

CITY COUNCIL REPORT



Meeting Date: September 20, 2022
 General Plan Element: ***Public Services & Facilities***
 General Plan Goal: ***Provide access to educational, recreational, and cultural services for all residents***

ACTION

Adopt Resolution No. 12563, authorizing Contract No. 2018-058-COS-A4, a fourth amendment to the grant agreement between the City of Scottsdale and the Arizona Early Childhood Development and Health Board (First Things First); authorizing the use of this grant retroactive to the agreement start date of 7/1/22; authorizing the Human Services Director to act as necessary to accept and administer the grant; and authorizing a budget transfer of \$200,000 from the adopted FY 2022/23 Future Grants Budget and/or Grant Contingency Budget to a newly created cost center to record the grant activity.

BACKGROUND

First Things First (also known as the Arizona Early Childhood Development and Health Board) is a state agency that strives to provide Arizona's youngest children and their families with opportunities to thrive. As part of this mission the East Maricopa Regional Partnership Council, which is the council that supports Scottsdale, conducted extensive needs assessments and determined that establishing the Scottsdale Family Resource Center (SFRC) would best meet the unique needs of underprivileged children and families. These centers serve as community hubs providing necessary support services that will encourage the healthy growth and development of children ages birth to five and their families.

The Scottsdale FRC was established in fiscal year 2016/2017 through a First Things First Governmental Agreement under City Contract No. 2017-020-COS and provided services through fiscal year 2017/18. On June 19, 2018, City Council approved Contract No. 2018-058-COS to accept grant funds which would be used to continue the Scottsdale FRC services on the campus of the Paiute Neighborhood Center for FY 2018/2019. On June 25, 2019, City Council approved Contract No. 2018-058-COS-A1, a first amendment accepting grants funds to continue the program. On June 30, 2020, City Council approved Contract No. 2018-058-COS-A2, a second amendment to the agreement to accept grant funds and continue the Scottsdale FRC program. On June 22, 2021, City Council approved Contract No. 2018-058-COS-A3, a third amendment to the agreement to accept grant funds and continue the Scottsdale FRC program.

Action Taken _____

Family resource centers bring together services and activities that educate, develop skills, and promote positive changes in parenting and child development. This increases the capacity of families to be healthy and dynamic community members.

The Scottsdale FRC targets families, parents, caregivers, expectant parents, and their young children ages birth through age five (not yet in kindergarten) who are considered at risk due to high poverty or high needs. Focusing on the targeted zip code areas of 85251 and 85257 in South Scottsdale, outreach will continue to be conducted to reach out to teen parents, grandparents raising grandchildren and young fathers. The center provides families in need access to: information and education about child development; referrals to health, educational, recreational, and social services; support and education on social and emotional well-being; parenting classes; and family activities.

The Scottsdale FRC fills a vital need in the South Scottsdale area by providing a system of supports and services through the development of partnerships; the attainment of quality, specialized staff; compilation of resources and materials; and implementation of programs that will meet the comprehensive developmental and social needs of children and promote healthy development through a seamless system of delivery.

During fiscal year 2020/21, the Scottsdale FRC supported 264 unduplicated families with assistance. The center provided their families access to 795 resources or referrals, 165 parenting activities (workshops, classes, events, and community groups) to increase parent knowledge of child development, early literacy, parenting skills, child health and safety. The Scottsdale FRC also completed 50 Back to School screening appointments; provided families with 12 car seats and conducted 8 safety checks; distributed 4938 diapers, 53 packages of wipes, 1986.2 ounces of formula, and 109.7 pounds of baby food; held a Covid-19 vaccination clinic for 25 people; provided 21 families with food boxes at a produce event with our partner agency Tiny Giants; provided 25 annual family memberships donated by Desert Botanical Gardens; held a Community Baby Shower that provided giveaways to 17 families; and helped 19 families sign up for library cards.

