

## FIRST THINGS FIRST NOTICE OF RENEWAL CONSIDERATION

DATE: March 8, 2013  
TO: Gila County Health Department  
FROM: Maria A. Soto  
Fiscal Specialist  
RE: Renewal Information

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Fiscal Year 2013 grant awards are approaching renewal consideration from the First Things First Gila 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 Gila 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](mailto: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 Health Department
FTF Grant Number:	GRA-RC004-13-0556-01
Strategy Name:	Care Coordination/Medical Home
Data Template(s) Assigned:	Care Coordination /Medical Home Developmental and Sensory Screening
Eligible Renewal Amount:	\$190,000.00 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](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.

Gila County Healthy Steps Program will implement the National Healthy Steps model to provide care coordination to children and their families. Services will be provided in Globe and Payson with a full time staff person in each city. The model implemented will be the Community Based program that collaborates with various partners in the community to provide services to children. Initial contacts will be made with many families in the hospital. Other families' first contact with the program may be from the Family Access Developmental Screening Program or their well child care providers referral. The program will partner with local hospitals, Payson Christian Clinic, Community Physicians, Canyonlands Clinic as well as the County Immunization Clinic and the WIC Program. The program will provide the services as outlined in the National Healthy Steps model as well as meeting the components of the Scope of Work and Standards of practice included in this document. The program will provide home visits at birth and key developmental stages when appropriate to meet the needs of the families and their children. We have identified 200 as the number of children birth to five. The program will consist of a .25 Program Manager who will oversee the two full time program coordinators housed in Globe and Payson. The program will serve as the lead agency to implement the ASQ Enterprise and Family Access Program within the Healthy Steps Program. In addition the program will develop a plan to implement the Enterprise System region-wide through community partners that provide services to children birth to five. The goal of the program is to provide parent education, identification of delays and coordination of care for all children who reside in Gila County, and to assist with creating a medical home. Training for staff will utilize a combination of the National Healthy Steps training as well as on-going training and support of the Arizona Healthy Steps Program trainers. Intensive training will be provided during the first grant period to insure the success of the program and model fidelity.

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. NONE
- 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. NONE
- 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. NONE

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.

We plan to capture the reporting requirements in an electronic data base which our County IT has password protected software in place to ensure confidentiality. The staff our familiar with reporting requirements of First Things First.

We plan to purchase the ASQ online enterprise system and begin implementation upon completion of the Healthy Steps training. After the staff become super-users of the on-line system, we will attempt to collaborate with other programs to use the on-line system. Healthy Steps staff will be the technical support for the ASQ online system. The Developmental Screening Program set up will meet all of the requirements outlined in the scope of work including community collaboration and reporting to the Regional Council.

3. Describe how you anticipate being better able to achieve your proposed target service units. The problem we had in the first grant period was receiving qualified applicants to fill the needed staff positions. We will provide the following once all staff have been hired and appropriately trained;

- Unit of service will be 200 unduplicated children birth to five and their families in Gila County receiving ongoing Healthy Steps support.
- 200 children will receive ASQ and ASQ-SE developmental screening either through the Parent Access Program or screenings conducted by the Healthy Steps Specialist. The program will screen children at key developmental milestone with a target of 400 screens and appropriate follow-up.

4. Please describe how you will ensure target service numbers will be met in the next SFY implementation of this First Things First grant award.

We have been assured by the National Healthy Steps Trainer that once the appropriate staff is in place the program will be very successful. We currently hired one program coordinator in the Globe area. She will begin the program after the initial Gila County training and the Healthy Steps training. The Healthy Steps trainer will come to Globe to do one on one training which will take up to one week. The program coordinator for the Payson office is still in the recruitment process. We have posted and sent the job description to many of the early childhood network members in the Payson-area. After the initial training we plan to have the program coordinators attend early childhood network meetings and introduce their program to all agencies which service the same population. Advertisements will be placed in local papers and flyers will be distributed to all offices that provide service to pregnant and post partum women. The Gila County Website will have a page created to advertise the program and connect the page to other early childhood websites. The program coordinators will be required to build collaborations with the OB/GYN clinics, Pediatrician, family practitioners and both hospitals located in Gila County. The program coordinators will supply a referral form to all other agencies to use and provide to all clients.

5. Please provide an update on the Online Developmental Screening implementation and a copy of the plan as required in the initial scope of work.

Phase 1:

Gila County Health Department

Healthy Steps, Health Start, Home Visitation, Nursing, Gila County WIC, Gila County Well Baby Clinic, Gila County Well Baby Program

Phase 2:

Hospitals

Cobre Valley Regional Medical Center, Payson Regional Medical Center

Non-Governmental Organizations

Head Start, Early Head Start, Horizon Human Services, Arizona's Children Association, ChildHelp AZ

Phase 3:

Public Schools

Globe USD, Hayden-Winkleman SD, Miami USD, Payson USD, Pine Elementary SD, Tonto Basin SD, Young Public SD, San Carlos USD, Gila County Regional School District

6. Please describe how you will reach 200 units of service for children served and 200 children screened using the online developmental screening program in SFY14 implementation; and how you will address barriers to ensure success.

