

FIRST THINGS FIRST NOTICE OF RENEWAL CONSIDERATION

DATE: March 8, 2013

TO: Gila County Library District

FROM: Maria A. Soto
Fiscal Specialist

RE: Renewal Information

Fiscal Year 2013 grant awards are approaching renewal consideration from the First Things First San Carlos Apache Regional Partnership Council. Receipt of this packet does not guarantee renewal of the grant award; it indicates eligibility for renewal consideration. First Things First may renew grant awards based on a number of factors including past performance and response to this renewal package.

If renewed, you will continue to be responsible for adherence to all terms and conditions set forth in the original Request for Grant Application (RFGA) or grant agreement. This includes compliance with the appropriate standards of practice; program implementation; as well as timely submission of data and narrative reports and financial reimbursements.

Attached, please find the renewal package for First Things First Grant Programs that includes instructions and the following attachments:

- Attachment A** - Program Implementation Questions
- Attachment B** - Program Implementation Plan
- Attachment C** - Line Item Budget and Budget Narrative
- Attachment D** - Key Personnel
- Attachment E** - Disclosure of Other Funding
- Attachment F** - First Things First Standard Agency Information Collection Form
- Attachment G** - Data Security Guidelines and Requirements for Collaborators (revised)

After completing Attachments A – F and submitting them to First Things First, the package will be reviewed and funding recommendations will be made to the San Carlos Apache Tribe Regional Partnership Council as well as the Board of First Things First. First Things First staff may contact you for clarifications prior to making recommendations to the Regional Partnership Council and/or Board of First Things First. Grant awards will be in effect from July 1, 2013 through June 30, 2014. All other rules and regulations, and special terms and conditions from awarding RFGA or grant agreement will remain in effect for the contract period.

Renewal packages must be **received by April 1, 2013 by 3:00pm** and submitted to my attention via email, msoto@azftf.gov, or standard mail, to 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012. For questions, please contact me via email or at (602) 771-5083.

Thank you.

First Things First

Grant Renewal Package Instructions

July 1, 2013 – June 30, 2014

Your First Things First (FTF) grant is eligible for a program renewal by extending the previous 2013 fiscal year grant award. Programs proposed for the 2014 fiscal year cannot be different in scope than the previous grant award.

Grantee Name:	Gila County Library District
FTF Grant Number:	GRA-RC029-13-0533-01
Strategy Name:	Parent Outreach and Awareness
Data Template(s) Assigned:	Parent Outreach and Awareness
Eligible Renewal Amount:	\$80,000.00 The amount is subject to change pending legal and procurement review at First Things First. If a different amount is approved for renewal, an updated line item budget & budget narrative will be required.

The renewal package includes the completion and submission of Attachments A-F. Attachment G, Data Security Guidelines, has been revised and replaces previous versions.

Program Implementation Questions (Attachment A)

Provide a narrative response to each question in Attachment A.

Program Implementation Plan (Attachment B)

Provide an updated implementation plan for the 2014 fiscal year. The implementation plan should be related to the originally approved program activities, tasks, data collection, data submission, and process.

2014 Budget Forms (Attachment C – must include both the line item budget and budget narrative)

Key Personnel (Attachment D)

List all staff that will be paid from this grant program during the 2014 grant cycle. This should match your line item budget and budget narrative. Submit resumes and/or staff change notification forms for new staff or those that have not yet been submitted to First Things First previously. The staff change notification form is located under the Grantee Resources folder on the Partner Grant Management System (PGMS) home page.

Disclosure of Other Funding Sources (Attachment E)

List any other funding utilized for this program administered by your agency.

First Things First Standard Agency Information Collection Form (Attachment F)

Please complete all sections detailing:

- The main, program, financial and evaluation contact information for PGMS access to the 2014 grant.
- The **Target Service Number(s)** to be served/completed in 2014 for all identified strategies.
- A brief program description to be used for public descriptions of First Things First funded programs.

Standards of Practice Updates: Utilizing the standards of practice are part of the requirements for the award and implementation of your grant program. They represent FTF's intent for the implementation of a specific strategy. Prior authorization is needed if the program deviates from the standards of practice. Grantees are responsible for reviewing and implementing the most recent updates to the standards of practice, located in the [FTF Strategy Toolkit](#).