IMPACT ANALYSIS

Community Impact

Scottsdale FRC acts as a community hub providing resources, classes, referrals, and support for all areas of child development and parenting related to families with pregnant mothers and children ages birth to five not yet in kindergarten. This has been a positive impact for the community. The Women, Infants, and Children (WIC) Program, Head Start Program and Early Head Start Program are also located on the Paiute campus.

Acceptance of the \$200,000 grant for FY 2022/23 will provide the continuation of staffing support through the grant with one full time and two part time grant funded positions. Additionally, oversight and coordination of the program will be managed by the Early Learning, Youth and Teen

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Coordinator from Scottsdale Public Library and a percentage of the work hours of this Library Early Learning, Youth and Teen Coordinator will be charged to the grant. This grant was accepted as of July 1, 2022. Expenses may be retroactive to this date as to not interrupt operations at Scottsdale FRC.

STAFF RECOMMENDATION

Adopt Resolution No. 12563 authorizing Contract No. 2018-058-COS-A4, a fourth amendment to the grant agreement between the City and the Arizona Early Childhood Development and Health Board (First Things First); authorizing the use of this grant retroactive to the agreement start date of 7/1/22; authorizing the Human Services Director to act as necessary to accept and administer the grant; and authorizing a budget transfer of \$200,000 from the adopted FY 2022/23 Future Grants Budget and/or Grant Contingency Budget to a newly created cost center to record the grant activity.

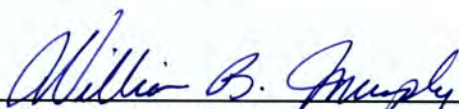
RESPONSIBLE DEPARTMENT(S)

Community Services Division, Human Services Department

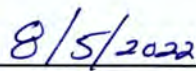
STAFF CONTACT(S)

Greg Bestgen, Human Services Director, gbestgen@scottsdaleaz.gov, 480-312-0104


APPROVED BY



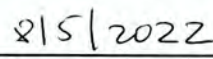
William B. Murphy, Assistant City Manager
480-312-7954, bmurphy@scottsdaleaz.gov



Date



Analia Johnson for Judy Doyle
Judy Doyle, Budget Director
480-312-2603, jdoyle@scottsdaleaz.gov



Date

ATTACHMENTS

1. Resolution No. 12563
2. Contract No. 2018-058-COS-A4

RESOLUTION NO. 12563

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING CONTRACT NO. 2018-058-COS-A4, A FOURTH AMENDMENT TO THE GRANT AGREEMENT BETWEEN THE CITY AND THE EARLY CHILDHOOD DEVELOPMENT AND HEALTH BOARD (FIRST THINGS FIRST); AUTHORIZING THE USE OF THIS GRANT RETROACTIVE TO THE AGREEMENT START DATE OF 7/1/22; AUTHORIZING THE HUMAN SERVICES DIRECTOR TO ACT AS NECESSARY TO ACCEPT AND ADMINISTER THE GRANT; AND AUTHORIZING A BUDGET TRANSFER OF \$200,000 FROM THE ADOPTED FY 2022/23 FUTURE GRANTS BUDGET AND/OR GRANT CONTINGENCY BUDGET TO A NEWLY CREATED COST CENTER TO RECORD THE GRANT ACTIVITY.

WHEREAS, the Arizona Early Childhood Development and Health Board (First Things First) manages and administers funding from the childhood development and health fund of A.R.S. Title 8, Chapter 13;

WHEREAS, the City has previously received First Things First grant funds for the Scottsdale Family Resource Center and entered into Contract No. 2018-058-COS and three amendments;

WHEREAS, the City's Human Services Division applied for a First Things First grant for Fiscal Year 2022/23 for the Scottsdale Family Resource Center; and

WHEREAS, First Things First has awarded Human Services a grant in the amount of up to \$200,000, subject to the execution of City Contract No. 2018-058-COS-A4, a fourth amendment to the grant agreement between the City and First Things First;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scottsdale, Maricopa County, Arizona, as follows:

Section 1. The City Council hereby authorizes, approves and directs the Mayor to execute, on behalf of the City, Contract No. 2018-058-COS-A4, a fourth amendment to the agreement between the City and First Things First for the City to receive a grant of up to \$200,000 to be used for the Scottsdale Family Resource Center and authorizing use of the grant retroactive to July 1, 2022.