We have been trying to recruit two workers with the correct qualifications to apply and accept the Healthy Steps Coordinator positions. The barriers we have faced with the application process are lack of applicants possessing a bachelor's degree in a specific field which is required by "Healthy Steps" model. We have been very proactive in the recruitment process. The units of service will not be a problem once staff are fully trained and begin implementation.

The barriers we believe may arise will be the participation from one of the hospitals in the area and marketing the program to let the community know about the services that will be available. The plan to address the above barriers will be to collaborate with existing staff currently working with the hospital. Outreach and marketing will be a priority in the initial stages of the program. The personnel required for the program will be compensated at a higher level which will ensure we will get a good selection of applicants in which to pick from.

## Attachment B

## Program Implementation Plan 2014

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline
Preparation	Continue to recruit new employees for Healthy Steps Program Coordinator	HR/Program Manager/Deputy Director	Hopefully prior to start of grant cycle-undetermined
	Purchase supplies	Program Coordinators	Ongoing
Training	Schedule training with National Healthy Steps program	Program Manager	When training is available for out-of-state
	One-on-one training with Healthy Steps consultants	Program Coordinators/Program Manager	On-going
	ASQ online system	Program Coordinators	On-going
Outreach	Utilize National Healthy Steps outreach education and information brochures/pamphlets/fact sheets	Program Coordinators/Program Manager	On-going
	ASQ-online system enterprise	Program Manager	On-going
	Format the program description for Divisional brochures/Websites/flyer to be distributed	Program Coordinators	On-going
Implementation	Home visits/hospital visits/in-office visits/social group settings to families in Gila County	Program Coordinators	On-going
	Collaboration with local pediatricians and family doctors that provide service to children birth to five.	Program Manager/Program Coordinators	On-going to build capacity
	Provide education to parents on child development, literacy, parenting, and referral for other supporting resources	Program Manager/Program Coordinators	On-going
Follow-up	Appropriate referrals	Program Manager/Program Coordinators	At time of visit
	Review with physician to provide family with a team approach for healthy development of their child	Program Manager/Program Coordinators	On-going
	Developmental screening referrals	Program Manager/Program Coordinator	On-going
Implementation	Ensure all reports are provided to FTF in a timely manner.	Program Manager	On-going
	Purchase and implement the ASQ-3 and ASQ-SE Online Enterprise system and parent access system.	Program Manager	June 1,2013

	Set up the Parent access and Enterprise systems for use and train staff.	Program Manager/Program Coordinators	June 1, 2013
	Collaborate with First Things First Staff and Gila Regional Council to convene community stakeholders to discuss expansion of the Enterprise system across the region.	Program Manager	May 30, 2013
	Prepare a report for the Region Council on the pilot implementation of the on-line system and plans for expansion to community partners.	Program Manager/Program Coordinators	August 1, 2013 On-going process
	Collaborate with First Things First to provide data from the Gila Enterprise System to the First Things First Hub	Program Manager/Program Coordinators	Initial meeting April 9, 2013 and when the First Things First Hub is in place.
	Outreach the parent access system within the community and provide follow-up for families entering into the developmental screening process through the system.	Program Coordinators	On-going

# 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	\$100,000.00
Salaries	Vacant Program Manager Vacant-Program Coordinator Vacant-Program Coordinator Sarah Chavez-Accounting Clerk	14,000.00 40,000.00 40,000.00 6000.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$36660.00
Fringe Benefits or Other ERE	Vacant Program Manager Vacant-Program Coordinator Vacant-Program Coordinator Sarah Chavez-Accounting Clerk	5,460.00 15,600.00 15,600.00	
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$1,500.00
Contracted Services	ASQ contract maintenance services	1,500.00	
TRAVEL		Travel Sub Total	\$11,341.05
In-State Travel  Out of State Travel	Mileage x .445 160.20 FTF meetings 961.20 Staff meeting 3760.25 travel 160.20 FTF conference 160.20 additional training Hotel FTF confer 3 staff x 2 night x \$100 Training 2 staff x1x\$100 Brazelton 3x4x\$168.00 Flight/Taxi 3 staff x \$700 Taxi \$100 Perdiem \$7.50x12 staff meet \$ 25.00x3 staffx3day FTF conf \$25.00x2staff x2day Training \$59.00x3staff x 4 day Braz	5,202.05      600.00 200.00 2,016.00 2,200.00   90.00 225.00 100.00 708.00	
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	\$23,226.25

