



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:**

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 #2 extends the term for an additional year and adds \$54,131.50.

***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.

G.M.I. Approved 5.8.2020 JLS

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): 20-47
Effective Date: 07/01/2020 Termination Date: 06/30/2021 Amendment Number: 02
☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 54,131.50

***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 Grant

Department: Health Telephone: 724-7842

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

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: [Signature] 5/6/20
(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.

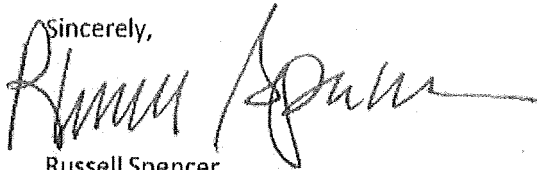
As you know, in this current funding cycle, we incorporated the Pima North Region into the new grant award and increased the contracted service units for this strategy. While we all went into this with the hope of the contracted service units being met, time and communication with you have made us realize 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-19-0975-01-Y3 Cochise, Coconino, Colorado River Indian Tribes, East Maricopa, Gila, Gila River Indian Community, Graham/Greenlee, La Paz/Mohave, Navajo Nation, Navajo/Apache, Northwest Maricopa, Phoenix North, Phoenix South, Pima North, Pima South, Pinal, San Carlos Apache, Santa Cruz, Regional Partnership Council QF Child Care Health Consultation	


CONTRACTOR:

Pima County Health Department

PURPOSE OF AMENDMENT:

1. 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**.
2. Total award amount for the grant period is \$54,131.50
3. Contracted Service Units:
Lead Strategy:
QF Child Care Health Consultation
4. 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.
5. All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.

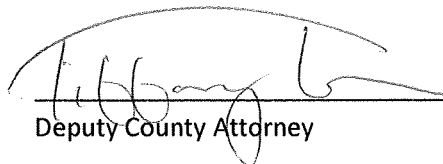
Please see following page for signatures.

 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-19-0975-01-Y3 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 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, 2020 once signed and dated below:
Signature _____ Ramón Valadez _____ Chairman, Board of Supervisors _____ Date _____		Josh Allen CFO/COO Date _____


PIMA COUNTY

 Clerk, Board of Supervisors

APPROVED AS TO FORM


 Deputy County Attorney

APPROVED AS TO CONTENT


 Health Department Director

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	\$29,792
Salaries	Program Manager CCHC .50 FTE Lead Trainer		
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$8,586
Fringe Benefits or Other ERE	Program Manager CCHC .50 FTE Lead Trainer		
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$0
Contracted Services			
TRAVEL		Travel Sub Total	\$
In-State Travel 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	\$10,832.50
<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 	Printing of program materials for training and handouts Annual CCHC Symposium Brochures, pamphlets and other training material for program participants		\$1,000 \$5,000 \$4,832.50
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$49,210.50
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$4,921.00
Indirect/Admin Costs		\$	\$
Total		\$	\$54,131.50

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, CCHC RN-E.Rebro (.50 FTE)	1040	Hour	\$28.65	\$29,792
Personnel Salary Total				\$29,792
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, CCHC RN-E.Rebro (.50 FTE)	1040	Hour	Actual cost	\$8,586
ERE and Fringe Benefit Total				\$8,586
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. N/A				
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.				
General Office Supplies & Equipment				
Description	Number	Unit	Rate	Total
Printing (Handouts, Brochures & Training Materials)		Annually	Varies	\$1,000
Professional Development (Items/material for Annual CCHC symposium)		Annually	Varies	\$5,000
Program Incentives (Brochures, Pamphlets and other material for program participants)		Annually	Varies	\$4,832.50
General Office Supplies & Equipment Total				\$10,832.50

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	Calculation	Rate	Total
Administrative/Indirect	\$49,210.50	10% of direct cost	10%	\$4,921.00
Administrative/Indirect Cost Total				\$4,921.00

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
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	.50
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:				.50

* 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. 4/25/2020
 Name/Title Date