Section 2. The City Council authorizes a budget transfer of \$200,000 from the adopted FY 2022/23 Future Grants Budget and/or Grant Contingency Budget to a newly created cost center to record the related grant activity.

Section 3. The City Council hereby authorizes the City's Human Services Director to execute any other documents and take such other actions as are necessary to carry out the intent of this Resolution.

PASSED AND ADOPTED by the Council of the City of Scottsdale, Maricopa County, Arizona this _____ day of _____, 2022.

CITY OF SCOTTSDALE, an Arizona
municipal corporation

ATTEST:

David D. Ortega, Mayor

Ben Lane, City Clerk

APPROVED AS TO FORM:



Sherry R. Scott, City Attorney
By Janis L. Bladine, Senior Assistant City Attorney

## FIRST THINGS FIRST	Grant Renewal Amendment	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2023 Grant Award GRA-RC035-19-0928-01-Y5 East Maricopa Regional Partnership Council Family Resource Centers	

GRANTEE:
City of Scottsdale

PURPOSE OF AMENDMENT:

The parties amend the Grant Agreement as follows:

1. The Agreement is extended for the period of July 1, 2022 through June 30, 2023.
2. Total award amount for the grant period is \$ 200,000
3. Contracted Service Units:
 Lead Strategy:
 Family Resource Centers
 Number of families referred to services: 720
 Number of parenting activities held: 288
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.

Contractor hereby acknowledges receipt and understanding of the contract amendment

For and Behalf of
City of Scottsdale

David D. Ortega
Mayor, City of Scottsdale

Date

ATTEST:

Ben Lane, City Clerk

Janis L. Bladine

Sherry R. Scott, City Attorney
By Janis L. Bladine, Sr. Assistant City Attorney

The above referenced amendment is hereby executed effective July 1, 2022 once signed and dated below:

Josh Allen
CFO/COO

Date

[Signature]
8/16/2022

Line-Item Budget and Budget Narrative

SFY23 Line-Item Budget

Budget period: July 1, 2022 – June 30, 2023

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$123,187
Salaries	Early Learning, Youth & Teen Coordinator – supplemental salary for supervising/managing SFRC \$0.83 is available before salary cap.	1,727	
	Early Learning Program Specialist 32.5 hours/week – benefitted \$25.08 per hour \$42,386	42,368	
	Early Learning Program Specialist 28 hours/week – unbenefitted \$25.75 per hour \$37,492	37,492	
	Vacant – Position equivalent to a Library Assistant 40 hours/week – benefitted \$20 per hour \$41,600	41,600	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$38,188
Fringe Benefits or Other ERE	Total benefits are approximately 31% of total salaries		
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$
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	\$
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$38,625
<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 	Professional Development (staff training, conferences, workshops, training fees for staff) Program Supplies Program Incentives General Office Supplies Food for activities	3,000 28,725 5,000 1,000 900	
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$

GRA-RC035-19-0928-01-Y5

Agreement No. 2018-058-COS-A4

ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$
Indirect/Admin Costs		\$	\$
Total		\$	\$200,000

Authorized Signature _____ Date _____

SFY23 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.*

Position Title	Name	Salary	Hours	Months
EL Youth & Teen Coordinator/FRC Supervisor	Mariko Whelan	\$.83	40 hrs/week	12
FRC Early Learning Specialist	Mirna Smith	\$42,386	32.5 hrs/week	12
FRC Early Learning Specialist	Georgia Fritz	\$37,492	28 hrs/week	12
Library Assistant	TBD	\$41,600	40 hrs/week	12

Salary rate for each position was based on pay range comparable to Scottsdale City positions (i.e., Supervisor, Early Learning Specialist Library positions). All salaries include a 3% increase based on the City of Scottsdale’s maximum permitted salary increase and employees exceeding expectations on their Performance Evaluations. All FRC staff except the Early Learning, Youth and Teen Coordinator, devotes 100% of their time to the SFRC which is a twelve-month program located at the Paiute Neighborhood Center.