Model Programs that Require Certification and Accreditation: It is the grantee's responsibility to maintain accreditation/certification with national program models. Grantees are to include staff training, program model accreditation/certification and quality assurance and evaluation costs in budgets, as needed. Programs will need to refer to their national office and/or administrative home for cost information, if applicable.

Compliance with State and Federal Law: As a reminder, all other state rules, regulations, and special terms and conditions will remain in effect for the grant period. This renewal application information becomes part of the agreement and expectations for program implementation and performance. A complete listing of the state uniform terms and conditions can be found via the State Procurement Office website at: <http://spo.az.gov/Admin Policy/SPM/Forms/default.asp>. Additionally, First Things First will post any applicable grantee requirement and updated Communications Protocol information under the Grantee Resources folder in PGMS.

Grantees must maintain compliance with the Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect through the term of the agreement. Grantees will also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under the agreement. I-9 forms are available for download at USCIS.GOV.

First Things First may request verification for any grantee or subgrantee performing work under the agreement. Should FTF suspect or find that a grantee is not in compliance with state or federal laws, First Things First may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the agreement for default and suspension and/or debarment of the grantee. All costs necessary to verify compliance are the responsibility of the grantee.

Data Security: All grantees must have a data security policy in force, which identifies how the organization ensures that data is protected in all its forms, during all phases of its life cycle, from inappropriate access, use, modification, disclosure, or destruction. All grantees subject to HIPAA, FERPA, GITA, or other data regulation, are required to submit and maintain those approvals for all data. Refer to **Attachment G**, Data Security Guidelines and Requirements for Collaborators, for more information.

Program Performance and Data Reporting Requirement Updates: First Things First provides program information to the public, Regional Partnership Councils, and the Board of First Things First. The information regularly provided to the Regional Partnership Councils and Board of First Things First include proposed renewal information; submission of data related to performance measures and target service units; prior program performance; information provided in program narrative reports; and financial/expenditure information. Regional Partnership Councils utilize this information to continue strategic planning efforts and identify annual funding priorities; to assist with renewal decisions; to develop new or modified strategies; to review the impact that programs have had in the region and state; as well as achievements in system building.

Grantee Data Reporting Requirements are identified in each grant and can be accessed in the

[FTF Strategy Toolkit](#). Please review the latest Data Reporting Requirements in preparation for implementation upon grant renewal.

Renewal Package Due Date: The renewal package must be *received* by **April 1, 2013 at 3:00pm** and submitted via email or standard mail:

Maria A. Soto, Fiscal Specialist
First Things First
4000 N. Central
Phoenix, AZ 85012
msoto@azftf.gov
(602) 771-5083

Or

Marjorie Bennett, Fiscal Specialist
First Things First
4000 N. Central
Phoenix, AZ 85012
mbennett@azftf.gov
(602) 771-5084

Attachment A

Program Implementation Questions

Provide a narrative response to the questions below. To ensure that you are not changing the scope of work of your original grant, you must use the same programs and/or strategies as described in your original proposal, unless you have obtained prior approval.

- 1. Provide a brief narrative description of your proposed program that will be implemented in SFY14. This description should match information provided in your Implementation Plan (Attachment B) and explain anything from the Implementation Plan needing additional description.**

Consider the following for inclusion in the narrative description:

- a) If your program received approved modifications, please describe how those modifications will continue to be implemented in SFY 2014.**
- b) If you have proposed modifications moving forward, please describe how they will enhance program implementation and/or why they are necessary for the program to be successful in the upcoming fiscal year.**

In addition to the current push to locate parents of children ages birth through five years of age for enrollment in the Dolly Parton Imagination Library Books Program, Gila County Library District would like to propose the following modifications moving forward in FY 2014.

- Increase staff by one part-time Early Literacy Programming Coordinator that would present Baby Time Brain Time and Pre-School Parent/Child Storytime in the San Carlos Library and other venues as yet to be determined within the communities of the San Carlos Apache Indian Reservation. These workshops would utilize the existing Brain Boxes as well as well as other program materials. As an incentive to attend the workshops, nutritious snacks will be served for the children. This staff person would answer to the Library District Librarian. This modification would aid in meeting the requirements for 75 workshops noted in the Target Service numbers. In addition this modification would provide more opportunities for reinforcement of the important message of Early Literacy to the parents of children birth to five years of age.*
- As a second modification, the District would like to provide program supplies for the enhancement of the above mentioned workshops. Such supplies would include craft supplies, age appropriate storybooks, a felt story board kit, a children's library rug to provide an environmental friendly location to hold presentations, ABC Phonic carpet squares for focus points, children's music compact discs and compact disc player, art supplies, and nutritional snack foods. The supplies would be used in any programming the Early Literacy Programming Coordinator deemed necessary.*
- Due to the lag time in receiving the first book (6-8 weeks) from Dolly Parton Imagination Library, we would like to continue to give every child a beginning book (The Little Engine That Could) or if multiple children in a family are*

