



Contract Number: CTN. HD- 12 * 596-01
 Effective Date : 1-22-13
 Term Date : 6-30-2013
 Cost : _____
 Revenue : 21,345.-
 Total : _____ NTE: _____
 Action : _____
 Renewal By : 4-1-13
 Term : 6-30-13
 Reviewed by: JR

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: Next Available

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

The Arizona Early Childhood Development and Health Board and Pima County wish to enter into a Grantee Agreement to provide health consultation services by Child Care Health Consultants (CCHC's) to regulated child care providers (centers and homes) enrolled in Quality First, the quality improvement and rating system created by the Early Childhood Development and Health Board. CCHC's are experts in child health available to support child care providers to assure that children in their care are safe, healthy and ready to succeed.

Amendment 1 increases funding by \$21,345 (from \$418,770 to \$440,115) to provide service to an additional 10 Quality First Centers.

CONTRACT NUMBER (If applicable): CTN 12000000000000000596, Amendment 1

STAFF RECOMMENDATION(S): Approval

Procure Dept 04/01/13 PM 02:35

CORPORATE HEADQUARTERS: 4000 North Central, Suite 1480, Phoenix, AZ 85012

CHH. 4-2-1.
 10: CoB - 4-4-1:
 Agenda 4-9-13
 (2)
 Addendum

CLERK OF BOARD USE ONLY: BOS MTG. _____

ITEM NO. _____

PIMA COUNTY COST: ___ and/or REVENUE TO PIMA COUNTY: \$ 21,345

FUNDING SOURCE(S): State

(i.e. General Fund, State Grant Fund, Federal Fund, Stadium D. Fund, etc.)

Advertised Public Hearing:

		YES	X	NO
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Board of Supervisors District:

1		2		3		4		5		All	X
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IMPACT:

IF APPROVED: Pima County Health Department will be able to continue to participate in child health care education and training. Children within Pima County will benefit from the training their providers receive.

IF DENIED: Pima County Health Department will lose funding in the amount of \$21,345 and may not be able to provide child care education services for the State of Arizona.

DEPARTMENT NAME: *Health Department*

CONTACT PERSON: Denise Sauer TELEPHONE NO.: (520) 243-7947



FIRST THINGS FIRST

Ready for School. Set for Life.

CONTRACT AMENDMENT

Amendment #1

Grant Agreement/Contract Award #
FTF-STATE-13-0507-01

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of
1

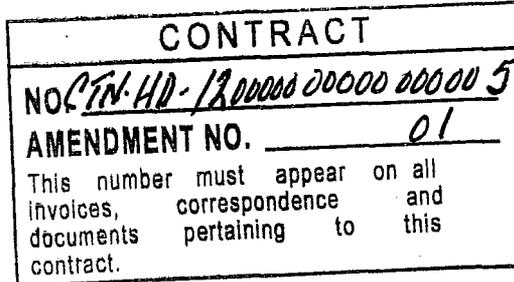
Early Childhood Health and
Development Board
(First Things First)

4000 North Central Avenue,
Suite 800
Phoenix, AZ 85012

(602) 771-5000
(602) 265-0009 fax

CONTRACTOR:

Pima County Health Department
3950 S. Country Club #1487
Tucson, AZ 85714



PURPOSE OF AMENDMENT:

Pursuant to Special Terms and Conditions, "Amendment", of the above referenced Grant Agreement/Contract Award, the State of Arizona hereby exercises its sole option to amend the contract as follows:

1. Increase current award amount by \$21,345.00 with funding provided by the North Pima Regional Partnership Council to provide service to an additional 10 Quality First! Centers. Total award amount is increased from \$418,770.00 to 440,115.00.
2. Additional funding and effective date of this amendment is for the period of January 22, 2013 thru June 30, 2013.
3. All other terms and conditions remain unchanged.

REVIEWED BY:

[Signature]
Director
Pima County Health Department

Contractor hereby acknowledges receipt and understanding of the contract amendment.

PIMA COUNTY

Signature *Ramon Valadez*

Name Ramón Valadez

Title Chairman, Board of Supervisors

Date APR 09 2013

The above referenced amendment is hereby executed effective January 22, 2013 once signed and dated below:

Josh Allen
CFO/COO

Date

APPROVED AS TO FORM:

[Signature]
Deputy County Attorney

ATTEST:

[Signature]
Clerk, Board of Supervisors

Attachment D – Line Item Budget

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Sub grants), Other Operating Expenses and Administrative/Indirect Costs.

