



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: May 19, 2020

* = 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 program provides training 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 #2 extends the term for one year and adds \$472,640 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, 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 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.

GMI Approved 5-8-2020 [Signature]

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 22-10.

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 ☒ Amendment

Document Type: GTAM Department Code: HD Grant Number (i.e., 15-123): 20-46
Effective Date: 07/01/2020 Termination Date: 06/30/2021 Amendment Number: 02
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 472,640.00

***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 Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: [Signature] 05/04/20

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: C. Decker Bay 5/6/2020
(Required for Board Agenda/Addendum Items)

FIRST THINGS FIRST

4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012
602.771.5100 | 877.803.7234 | firstthingsfirst.org

March 23, 2020

Ms. Margaret Perry
Program Manager, Oral Health
Pima County Health Department
3950 S. Country Club Rd, Ste. 100
Tucson, AZ 85714

Dear Margaret:

On behalf of the Pima North and Pima South Regional Partnership Councils as well as the staff at First Things First, we want to thank you for the work you have been doing in executing the Oral Health grant Strategy first for the Pima South region and most recently, for both Pima North and Pima South Regions. We have had many successes historically and we look forward to our continued work together.

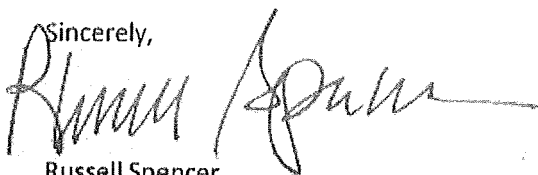
As you know, in this current funding cycle, we incorporated the Pima North Region into the new grant award and increased the contracted service units for this strategy. While we all went into this with the hope of the contracted service units being met, time and communication with you have made us realize that the number of children and expectant mothers to receive services is simply unattainable.

As a result and with consultation with you, your grant renewal for State Fiscal Year 2021 will reflect reductions in the numbers to be served and a reduction in the total award amount. We want to assure you this decision is not made due to lack of effort from you or your staff; but rather to support your staff and puts you in position to achieve a much more attainable yet still aspirational goal of providing oral health services in Pima County.

Again, we thank you for the work you are doing and for being candid with us about what successes and barriers you have experienced. We look forward to continuing our strong partnership with you into the next fiscal year.


If you have any questions or comments regarding your grant renewal, please contact me at 602-771-5043 or by email at Rspencer@firstthingsfirst.org.

Sincerely,



Russell Spencer
Director, Fiscal Operations

READY FOR SCHOOL. SET FOR LIFE.

 FIRST THINGS FIRST	Grant Renewal Amendment #2	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2021 Grant Award GRA-STATE-19-0973-01-Y3 Pima North, Pima South, Tohono O’odham Nation Regional Partnership Council 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, 2020 through June 30, 2021.**
- Total award amount for the grant period is \$472,640
- Contracted Service Units:
 Lead Strategy: QF Child Care Health Consultation
 Primary Strategy:
 Number of center based providers served: 151 Pima North 103 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.

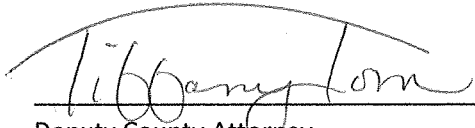
Please see following page for signatures.

 FIRST THINGS FIRST	Grant Renewal Amendment #2	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2021 Grant Award GRA-STATE-19-0973-01-Y3 QF Child Care Health Consultation	
Contractor hereby acknowledges receipt and understanding of the contract amendment <hr/> Signature <hr/> Ramón Valadez Name <hr/> Chairman, Board of Supervisors Title <hr/> Date		The above referenced amendment is hereby executed effective July 1, 2020 once signed and dated below: <hr/> Josh Allen CFO/COO <hr/> Date

PIMA COUNTY

Clerk, Board of Supervisors

APPROVED AS TO FORM



Deputy County Attorney

APPROVED AS TO CONTENT




Health Department Representative

Line-Item Budget and Budget Narrative

SFY21 Line-Item Budget

Budget period: July 1, 2020 – June 30, 2021

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$276,643
Salaries	.50 Manager CCHC RN, 2 CCHC RN, .8 CCHC RD, 1 CCHC Sr. Health Educator, .60 Sr Program Manager, .40 Program Specialist.		
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$106,217
Fringe Benefits or Other ERE	.50 Manager CCHC RN, 2 CCHC RN, .8 CCHC RD, 1 CCHC Sr. Health Educator, .60 Sr Program Manager, .40 Program Specialist.		
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$0
Contracted Services			
TRAVEL		Travel Sub Total	\$6,367
In-State Travel	Mileage, motor pool for meetings and conferences/training		
Out-of-State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$0
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$40,446
<ul style="list-style-type: none">• 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, Training Fees for Staff)• Insurance• Program Materials• Program Supplies• Scholarships• Program Incentives	Cell phones Mi-Fi's Office Supplies Program Postage Professional Memberships/books Program Printing Cost Material for trainings Supplies Program Implementation Incentives for Child Care Programs & Outreach	\$3,600 \$2,400 \$1,000 \$240 \$2,200 \$2,000 \$4,000 \$10,000 \$15,006	
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$429,673
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$42,967
Indirect/Admin Costs (10% of Direct)			
Total		\$	\$472,640