registered by a parent at the same time, one starting book and a promo-age appropriate book for the other child(ren) when each child is first registered, so that parents can begin practicing the early literacy skills learned as soon as possible. This allows each family to have an immediate “take home” to reinforce both the importance of reading and the program itself.

- *Gila County Library District will continue a satisfaction survey of all parents with children enrolled in the Imagination Library Program in the early spring of 2014.*

c) If there are no modifications or no planned modifications, please indicate no modifications necessary and provide a brief description of the existing program implementation.

2. Please describe current and ongoing plans for data collection and submission, including how your program is using data to promote optimal service and ongoing improvement.

Gila County Library District will continue to collect data from the Dolly Parton Imagination Library Book Order Program, our community liaison, and the San Carlos Public Library Staff. This data will be used to concentrate efforts to find children that have not yet been registered in the program. Data collected from the upcoming parent survey this spring will help us to understand if our program is effective, and we will be able to make adjustments as necessary.

ZIP CODES	2010 U.S. CENSUS CHILDREN UNDER 5 YR	IMAGINATION LIBRARY REGISTRATIONS*	% SERVED
85530 (BYLAS)	237	22	10
85542 (PERIDOT)	409	125	31
85550 (SAN CARLOS)	557	238	43

** The table above shows the number of children ages birth to five years of age that have been registered in Imagination Library.*

Attachment B

**Program Implementation Plan
2014**

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Hire Community Liaison and Children's Programming Coordinator	Recruit Liaison and Children's Programming Coordinator	Jacque Griffin/Gila County HR Dept.	July 2013	
	Hire Liaison and Children's Programming Coordinator	Jacque Griffin/Gila County HR Dept.	July 2013	Online applications
	Add new staff to FTF PGMS	Mary Stemm	July 2013	Filed with FTF PGMS
Promotion of Early Literacy Programming in Communities of San Carlos Apache Reservation	Mandatory meeting between GCLD Library Staff, San Carlos Librarian, Children's Coordinator, and Liaison to plan the promotion of Early Literacy Programming	Jacque Griffin	July 2013	Sign-up Sheet will be utilized
	Registration of Children into Imagination Library			
San Carlos Apache Regional Partnership Council Meetings	Register Children for Imagination Library	Community Liaison	July 2013 through June 2014	Registration forms will be input in IL System
	Locate Venues for Reaching Children whose parents don't come to library	Community Liaison	July 2013 through June 2014	Liaison will report to Mary Stemm for quarterly narrative.
	Join San Carlos Apache Regional Partnership Council's Early Childhood Development and Health Collaborative and attend scheduled meetings.	Community Liaison Gila County Library District Staff	Bi-monthly meetings	Meeting calendar and meeting agendas
Early Literacy Programming	Hold Baby Time Brain Time at San Carlos Library	Children's Programming Coordinator	Weekly	Sign-in sheets

	Evaluate Survey Responses	Liaison	September 2013	Email report to County Librarian and Mary Stemm
	Include Survey results in quarterly report	Mary Stemm	October 2013	Filed with FTF PGMS
Satisfaction Survey to Parents	Mail Survey to parents of children registered as of February 1 st during 4 th qtr.	Mary Stemm	April 2013	Copy of Survey on File in GCLD Office and report to FTF PGMS
	Receive surveys and report on results	Mary Stemm	June 2013	Include survey results in Final quarterly report to FTF PGMS
Early Literacy Training	Train parents/caregivers by attending parent meetings of various community entities during the year	Jacque Griffin, Mary Stemm, Community Liaison	As often as possible when the occasions arise	Filed with FTF PGMS Data Reports
	Continue one on one training w/parents	Public Librarian, Community Liaison	Daily as the need arises	Filed with FTF PGMS quarterly reports

Attachment C (Instructions)

How to Complete the Line Item Budget and Budget Narrative

Complete a 12-month budget for the period July 1, 2013 through June 30, 2014 using the template provided. Please make sure to include the provided budget narrative which describes the proposed line item budget.