Budget period: July 1, 2012 – June 30, 2013

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Total	\$ 349,959.00
Salaries	Salaries 3.6 RN, .8 RD, .5 Administrative Staff	\$ 257,653.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$
Fringe Benefits or Other ERE	Benefits 3.6 RN, .8 RD, .5 Administrative Staff	\$ 92,306.00	
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$ 6,300.00
Contracted Services	Presenters Trainers for CCHC's Calibration of Audiometers	\$ 4,300.00 \$ 2,000.00	
TRAVEL		Travel Sub Total	\$ 16,200.00
In-State Travel		\$ 11,200.00	
In-State Training		\$ 5,000.00	
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$
Subgrants or Subcontracts			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$ 26,216.00
<ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted & non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions/Books/Videos • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives 		\$ 7,160.00 \$ 3,000.00 \$ 600.00 \$ 1,175.00 \$ 2,825.00 \$ 3,000.00 \$ 3,000.00 \$ 2,000.00 \$ 3,456.00	
CAPITAL EQUIPMENT		Capital Equipment Sub Total	\$
Equipment \$5,000 or greater in value			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$ 2,000.00
Equipment \$4,999 or less in value		\$ 2,000.00	
Subtotal Direct Program Costs:			
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$ 39,440.00
Indirect/Admin Costs		\$ 39,440.00	
Total		\$ 440,115.00	\$ 440,115.00

Authorized signature

Marcyn M. Francisco

Date 3-29-13

Francisco Garcia, MD, MPH, Director-Pima County Health Department

Attachment E – Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate. **Please include one narrative that matches the 12 month line item budget categories and subcategories.**

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 project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.*

Personnel: Salaries for the Pima County Health Department Division of Public Health Nursing are determined by a matrix approved by the County Manager. The lead CCHC is experienced in quality improvement in child care programs and has additional teaching and field mentoring responsibilities for new CCHCs.

Description	Number	Unit	Rate	Total
1 Child Care Health Consultant RN (1 FTE)	2080	Hour	\$27.83	\$ 57,886.40
1 Child Care Health Consultant RN (1 FTE)	2080	Hour	\$27.56	\$ 57,324.80
1 Child Care Health Consultant RN (.8 FTE)	1664	Hour	\$26.07	\$ 43,380.48
1 Child Care Health Consultant RN (.8 FTE)	1664	Hour	\$27.24	\$ 45,327.36
1 Child Care Health Consultant RN (.8 FTE)	1664	Hour	\$20.73	\$ 34,494.72
1 Administrative Staff (.5 FTE)	1040	Hour	\$18.50	\$ 19,240.00
Personnel Salary Total				\$ 257,653.76

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.*

Fringe Benefits: A benefit rate is established by the Pima County Government for employee medical/dental insurance, basic life insurance, Worker's Compensation, Arizona State Retirement, Employee Assistance Program, and Unemployment Insurance. This rate is predicted to be 32% for FY 2013. Employees working .8 FTS positions are provided benefits at the same level as employees filling 1 FTE positions.

Description	Number	Unit	Rate	Total
1 Child Care Health Consultant RN (1 FTE)	\$ 57,886.40	Dollars	32%	\$ 18,523.65
1 Child Care Health Consultant RN (1 FTE)	\$ 57,324.80	Dollars	32%	\$ 18,343.94
1 Child Care Health Consultant RN (.8 FTE)	\$ 43,380.48	Dollars	32%	\$ 17,352.20
1 Child Care Health Consultant RN (.8 FTE)	\$ 45,327.36	Dollars	32%	\$ 18,130.95
1 Child Care Health Consultant RN (.8 FTE)	\$ 34,494.72	Dollars	32%	\$ 13,797.89
1 Administrative Staff (.5 FTE)	\$ 19,240.00	Dollars	32%	\$ 6,156.80
ERE & Benefit Total				\$ 92,305.43

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 project. Explain how all contracts will be procured.*

Trainers and presenters to provide skill building for CCHCs will be identified and contracted using Pima County procurement guidelines, as well as any other professional and outside services that are obtained.