Authorized Signature  Date 04/24/20

SFY21 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	\$31.31	\$38,981
1 Program Manager, CCHC RN-E.Rebro (.50 FTE)	1040	Hour	\$28.65	\$29,792
1 CCHC RD-D. Hiratsuka (.8 FTE)	1664	Hour	\$24.22	\$40,302
1 CCHC RN-T. McCarthy (1 FTE)	2080	Hour	\$28.59	\$59,467
1 CCHC RN-Vacant (1 FTE)	2080	Hour	\$25.75	\$53,560
1 CCHC-Sr. Health Educator (1 FTE)	2080	Hour	\$18.73	\$38,958
1 Program Specialist Vacant (.40 FTE)	832	Hour	\$18.73	\$15,583
Personnel Salary Total				\$276,643

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 (.60 FTE)	1245	Hour	Actual cost	\$14,174
1 Program Manager, CCHC RN-E.Rebro (.50 FTE)	1040	Hour	Actual cost	\$8,586
1 CCHC RD-D. Hiratsuka (.8 FTE)	1664	Hour	Actual cost	\$22,982
1 CCHC RN-T. McCarthy (1 FTE)	2080	Hour	Actual cost	\$26,876
1 CCHC RN-Vacant (1 FTE)	2080	Hour	Actual cost	\$16,068
1 CCHC-Sr. Health Educator (1 FTE)	2080	Hour	Actual cost	\$11,687
1 Program Specialist Vacant (.40 FTE)	832	Hour	Actual cost	\$5,844
ERE and Fringe Benefit Total				\$106,217

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://qao.az.gov/travel/welcome-qao-travel>) for both in-state and out-of-state travel.

Description	Number	Unit	Rate	Total
Local Mileage (Reimbursement)	9,000	Miles	\$.445	\$4,005
Motor Pool	10	Daily charge	\$55	\$550
In-State Travel & Training: Phoenix Meetings/Continuing Education	5	240 Miles	1200 x \$.445	\$534

QFA Symposium	6	Daily Govt Hotel Rate	\$121 x 6	\$726
	6	Daily Govt Per Diem Rate x 2 days	\$46 x 2 x 6	\$552
Sub-Total Local and Training Travel				\$6,367
<p>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.</p> <p>N/A</p>				
<p>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.</p>				
Telephones, Computers & Communications Services				
Description	Number	Unit	Rate	Total
Internet Access-4 Mi-Fi	12	Monthly Service	\$50	\$2,400
Cell Phone Service 6 staff	12	Monthly Service	\$50	\$3,600
Postage & Freight	12	Monthly Service	\$20	\$240
Printing	1	Annual	Varies	\$2,000
Sub-total Communications				\$8,240
General Office Supplies & Equipment				
Description	Number	Unit	Rate	Total
General Office Supplies	1	Annual Supply	\$1,000	\$1,000
Books, Videos & Other Training Materials	6	Annual Staff Allowance	\$200	\$1,200
Dues/Subscriptions	5	Annually	\$200	\$1,000
Program Supplies	1	Annually	\$4,000	\$4,000
Program Materials	1	Annually	\$10,000	\$10,000
Incentives for Child Care Programs	1	Annually	\$15,006	\$15,006
Sub-total for General Office Supplies & Equipment				\$32,206
Grand Total for Other Operating Expenses				\$40,446
<p>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.</p> <p>N/A</p>				

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	\$429,673	10% of direct costs	10%	\$42,967
Administrative/Indirect Cost Total				\$42,967

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:

☒ **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

04/24/20

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 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 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 Rebore, MSN Program Manager CCHC	Provides health and safety consultation in child care programs for 4 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 10 years	Provides assessment, consultation, referral and training to Quality First-enrolled programs	YES	.80	
Tabitha McCarthy, BSN, 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	
Vacant, BSN, CCHC		Provides assessment, consultation, referral and training to Quality First-enrolled programs	YES	1	
Vacant, Sr. Health Educator, CCCH		Provides assessment, consultation, referral and training to Quality First-enrolled programs	YES	1	

Vacant, Program Specialist-	Administrative and outreach support to the Maternal Child Section of the Health Department	Provide administrative and outreach 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:			

* 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.

Name/Title Victoria Alvarado, Program Manager, Sr. Date 4/25/2020