Please keep in mind items described in a line item budget and in more detail in the budget narrative should describe how the costs were determined and the public purpose for the cost related successfully implementing the project. Requested funds must follow these guidelines:

- Be necessary and reasonable for proper and efficient performance and administration of First Things First funds.
- Be authorized or not prohibited under State or local laws or regulations.
- Be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by the agency – consistent treatment of costs.
 - For example – a cost may not be assigned to another grant award as an indirect cost if any other cost incurred for the same purposes in like circumstances has been allocated to the First Things First award as a direct cost.
 - For example – a cost for a certain type of expense is charged one rate to another source of funding and a different rate to First Things First - this would not be consistent treatment of costs.
- Be determined in accordance with generally accepted accounting principles.
- Be adequately documented.
- All travel related costs for these trainings and meetings should be included in the Applicant's budget and calculated using the State of Arizona travel rate limitations for mileage, per diem and lodging as described on the budget narrative worksheet. For more information about the state requirements, visit <http://www.gao.az.gov/travel/>.
- Budget modification requests must be submitted via the FTF Partner Grant Management System (PGMS) Communication Log and approval received prior to the implementation of any of the modifications.

Attachment C

Line Item Budget

While you must use this format, you may reproduce it in Word or Excel. Limit your budget line items to the budget categories listed below.

Budget period: July 1, 2013 – June 30, 2014

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$24,219.00
Salaries	Community Liaison Early Literacy Program Coordinator	13,455.00 10,764.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$1,901.20
Fringe Benefits or Other ERE	Social Security Medicare Worker's Comp.	1,501.58 351.18 48.44	
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$33,880.00
Contracted Services	Dollywood Foundation Imagination Library Books	33,880.00	
TRAVEL		Travel Sub Total	\$890.00
In-State Travel	2000 miles @ .44 ½ per	890.00	
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	\$6,793.18
<ul style="list-style-type: none"> • General Office Supplies • Food • Postage • Printing/Copying • Program Materials • Program Supplies • Promo Materials • Incentives • Shipping 	2000 labels Copy paper Ink Business Card Stock Nutritious Snacks for 75 workshops @ \$30 per. Postage for surveys 800 surveys printing Craft Supplies ABC Phonic Squares 1000 Registration Brochures 680 Little Engine That Could 162 Promo-Library Books Shipping for 23 Cases @ \$22.00 per	26.00 39.00 130.00 29.00 2,250.00 624.00 216.18 675.00 150.00 450.00 1428.00 270.00 506.00	
CAPITAL EQUIPMENT		Capital Equipment Sub Total	\$
Equipment \$5,000 or greater in value			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$2,200.00
Equipment \$4,999 or less in value	Laptop with wireless capabilities Children's Library Rug Steel storage cabinet	1,500.00 450.00 250.00	
Subtotal Direct Program Costs:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$69,883.38
Indirect/Admin Costs		\$	\$
Total		\$	\$69,883.38

Authorized signature 

Date 3/13/21

Attachment C (Continued)

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.*

Community Liaison for the San Carlos Reservation Communities will be hired on a part-time basis by Gila County at a gross rate of \$17.25 per hour (FICA and Social Security 7.65% and tax withheld as determined by the employee) The community liaison will be working 15 hours per week x 52 weeks= \$1,3455.00.

Early Literacy Program Coordinator will be hired on a part-time basis by Gila County at a gross rate of \$17.25 per hour (FICA and Social Security 7.65% and tax withheld as determined by the employee). The program Coordinator will be working 12 hours per week x 52 weeks = \$10,764.00

Total = \$24,219.00

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.*

Gila County provides matching funds for FICA at 6.2% (\$1,501.58), Medicare at 1.45% (\$351.18) and funds for Workers Comp. Insurance at .20% (\$48.44).

Total cost = \$1,901.20

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.*

Gila County Library District will continue to contract with the Dollywood Foundation Imagination Library to supply a book a month by mail to any child registered in the program. Rate of \$28.00/year per child with a goal of 1,210 children.

Total = \$33,880.00

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).

Travel monies will be set aside for the liaison and the Early Literacy Program Coordinator to travel from their community to Globe in order to meet with the Gila County Library Director to complete plans for the awareness campaign and to insure that there is a unified message presented to the prospective parents/caregivers. Travel monies will also be reserved for travel for the liaison and the Early Literacy Program Coordinator to do outreach in the communities of Cutter, Peridot and Bylas at least once a month.

