

1 Department of Family and Community Services in the Operating Grant Fund
2 (265), for Fiscal Year 2021 for the grant term of 4/1/2021 through 3/31/2023.

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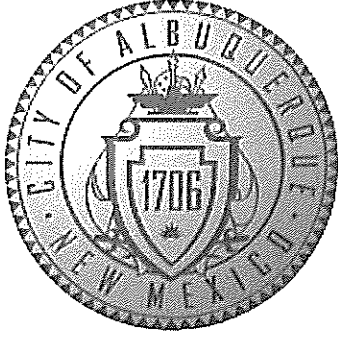
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Mayor Timothy M. Keller

**CITY OF
ALBUQUERQUE**
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

March 2, 2022

TO: Isaac Benton, President, City Council

FROM: Timothy M. Keller, Mayor *R*

SUBJECT: Approving and Authorizing the Mayor to Execute a One-Time Funds Grant Agreement with the United States Department of Health and Human Services for Early Head Start and Providing an Appropriation to the Department of Family and Community Services retroactively for Fiscal Year 2021 for grant term 4/1/2021 through 3/31/2023.

The City of Albuquerque is entering the twenty fourth year of a grant from the U.S. Department of Health and Human Services for its Early Head Start Program, which provides a range of early childhood education, health and social services to 128 low-income families with children ages 0-3. The Early Head Start Program is operated in collaboration with the City's Child Development Centers and the Department of Family and Community Services.


This legislation appropriates \$38,524 in new Federal grant funds, \$0 of City cash match, and \$0 of City non-cash in-kind match with IDOH waived for Early Head Start.

This resolution is forwarded to the Council for consideration and action.


Legislation Title: Approving and Authorizing the Mayor to Execute a One-Time Grant Agreement with the U.S. Department of Health and Human Services, Early Head Start Program and Providing an Appropriation to the Department of Family and Community Services retroactively for Fiscal Year 2021 for grant term 4/1/2021 through 3/31/2023.

Recommended:

Approved as to Legal Form:




Sarita M. Nair Date
Chief Administrative Officer

DocuSigned by:
 3/7/2022 | 5:33 PM MST

EED9B0CFDBA0443...
Esteban A. Aguilar, Jr. Date
City Attorney

DS
PP

Recommended:

DocuSigned by:
 3/4/2022 | 2:03 PM MST

72E4E114004831E
Carol M. Pierce Date
Director, Dept. of Family & Community Services

Cover Analysis

1. What is it?

Approving and Authorizing the Mayor to Execute a Grant Agreement with the United States Department of Health and Human Services for Early Head Start and providing an Appropriation to the Department of Family and Community Services for Fiscal Year 2021 for the grant term of 4/1/2021 through 3/31/2023.

2. What will this piece of legislation do?

This legislation appropriates one-time Federal grant dollars enabling the Department to serve 128 children and families, pregnant women and families with children 0-3 years of age. The City of Albuquerque is the Early Head Start grantee for Bernalillo County. Early Head Start supports families in their effort to be effective and responsive parents. This program will offer low-income families childcare services, child development and parenting education along with family support services.

3. Why is this project needed?

Early Head Start is federally funded through the Office of Head Start and the Administration of Children and Families within the Department of Health and Human Services in Washington, DC. This is funding is COVID Funding Increase for Head Start Programs one-time funds. This year's grant funds April 1, 2021 to March 31, 2023. The project is needed in order to continue the services to the community.

4. How much will it cost and what is the funding source?

The City of Albuquerque, Department of Family and Community Services, Division of Child and Family Development is the recipient of a grant from the U.S. Department of Health and Human Services in the amount of \$38,524.00 in Federal, \$0 of City cash match, and \$0 of City non-cash in-kind match with IDOH waived for Early Head Start.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

No



City of Albuquerque
Department of Family and Community Services
Carol M. Pierce, Director

Timothy M. Keller, Mayor

Interoffice Memorandum

March 10, 2021

TO: Sarita M. Nair, Chief Administrative Officer

FROM: Carol M. Pierce, Director 

SUBJECT: IDOH Waiver Request for 2022 Early Head Start (EHS) Grant

The Department of Family and Community Services (FCS) is in the process of applying for the 2022 Early Head Start Grant from the Department of Health and Human Services. The grant application will be submitted on April 1, 2021.

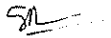
A mix of federal and city funds would provide Early Head Start (EHS) services for 128 slots available to income eligible expectant women and infants and toddlers birth to age 3. The funded enrollment will be allocated to serve 104 center-based children and 24 home-based children and expectant women.

The federal grant request is \$2,012,979 to include \$1,968,073 for program operations and \$44,906 for Training and Technical Assistance. This Federal grant requires a 20% non-federal share match of the total approved project cost totaling \$492,018.