Description	Number	Unit	Rate	Total
Presenters/Trainers, for CCHC Development	10	Sessions	\$430.00	\$ 4,300.00
Calibration of Audiometers	8	Annually	\$250.00	\$ 2,000.00
Professional/Outside Services Total				\$ 6,300.00

Travel: *Separate travel that is in-state and out-of-state. 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. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<http://www.gao.az.gov/travel/> for both in-state and out-of-state travel.*

Description	Number	Unit	Rate	Total
Local Mileage (Reimbursement)	23152	Miles	\$.405	\$ 9,376.56
Motor Pool (Rent vehicle from Fleet Services)	33	Daily	\$ 55.25	\$ 1,823.25
In State Travel (to Phoenix Meetings /Continuing Education)	25	243 Miles	6087 x \$.405	\$ 2,465.00
In State Training (Seminars, Workshops)	13	Session	\$ 195.00	\$ 2,535.00
Travel/Training Total				\$16,199.81

Aid to Organizations or Individuals: *In the event that this application represents collaboration and the contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.*

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. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives*

Telephones & Communication Services

Description	Number	Unit	Rate	Total
<u>Cellphone Service</u> (7 CCHCs)	12	Monthly	\$ 42.38	\$ 3,560.00
<u>Desk Phone Service</u> (7 CCHCs)	12	Monthly	\$ 42.86	\$ 3,600.00
<u>Postage & Freight</u> (marketing, mailings, documents for CCHCs)	12	Monthly	\$ 50.00	\$ 600.00
<u>Printing</u> (handouts, flyers, brochures, banners, training materials, etc.)	1	Annual Supply	\$ 3,000.00	\$ 3,000.00
Telephones & Communications Total				\$ 10,760.00

Operating Expenses: General office equipment and supplies are needed to complete the work of the contract. Staples is contracted to provide office supplies for Pima County Government. A laptop computer with Microsoft Office, Adobe Acrobat Professional software, and CareFacts charting software is needed for each CCHC. Pima County maintains discounted contracts with suppliers of office equipment, computer equipment and software. Public Health Nurses are required to carry a cell phone on field visits. A contract with AT&T is in place. Teaching supplies and a professional library are necessary for completing the work of the contract.

General Office Supplies & Equipment

Description	Number	Unit	Rate	Total
<u>Office Supplies</u> binders, paper/colored paper for teaching projects, administrative requirements, toner cartridges, for printers, copiers, fax machines. Desk supplies i.e., paper clips, staples, pens, pencils, post-its, folders, envelopes, calendars, etc.	10	Annual Supply	\$ 300.00	\$ 3,000.00
<u>Books, Videos, other Training Materials</u>	9	Annual CCHC	\$ 294.45	\$ 2,650.00
<u>Software</u> Update Adobe Acrobat Pro	4	Each	\$ 293.75	\$ 1,175.00
<u>Dues/Subscriptions</u> CEU privileges from AZ Public Health Association	1	Annually	\$ 175.00	\$ 175.00
<u>Program Materials</u> Miscellaneous Educational Training Materials	4	Annually	\$ 750.00	\$ 3,000.00
<u>Program Supplies</u> Site Audit, Supplies	4	Annually	\$ 500.00	\$ 2,000.00
<u>Program Incentives</u> Incentives for Child Care Provider Trainings/Workshops	8	Annual CCHC	\$ 432.00	\$ 3,456.00
Grand Total for Operating Expenses				\$ 15,456.00

Capital Equipment: For items that are tangible, non-expendable, and movable having a useful life of more than one year and a value of \$5,000 or greater, explain each item to be purchased, how the costs were determined and justify the need for the items based on the scope of work and the benefit to the project. All purchases should be made through competitive bid or using established purchasing procedures.

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.

Computer equipment is purchased through a Pima County Contract. Other purchases are made following Pima County Procurement Procedures.

Description	Number	Unit	Rate	Total
Computer & Computer-related supplies	1	Each		\$ 2,000.00
Standard PC Single monitor				
Non-Capital Equipment Total				\$ 2,000.00

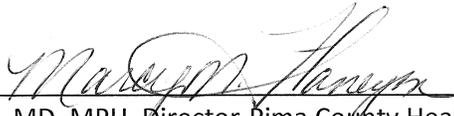
Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular program costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Description	Number	Unit	Rate	Total
Administrative/Indirect	\$ 39,440.00	Anticipated Expenditures	11.27%	\$ 39,440.00
Percentage of Total Personnel Cost				

Applicants must list either Option A or Option B and provide proper justification for expenses included:

- € **Option A - Administrative Costs:** with proper justification, sub grantees may include an allocation for administrative costs for up to 10% of the total direct funds 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 organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.
- Or **Option B - Federally Approved Indirect Costs:** If your organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the grant request. **Applicants must provide a copy of their federally approved indirect cost rate agreement.**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized signature  Date 3-29-13
Francisco Garcia, MD, MPH, Director-Pima County Health Department