Travel for outreach 2000 miles @ .44 ½ per mile = \$890.00

Total = \$890.00

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

Due to the lag time in receiving a book (6-8 weeks), we would like to continue to give every child a beginning book (The Little Engine That Could) or if multiple children in a family are registered by a parent at the same time, one starting book and a promo-age appropriate book for the other children within the same family being registered so that parents can begin practicing the early literacy skills learned as soon as possible.

680 Little Engine That Could = \$1,428.00

162 Promo-Library Books = \$270.00

Shipping for 23 Cases @ \$22.00 per = \$506.00

1000 Registration Brochures in English: A vivid, 4 color registration brochure with a complete description of the program and room to include sponsor names and logos = \$450.00

Craft Supplies for workshops: colored paper, manila paper, crayons, markers, glue sticks, play dough, tempera paint, scissors, brushes, etc. = \$675.00

ABC Phonic Squares (carpet squares) for focal points for parent and child activities on the floor = \$150.00

800 Parent Survey Printing (envelopes, letters, postcards) = \$216.18

Parent Survey Postage (800 postcards: \$256 / 800 letters: \$368) = \$624.00

The following office supplies will be needed to make fliers and print Brain Box activities.

Copy paper = \$39.00

Printer Ink = \$130.00

Business card stock for Staff= \$29.00

Nutritious food snacks for 75 workshops @ \$30.00 each = \$2,250.00

2000 Labels for Registration Forms to apply FTF Brand and statement of FTF's reporting requirements

"To comply with reporting requirements of the funding source, I grant permission to Gila County Library District to release background, service, and impact related information to the Arizona Early Childhood Development and Health Board, also known as First Things First" at an estimated cost of= \$26.00

Total = \$6,793.18

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.

Children's Library Rug \$450.00 for an environmentally friendly space to hold Baby Time Brain Time in the San Carlos Library as requested in the modification of the grant.

A steel storage cabinet is needed to safely store program supplies at the San Carlos Public Library. Cost \$250.00

Dell Latitude Laptop for use by the Community Liaison and the Early Literacy Program coordinator to keep in contact by email with the staff at the Gila County Library District. Laptop will have wireless capabilities in order to let the Community Liaison have access to the Dolly Parton Imagination Library Book Order System to register new children. Estimated cost \$1,500.00

Total = \$2,200.00

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

Attachment D

Key Personnel

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: TBA Title: Community Liaison FTE on this project: .4	Community Liaison for San Carlos, Peridot, and Bylas. Must be familiar with local communities
Name: TBA Title: Children’s Program Coordinator FTE on this project: .4	Knowledge of Early Literacy Programming. Communicates well with Adults and Children alike.
Name: Title: FTE on this project:	

***In addition, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key personnel involved in the project and listed above. If awarded and there is a change in staff or a vacant position filled, a Staff Change Notification form and resume must be uploaded via the Communication Log in PGMS.**

KEY PERSONNEL SHOULD INCLUDE ANYONE WHO WILL BE PAID FROM THE GRANT

Gila County Library District
Job Title

Early Literacy Community Outreach

Temporary Part-time

JOB SUMMARY

The primary responsibilities of the individual in this position are to develop and coordinate outreach activities for early literacy promotion to parents of children ages birth to five years. This includes taking the early literacy experience to populations that do not have direct access to a library facility, promoting library services and resources to community groups, with an emphasis on early literacy and reading.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Arizona state law.
5. Conducts early literacy outreach for parents/caregivers of children, birth to five years.
6. Develops and implements a plan for providing outreach services for assigned areas of Gila County by working closely with the County Librarian.
7. Works with schools, daycares, WIC, Head Start, teen parenting groups, Boys & Girls Club, and other community organizations that serve children to promote Early Literacy. The critical age group of focus is on birth to five years.
8. Is aware of other community entities providing services to children and coordinates activities as appropriate. The focus is on entities that provide service to birth to five years of age.
9. Seeks out opportunities and makes early literacy presentations to community groups. Focus on groups that include target populations.
10. Works closely with the County Librarian planning distribution of informational early literacy brochures and registers children for the Imagination Library Book Program.
11. Prepares monthly reports and forwards as directed.
12. Performs other related and necessary duties as assigned.

REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Must have a current driver's license valid in the State of Arizona and a vehicle to do site visits.
- Education and/or experience in early literacy programming.
- Proficiency with word processing and email.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks

REPORTING RELATIONSHIPS

Reports to: County Librarian, Library Assistant Senior

Gila County Library District
Job Title

Children's Programming Coordinator

Temporary Part-time

JOB SUMMARY

The primary responsibilities of the individual in this position are to develop and coordinate weekly early literacy programming in the San Carlos Public Library and other community venues for parents of children ages birth to five years. This includes Baby Time Brain Time and Pre-school Story Time with parent and child.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Arizona state law.
2. Conducts early literacy outreach for parents/caregivers of children, birth to five years at San Carlos Library and other community venues weekly.
3. Develops and implements a plan for providing Baby Time Brain Time and Pre-School Story Time at San Carlos Library and other community venues weekly.
4. Works with schools, daycares, WIC, Head Start, teen parenting groups, Boys & Girls Club, and other community organizations that serve children to promote Early Literacy. The critical age group of focus is on birth to five years.
5. Is aware of other community entities providing services to children and coordinates activities as appropriate. The focus is on entities that provide service to birth to five years of age.
6. Seeks out opportunities and makes early literacy workshops to community groups. Focus on groups that include target populations.
7. Works closely with the County Librarian planning distribution of informational early literacy brochures and registers children for the Imagination Library Book Program.
8. Prepares monthly reports and forwards as directed.
9. Performs other related and necessary duties as assigned.

REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Education and/or experience in early literacy programming.
- Proficiency with word processing and email.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks

REPORTING RELATIONSHIPS

Reports to: County Librarian, Library Assistant Senior

Attachment E

DISCLOSURE OF OTHER FUNDING SOURCES

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding for the funded program*. Statute ARS 8-1183 provides for a prohibition on supplanting of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.

Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant
N/A			
TOTAL: 0.00			

*Should include only those funds that will support the program detailed the awarded First Things First grant award

Attachment F

First Things First Standard Agency Information Collection Form

A. Agency Information:

Program Name (if applicable) Parent Outreach and Awareness

Agency Gila County Library District Contact Person Jacque Griffin

Address 1400 E Ash St Position Library District Director

Address _____ Email jgriffin@gilacountyaz.gov

City, State, Zip Globe, AZ 85501 Phone 928-402-8770 Ext _____

County Gila Fax 928-425-3462

Employer Identification Number: 86-6000444

Agency Classification: State Agency County Government Local Government Schools
 Tribal Faith Based Non Profit Private Organization Other

Have you previously conducted business with First Things First using this EIN? Y N
*If not, please go to http://www.gao.az.gov/Vendor/account_setup_home.asp,
download the State of Arizona Substitute W-9 Form, and submit with your application*

Congressional district (federal) in which agency provides most services: District # 1,4

Legislative district (state) in which agency provides most services: District # 6,7,8
*Go to <http://www.azredistricting.org> and click on Final Maps to identify your
Congressional and legislative district*

Approximate federal funding (from a federal source) to be received in current fiscal year? \$ 0.00

Agency's fiscal year-end date: June 30th

Agency's accounting method: Cash Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? Y N

Contact information for firm conducting agency audit:

Audit firm: Criston Larson Allen LLP

Address: 1201 S Alma School Rd., Mesa, AZ 85210

Phone: 480-615-2300

B. Proposed Program Information / Description:

Amount requested: \$69,883.38

Service area of proposed program: San Carlos Apache Indian Reservation (Zip Codes 85530, 85542, 85550)

Target population of proposed program: 1203 (Reference 2010 U.S. Census Data)

Lead Strategy - Parent Outreach and Awareness

There are assigned service units for the strategy award from First Things First. Given the listed service unit, provide a contracted number for FY 14.

Number of books distributed: 14,436

Number of events held: _____

Number of resource guides distributed: _____

Number of workshops held: 72

Important Items to NOTE:

If you are providing a Service Unit different than the FY 13 contracted number, provide a brief description explaining the change.

If you are not providing services for a particular Target Service Unit within the assigned Strategy please indicate with "NA".

IMPORTANT: Please find the full listing of First Things First Target Service Unit descriptions loaded in PGMS under Grantee Resources within a folder called Target Service Units.

C. Contact Information:

First Things First Partner and Grants Management System (PGMS) requires contact information for persons filling overall grant management, financial, programmatic, and evaluation roles. The same person may be assigned to more than one of the roles.

