



FIRST THINGS FIRST

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TO: Gila County Library District

FROM: Jeanne Martin, Fiscal and Contracts Specialist
Annette Garcia, Fiscal Specialist

RE: Contract Renewal Information

DATE: June 17, 2011

On behalf of First Things First, I would like to congratulate you on your renewal award from the Gila Regional Partnership Council. The award period for your contract, FTF-RC004-11-0272-01-Y2, is July 1, 2011 through June 30, 2012.

Your financial and programmatic reporting, as well as grant management documentation, will continue to be provided through the Partners Grant Management System (PGMS).

Remember your current agreement ends on June 30, 2011. The terms of your contract require final data and narrative reports be submitted on or before July 20, 2011 and your final request for reimbursement must be submitted no later than 45 days from the end date. Be aware that there are no carryover funds from your current award into the award for the next fiscal year.

Important Information for 2012 Reporting

For the 2012 award period, quarterly program narrative and data reports will be due the 20th day of the month following the quarter.

Specific to Quarter 1 Data Reporting (due October 20), First Things First has been developing common data reporting templates connected to specific Target Service Units. This process includes the automation of data collection through PGMS. Please note the following:

- Because of this automation, data template(s) assigned to your First Things First award will **not be available** for data input beginning July 1 and may not be available until early September.
- First Things First requests that you do **not submit other reports in place of the automated reports**. Please continue to keep track of data that will be submitted once the data template(s) are functional in PGMS.
- You will be contacted by First Things First Evaluation staff to set up training for your data template(s) if your data collection template(s) have been modified.

We understand that this unavailability of data reporting templates has an impact on your work. Once you have access to your automated data template(s) in September, you may contact your Finance staff member to request an extension of time to input data for Quarter 1 if needed.

Narrative Reporting should not be impacted by this data template update and is still due on October 20, 2011. Requests for financial reimbursement can be submitted as frequently as monthly, but no less frequently than quarterly as usual. Please note, financial reimbursement may be delayed if the submission of data and narrative quarterly reports is not timely.

Data, narrative and financial information is critical to keep Regional Partnership Councils and the Board of First Things First apprised of performance throughout grant implementation. Late submission of narrative, data, and financial information will result in key information not being provided in reports presented to the Regional Partnership Councils and the Board of First Things First.

Follow Up Action Necessary

Please print **two originals** of the attached Contract Renewal Notification form and have them signed by your designated signatory. Mail the two originals back to the attention of your First Things First Finance Division staff. First Things First will sign the documents upon receipt and return one original for your records.

If you have any questions or concerns, please do not hesitate to contact your finance staff - Jeanne Martin, jmartin@azftf.gov, (602) 771-5084 and Annette Garcia, angarcia@azftf.gov, (602) 771-5089. We look forward to working with you this year.

 <p>FIRST THINGS FIRST <i>The right system for bright futures</i></p>	CONTRACT RENEWAL AMENDMENT NOTIFICATION		<p>Early Childhood Development and Health Board (First Things First)</p> <p>4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012</p> <p>(602) 771-5000 (602) 265-0009 fax</p>
	Renewal Amendment Award Notification	Page 1	
	Renewal Grant Agreement/2012 Contract Award # FTF-RC004-11-0272-01-Y2 Gila Regional Partnership Council Community-based Literacy	of 1	

CONTRACTOR:
Gila County Library District

PURPOSE OF AMENDMENT:

1. Pursuant to Special Terms and Conditions, "Contract Renewal", of the above referenced Grant Agreement/Contract Award, the State of Arizona hereby exercises its sole option to renew the Grant Agreement/Contract Award number referenced above. The renewal award period is July 1, 2011 through June 30, 2012.
2. Total award amount for the contract period is \$ 85,000.
3. The Grantee is responsible for all updated Standards of Practice located for reference in the First Things First Grant Management System known as PGMS under Grantee Resources.
4. 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

Signature _____

Name _____

Title _____

Date _____

The above referenced amendment is hereby executed effective July 1, 2011 once signed and dated below:

Jeanne Martin
Lead Financial and Contract Specialist

Date