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.*

Based on FY22 expenses paid for benefits and projected increases, the total cost of benefits for FY23 is estimated at \$38,188. Total benefits are approximately 31% of total salaries. Three employees qualify for medical benefits while one does not. Retirement contributions for all employees will increase due to the 3% salary increase. An estimated 5% health insurance contribution increase is expected. All employees receive the following benefits, retirement, unemployment, FICA, accrued sick time, accrued vacation, and holiday pay. Health, dental and life insurance is available to 3 employees.

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.*

Not requested.

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.*

Not requested.

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.*

Not requested.

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.*

Professional Development \$3,000: FTF Early Learning Summit (2x\$55 = \$110); other trainings or conferences relevant to strategy implementation.

Program Supplies \$28,725: Purchase of replacement materials for Knowing and Growing EC programs (playdough, paper, paint, water/sand table supplies, etc.) as well as Family Play Time program materials (manipulatives, toys, books, dramatic play materials, etc.). We are also looking at the Lena Building Brains through Early Talk curriculum, this would be a shared purchase with the Scottsdale Public Library.

Program Incentives \$5,000: Books for give-aways to families participating in literacy programs, materials for Week of the Young Child events; materials for fall festival; parent workshop certificates/awards; Family welcome bags (tote bags, books, parent guides, etc.); other program incentives.

General Office Supplies \$1,000: Paper, files, dividers, filing labels, binders, pens, print cartridges, general disinfectant and cleaning supplies, colored paper, lamination film, etc.

Food for Activities \$900: for "Cafecito" parent group which meets weekly; parent nutrition activities/workshops; other snacks provided for workshops, (to include but not limited to coffee, sugar, creamer, fruit, applesauce pouches, goldfish, animal crackers, popcorn, flour, etc.)

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.*

Not requested.

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.

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.

Not Requested

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 _____

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
Michael Lopach/Administrator	Meets qualifications that align with the SOP. Bachelors in a closely related field. Ten years of experience supporting families experiencing homelessness, food insecurity, and unemployment. Current manager of the Paiute Neighborhood Center that provides social services including emergency assistance.	First Things First Grant Administrator	Yes	0
Mariko Whelan (interim) SFRC Supervisor (Early Learning Youth and Teen Coordinator)	Meets qualifications that align with the SOP. Bachelor's in Education; Master's in Educational Administration; PhD in Early Childhood. Familiarity with the community as a City of Scottsdale Early Learning, Youth and Teen Coordinator out of the Library. Over 20 years of experience in early childhood as a teacher, mentor, specialist with the AZ Dept of Ed., school administrator and library coordinator.	Oversight of the Family Resource Center including supervision and coordination efforts of FRC staff. Ensures all FRC grant requirements are met including reporting. Develops collaborations and works directly with families.	Yes	.0018
Mirna Smith/Early Learning Specialist	Meets qualifications that align with the SOP. Associate of Arts with 48 hours in Early Childhood Development. Two years working for the Scottsdale Library as an Early Learning Specialist, specifically working with 0-5 year-olds and their families. Five years as a preschool teacher, and 2 years as an elementary school teacher. 2 years as an outreach specialist with Scottsdale Prevention Institute at Paiute.	Works directly with families providing programming, referrals, and resources. Assist in facilitation and implementation of program activities. Assists Coordinator with activities data, surveys, and documentation.	Yes	.80
Georgia Fritz/Early Learning Specialist	Meets qualification that align with the SOP. Bachelor's degrees in Family and Human Development and Psychology. Master's degree in Elementary Education. Has worked in early learning through FTF sponsored programs in English and Spanish for 0-5 children and their parents for five years.	Works directly with families providing programming, referrals, and resources. Assist in facilitation and implementation of program activities. Assists Coordinator with activities data, surveys, and documentation.	Yes	.70

BD/Library Assistant	Will meet qualifications that align with the SOP.	Will work directly with families providing programming, and resources. Will implement program activities.		1.0
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:				2.5018

- * 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