Main contact information: This contact person has overall responsibility for ensuring the program is successfully implemented. This person will be able to view all programmatic, financial, and evaluation information in PGMS. Correspondence from First Things First will be sent to this person.

Main contact person: Jacque Griffin

Position: County Librarian

Address: 1400 E Ash St

City, State, Zip: Globe, AZ 85501

Email: jgriffin@gilacountyaz.gov

Phone: 928-402-8770 Ext. _____ Fax: _____

Program contact information: This contact person has responsibility for the regular program operations. They will be able to view program and evaluation information in PGMS.

Program Contact Person: Mary Stemm

Position: Library Assistant Senior

Address: 1400 E Ash St

City, State, Zip: Globe, AZ 85501

Email: mstemm@gilacountyaz.gov

Phone: 928-402-8768 Ext. _____ Fax: 928-425-3462

Financial contact information: This contact person has the responsibility for financial accounting and reporting including submitting reimbursement request through PGMS. They will be able to view financial information in PGMS.

Financial contact person: Mary Stemm

Position: Library Assistant Senior

Address: 1400 E Ash St

City, State, Zip: Globe, AZ 85501

Email: mstemm@gilacountyaz.gov

Phone: 928-402-8768 Ext. _____ Fax: _____

Evaluation contact information: This contact person has responsibility for the program's evaluation and data collection activities. They will be able to view evaluation information in PGMS.

Evaluation contact person: Mary Stemm

Position: Library Assistant Senior

Address: 1400 E Ash St

City, State, Zip: Globe, AZ 85501

Email: mstemm@gilacountyaz.gov

Phone: 928-402-8768 Ext. _____ Fax: _____

Your application may have included information about a collaborating partner/agency. Please provide contact information for these collaborators below.

Collaborator
Agency: San Carlos Public Library Contact Person: Emma Victor
Address: PO BOX 545 Position: Library Manager
Address: _____ Email: emma_victor@yahoo.com
City, State, Zip: San Carlos, AZ 85501 County: Gila
Phone: 928-475-2611 Ext. _____ Fax: _____

Collaborator
Agency: San Carlos Tribal Wellness Center Young Parent Program Contact Person: Nina Bendle
Address: 5 San Carlos Blvd. Position: Director
Address: _____ Email: nina.benle@scatwellness.net
City, State, Zip: San Carlos, AZ 85550 County: Gila
Phone: 928-475-4645 Ext. _____ Fax: _____

Collaborator
Agency: Gila County WIC Contact Person: Paula Horn
Address: 5515 S Apache Ave Position: Deputy Director Prevention
Address: _____ Email: phorn@gilacountyaz.gov
City, State, Zip: Globe, AZ 85501 County: Gila
Phone: 928-402-8813 Ext. _____ Fax: _____

Collaborator
Agency: Friends of the Globe Public Library Contact Person: Jean Wynn
Address: 339 S Broad St Position: President
Address: _____ Email: _____
City, State, Zip: Globe, AZ 85501 County: Gila
Phone: 928-425-6111 Ext. _____ Fax: _____

Collaborator
Agency: Globe Public Library Contact Person: Marion Steele

Address: 338 S Broad St. Position: Library Manager
Address: _____ Email: _____
City, State, Zip: Globe, AZ 85501 County: Gila
Phone: 928-425-6111 Ext. _____ Fax: _____

Collaborator
Agency: Safford City Graham County Library Contact Person: Leanne McElroy
Address: 808 7th Avenue Position: Director
Address: _____ Email: lmcelroy@ci.safford.az.us
City, State, Zip: Safford, AZ 85546 County: Graham
Phone: 928-425-6111 Ext. _____ Fax: _____

Collaborator
Agency: Graham Greenlee Regional Partnership Council Contact Person: Shari Elkins
Address: 504 2nd Avenue Position: Regional Director
Address: _____ Email: selkins@azftf.gov
City, State, Zip: Safford, AZ 85546 County: Graham
Phone: (928) 428-0193 Ext. _____ Fax: _____

Collaborator
Agency: Child and Family Resources, Inc. Contact Person: Michelle Pursley
Address: 301-B 4th Street Position: _____
Address: _____ Email: mpursley@cfraz.org
City, State, Zip: Safford, AZ 85546 County: Graham
Phone: 928-428-7131 Ext. _____ Fax: _____

Attachment G

First Things First - Arizona Early Childhood Development and Health Board Data Security Guidelines and Requirements for Collaborators

BACKGROUND:

The purpose of the Arizona Early Childhood Development and Health Board (First Things First - FTF) is to aid in the creation of a system that offers opportunities and support for families and communities in the development of all children, so they can grow up healthy and ready to succeed. Our work is accountable and transparent to decision-makers and the citizens of Arizona. Collaboration and direct funding of grantees to undertake work on behalf of the children and families of Arizona is fundamental to the purpose and mission of FTF. Regular submission of data related to funded work is an important part of ensuring accountability and maximum positive impact for young children, as well as a material condition of receiving FTF grant funding.