Of this federal grant, \$2,167,876 covers personnel costs including salary and fringe. This IDOH added to the actual administrative costs would exceed the federal 15% cap on administrative costs by \$163,287.

The Department believes the cost of paying the current 7.2% IDOH rate for the proposed EHS grant places an excessive fiscal burden on an already tight General Fund budget. I therefore, respectfully request a waiver of the IDOH rate in the 2022 Early Head Start Grant.

Approved:

DocuSigned by:

Sarita M. Nair
Chief Administrative Officer

3/31/2021 | 11:34 AM MDT

Date

FISCAL IMPACT ANALYSIS (Operating Funds)

TITLE: COVID (P.L. 116-260 Application with the United States Department of Health and Human Services for Early Head Start
 Legislation Type: R
 FUND: 265 - Operating Grants
 Dept: Family and Community Services

No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
 (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2021	Fiscal Years 2023		2024	Total	One Time I
Base Salary/Wages - ENT						
Fringe Benefits at ENT						
Base Salary/Wages - Admin						
Fringe Benefits at Admin						
Temp Wages						
Temp F/B						
Subtotal Personnel	-	-	-	-	-	
Operating Expenses						
Property	38,524				38,524	
Indirect Costs						
Waiver	-				-	
Total Expenses	\$ 38,524	\$ -	\$ -	\$ -	\$ 38,524	
<input type="checkbox"/> Estimated revenues not affected						
<input checked="" type="checkbox"/> Estimated revenue impact						
Amount of Grant	38,524	-			38,524	
City Cash Match	-				-	
City In-kind Match	0				0	
City IDOH	-				-	
Total Revenue	\$ 38,524	\$ -	\$ -	\$ -	\$ 38,524	

Number of Positions created

COMMENTS: COVID (P.L. 116-260); Appropriations; Federal Fiscal Year (FY) 2021; COVID-19 for grant term 4/1/2021 through 3/31/2023. The COVID entitlement funds, for FY21, includes \$38,524.00 in Federal, \$0 of City cash match, and \$0 of City non-cash in-kind match with IDOH waived for Early Head Start. This supplemental grant is to 1) support Early Head Start summer programming/operations and support services to children and families 2) activities that are one-time or temporary in nature but have a long-term impact.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

DocuSigned by:
 Hailan Zhao Anna M. Zhao 1/5/2022 | 11:59 AM MST
 FISCAL ANALYST

APPROVED:

DocuSigned by:
Carol Pierce 1/6/2022 | 11:09 AM MST
 DIRECTOR (date)

REVIEWED BY:

DocuSigned by:
Michael 1/7/2022 | 10:15 AM MST
 EXECUTIVE BUDGET ANALYST

DocuSigned by:
Laurence L. Davis 1/7/2022 | 10:24
 BUDGET OFFICER (date)

DocuSigned by:
Christine Bourcier 1/7/2022 | 10:58 AM MST
 CITY ECONOMIST



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HE001171-01-01

FAIN# 06HE001171

Federal Award Date: 05/26/2021

Recipient Information**1. Recipient Name**

CITY OF ALBUQUERQUE EARLY HEAD
START
2200 University Blvd SE
Albuquerque, NM 87106-3917
505-767-6500

2. Congressional District of Recipient

01

3. Payment System Identifier (ID)

1856000102A6

4. Employer Identification Number (EIN)

856000102

5. Data Universal Numbering System (DUNS)

843679981

6. Recipient's Unique Entity Identifier**7. Project Director or Principal Investigator**

Ms. Sheena J. Cacy
Early Head Start Director
scacy@cabq.gov
(505) 767-6516

8. Authorized Official

Ms. Cynthia D. Borrego
City Council President
cynthiaborrego@cabq.gov
(505) 768-3189

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information

Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information**11. Award Number**

06HE001171-01-01

12. Unique Federal Award Identification Number (FAIN)

06HE001171

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

American Rescue Plan

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	04/01/2021	- End Date	03/31/2023
20. Total Amount of Federal Funds Obligated by this Action			\$153,152.00
20a. Direct Cost Amount			\$153,152.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$38,524.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$191,676.00
26. Project Period Start Date	04/01/2021	- End Date	03/31/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			Not Available

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer – Signature

Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks



Department of Health and Human Services

Administration for Children and Families

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Award# 06HE001171-01-01

FAIN# 06HE001171

Federal Award Date: 05/26/2021

Recipient Information**Recipient Name**

CITY OF ALBUQUERQUE EARLY HEAD
START
2200 University Blvd SE
Albuquerque, NM 87106-3917
505-767-6500

