	1	Ea	Annually	\$5,000
<b>Sub-total General Office Supplies &amp; Equipment</b>				<b>\$10,722.50</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.

The standard PCHD indirect cost rate is 20.53% of personnel and ERE to support: overall management, costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation; overall liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs 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. Since FTF caps indirect costs at 10% of direct cost, 10% of direct is included here.

Description	Number	Calculation	Rate	Total
Administrative/Indirect	\$49,206.50	10% of direct costs	10%	\$4,921.00
Administrative/Indirect Cost Total				\$4,921.00

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
Emily Rebro, MSN RN, Program Manager- Supervising Public Health Nurse	Resume on file at FTF: Three years CCHC experience, 8 months as Program Manager. 10+ years teaching experience in elementary, secondary, and adult education. Three years as district coordinator for the English Language Program in the Catalina Foothills School District. Two years as Assistant Director and supervisor at Pearson Education.  AZ Registered Nurse.  AZ Certified Elementary Teacher, full reading and ESL endorsements  Child Care Health Care Consultation certificate  Hearing and Vision certification	Provides assessment, consultation, referral and training to Quality First-enrolled programs. Provides program management and provides monitoring and leadership for all CCHC's	Yes	0.5
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:				.5

\* 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, Program Manager, Sr. 5/2/19  
Name/Title Date