Data Security Guidelines for Data Submission to FTF

First Things First will ensure that resources allocated have maximum impact for the benefit of children and families. To ensure this accountability, FTF has established data reporting requirements for all state and regional grantees. All funded providers shall regularly submit programmatic and financial reports as identified in the FTF reporting requirements.

FTF data submissions are classified in one of three levels:

- **Public data**
- **Limited distribution data**
- **Confidential data**

The majority of FTF reporting submissions are completed through the FTF Partner Grant Management System (PGMS). Subsequent to the award of an FTF grant, the grantee will receive general training on login and navigation within the PGMS system. With this login, the grantee will be able to manage their contract information. An additional training on strategy-specific data submission requirements will also be conducted. During that training, the grantee will be informed on submission of data reporting requirements through PGMS. All data submitted through PGMS is **public data** or **limited distribution data**. Because PGMS is located in a secure extranet environment, grantees using PGMS for data submission are not required to undertake additional security measures related to their data submission above those identified in the general and data submission orientations (password and login security, guidelines for upload of narrative and other reports).

A small group of grantees submit data requirements, with an agreement between the grantee and FTF, through an established secure web service or FTP (File Transfer Protocol) site via the internet, rather than a PGMS web-based entry form. Such data is likely to contain limited distribution data and shall adhere to the following protocols. Grantees that submit data through the secure web service must submit data within the established data structures and format; follow all login procedures; submit a formal data change request form if needed; and ensure that limited distribution data may not be intercepted or viewed at any time by parties other than the grantee and FTF. Additionally, Grantee must ensure that throughout the reporting and submission process the data is secured, and that any confidential data is de-identified and/or encrypted.

Any grantee submitting data identified as confidential must file a formal data security policy with FTF.

Data Security Guidelines for Grantee Maintenance of Data

In order to submit data to FTF in fulfillment of reporting requirements, grantees shall keep all data collected for their program(s) within their system (database) or hardcopies. Grantee data is likely to contain highly sensitive information on individuals, their education and their health. These guidelines and requirements are for the maintenance of those data.

All grantees must have a data security policy in force that identifies how the organization ensures that data is protected in all its forms, during all phases of its life cycle, from inappropriate access, use, modification, disclosure, or destruction.

All grantees subject to HIPAA, FERPA, GITA, tribal law, or other data regulation, are required to submit and maintain those approvals for all data.

Data Permission Guidelines for Grantee Data

All grantees must be prepared for FTF review of client-level data (e.g. child-level, teacher-level, or early care and education provider-level) during on-site visits. Additionally, FTF data reporting requirements may include submission of client-level data (e.g. child-level, teacher-level, or early care and education provider-level). The grantee agrees to allow FTF to access such data. Should the data be subject to HIPAA, the grantee agrees to enter into FTF's HIPAA Business Associate Agreement.

To inform clients of FTF's reporting requirements, all grantees must include in their client enrollment forms the statement: "To comply with reporting requirements of the funding source, I grant permission to [insert grantee organizational name] to release background, service, and impact related information to the Arizona Early Childhood Development and Health Board, also known as First Things First." The grantee warrants to FTF that prior to entering into the grant agreement for FTF funding, it has appropriately enquired and satisfied itself that it has the ability and authority comply with the requirements of this section.

Grantees Serving Clients on Tribal Lands

First Things First honors tribal ownership of data and recognizes communication is necessary with Arizona Tribes to determine what process/protocol is needed to obtain data. FTF further recognizes Arizona Tribes as owners of their indigenous knowledge, cultural resources and intellectual property. To this end, it is imperative that all appropriate tribal approvals for data collection and submission to FTF must be obtained and kept on-file by the grantee and FTF for granting serving clients on tribal lands.

Compliance with Data Security Guidelines

The grantee acknowledges that failure to comply with any requirement of these Data Security Guidelines shall be a material breach of the grant agreement.