Congressional District of Recipient

01

Payment Account Number and Type

1856000102A6

Employer Identification Number (EIN) Data

856000102

Universal Numbering System (DUNS)

843679981

Recipient's Unique Entity Identifier

Not Available

31. Assistance Type

Project Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$0.00
b. Fringe Benefits	\$0.00
c. Total Personnel Costs	\$0.00
d. Equipment	\$0.00
e. Supplies	\$19,262.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$172,414.00
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$191,676.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$191,676.00
m. Federal Share	\$191,676.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
I-G061200	06HE00117101C6	ACFOHS	41.51	\$153,152.00	75-2122-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HE001171-01-01

FAIN# 06HE001171

Federal Award Date: 05/26/2021

35. Terms And Conditions

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

REPORTING REQUIREMENTS

1. [Federal Reporting Requirements for Head Start CRRSA and ARP Grant Awards](#)



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HE001171-01-01

FAIN# 06HE001171

Federal Award Date: 05/26/2021

Federal Financial Report (SF-425):

Federal Financial Reports (SF-425) must be submitted in the Payment Management System (PMS) based on the reporting schedule below:

1. C5 (CRRSA) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
2. C6 (ARP) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
3. C5 (CRRSA) Final FFR 4/1/2021 – 3/31/2023: due by 7/30/2023
4. C6 (ARP) Final FFR 4/1/2021 – 3/31/2023: due by 7/30/2023

FFR Grantee User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>

For support using the Payment Management System, contact your PMS Liaison Accountant: <https://pms.psc.gov/find-pms-liaison-accountant.html>

Federal Cash Transaction Report (FFR-FCTR-425):

The Federal Cash Transaction Report (FCTR – Disbursements, lines 10a - 10c), FFR-FCTR (Disbursements) must be prepared and certified as follows:

- Disbursements January 1 – March 31: certify by April 30
- Disbursements April 1 – June 30: certify by July 30
- Disbursements July 1 – September 30: certify by October 30
- Disbursements October 1 – December 31: certify by January 30

If the FCTR is not certified 10 days after the due date, funds will be frozen until the report has been submitted.

FCTR Guidance: <https://pms.psc.gov/pms-user-guide/federal-cash-transaction-report.html>

Performance Progress Report:

This award is subject to performance progress reporting as indicated in 45 CFR 75.342, and will occur at least annually. Additional information will be forthcoming as to the reporting requirements and frequency.

Tangible Personal Property Report (SF-428):

This award is subject to the submission of a Tangible Personal Property Report SF-428 and SF-428B, and as necessary, SF-428S, at closeout. This report is due on the same date the final SF-425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date. Completed copies of the SF-428 reports must be uploaded to the specified folders in the Grant Notes section of GrantSolutions.

Downloadable version of SF-428 can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Real Property Standard Form (SF-429):



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HE001171-01-01

FAIN# 06HE001171

Federal Award Date: 05/26/2021

The submission of the SF-429 Attachment A No Property report is not required for CRRSA and ARP grant awards where there is no covered real property.

If funds from this award are used for any purpose requiring a 45 CFR Part 1303 application (purchase, construction, major renovation), submission of applicable SF-429 with supporting documentation is required. A SF-429 Attachment B and/or Attachment C is required upon approval of the 1303 application for purchase, construction, or major renovation.

Grantees with covered real property must submit reports at least annually on the status of real property in which OHS holds a Federal interest. Grantees with real property with federal interest must submit the SF-429 Attachment C along with supporting documentation to request transfer of property and record to the grantee's CH or HP grant program (or, if applicable, the OHS eligible designated new entity that will continue the intended purpose of property) at closeout on the same date as the final SF-425 Federal Financial report is due.

- 1. Annual Real Property Status for 4/1/2021 – 3/31/2022: due as an Attachment to the Annual SF-425 in Payment Management System by 7/30/2022**
- 2. Annual Real Property Status for 4/1/2021 – 3/31/2023: due as the SF-429A in the On-Line Data Collection System by 4/30/2023**
- 3. Transfer of Real Property: due as the SF-429C in the On-Line Data Collection System by 7/30/2023**

30. Remarks (continued from previous page)

This action awards one-time supplemental funds authorized under the American Rescue Plan Act 2021, P.L. 117-2 for the provision of approved services defined under the Head Start Act, to include activities outlined in Program Instruction ACF-PI-HS-21-03 to further support in-person services. The amount of this award is identified in Field 34 of this Notice of Award and charged to Account Number 1200, which includes the suffix "C6." All funds for expenditures under this C6 subaward must be disbursed from the corresponding account in the Payment Management System.

This action approves the purchase of equipment identified on the 'Equipment' object class category, if applicable.

This action approves a non-federal match waiver for the federal funds awarded, if applicable.