• Telephones/Communications Services	2 cell phones	1680.00	
• Internet Access	Payson annex office	840.00	
• General Office Supplies	3 staff members	1106.25	
• Food	Client classes	500.00	
• Rent/Occupancy	Payson office	8400.00	
• Evaluation (non-contracted & non-personnel expenses)	N/A		
• Utilities	Payson office	2400.00	
• Furniture	Kid friendly zones	300.00	
• Postage		200.00	
• Software (including IT supplies)		100.00	
• Dues/Subscriptions		0	
• Advertising		800.00	
• Printing/Copying	Including lease rental for copiers	800.00	
• Equipment Maintenance		0	
• Professional Development/Staff Training	Brazelton	900.00	
• Conference Workshops/ Training Fees for Staff		200.00	
• Insurance		0	
• Program Materials		2000.00	
• Program Supplies		2000.00	
• Scholarships		0	
• Program Incentives		1000.00	
<b>NON-CAPITAL EQUIPMENT</b>		<b>Non-Capital Sub Total</b>	<b>\$</b>
Equipment \$4,999 or less in value		0	
Subtotal Direct Program Costs:			\$ 172,727.30
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	<b>\$17,272.70</b>
Indirect/Admin Costs		\$	\$17272.70
Total		\$	\$190,000.00

Authorized signature\_\_\_\_\_

Date\_\_\_\_\_

## Attachment C (Continued)

### Gila County Healthy Steps Program

#### 12 Month Budget Narrative

#### Personnel

The Program Manager position is currently vacant. They oversees all the Maternal and Child Health Programs and will be spending 25% of their time on the proposed program for the 12-month grant cycle to include attending program related meetings and training. The manager will provide assistance with purchasing, coordination and outreach of the program. The program manager will also be responsible for the quality assurance, staff supervision of the program. The manager's salary will total \$14,000.00.

The position of Program Coordinator will be hired at a full-time basis. Due to the lack of interest we are requesting a higher salary for the coordinators which results in a \$5,000.00 increase. There will be two Program Coordinators. They will be responsible for daily oversight of program implementation for the 12 month grant cycle. They will provide home visitation services, working with each of the families and providing developmental screenings and follow-up for participants. They will be responsible for outreach, media campaign and coordination with other agencies. The Program Coordinators salaries will be \$40,000.00 per coordinator for a total of \$80,000.00.

Sarah Chavez is the accounting clerk. She will provide all the billing and fiscal management for the program. The clerk will be spending 17% of her time on the proposed program for the 12 month grant cycle. The accounting clerk's salary will total \$6,000.00.

Grand total of personnel expenses will be \$100,000.00.

#### ERE/Fringe Benefits

The approved fringe benefits for all Gila County employees include: Arizona Retirement, Medicare, Social Security, Arizona Unemployment, Worker's Compensation, and health insurance. The program manager's portion will total \$5460.00. Each program coordinator's portion will total \$15,600.00. Grand total of fringe benefits will be \$36,660.00.

#### Professional and Outside Services

The ASQ online enterprise system has annual cost of \$996.35, a technical support cost of \$139.95, and \$0.50 per screen over 100 (\$200 for 400 screens) to implement in Gila County. Total amount is \$1500.00

#### Travel Expenses

The program manager and two program coordinators will be required to attend a mandatory training for Healthy Steps for Brazelton training in Boston for four days and the flight will be \$700.00 per person for a total of \$2,100, taxi fare to and from locations will be \$100.00, the hotel for each person will be \$168.00 a night for 4 nights for a total of \$2016.00 and per diem will be \$59.00 per day for four days for three staff members totaling \$708.00. The total out-of-state travel costs will be \$4924.00. Staff will attend Gila Regional Partnership Council meetings every three months (200 miles 2 times) mileage .445 cents per mile for a total of \$160.20. Staff will be required to attend monthly staff meetings (180 miles each trip) mileage .445 cents per mile for a total of \$961.20 plus the staff who will be traveling will receive lunch per diem \$7.50 for the twelve months for a total of \$90.00. Program travel for the manager and community health assistant is necessary in the successful implementation of the program including outreach, recruiting participants, coordination with local agencies and program implementation. We have estimated mileage to be 4225 miles per coordinator at .445 per mile total \$3,760.25. The program manager and two program coordinators will attend the First Things First conference two night hotel stay for three staff members at \$100.00 for a total of \$600.00. Per diem

is \$25.00 per day for three staff for three days total \$225.00. Mileage from Globe to Phoenix and Mileage from Payson to Phoenix is 180 miles roundtrip for two cars .445 cents per mile for a total of \$160.20. An additional early childhood or prenatal education training opportunity will be offered to the two program coordinators one night hotel stay for two staff members at \$100.00 for a total of \$200.00. Per diem is \$25.00 per day for two staff for two days total \$100.00. Mileage from Globe to Phoenix and Mileage from Payson to Phoenix is 180 miles roundtrip for two cars .445 cents per mile for a total of \$160.20. Total mileage \$5,202.05 Total travel expenses \$11,341.05.

#### Other Operating Expenses

Communication supplies will consist of two cell phones prices at \$70.00 per month for a total of \$1,680.00 and internet services for the Payson office at \$70.00 per month for a total of \$840.00. The routine office operating expenses will consist of paper, envelopes, business cards, mailings, appointments and referral cards the total price will be \$1,106.25. We will provide food for social events for clients and families in the amount of \$500.00. In Payson we will rent office space in the amount of \$700.00 per month for a total of \$8,400.00 plus utilities in the amount of \$200.00 per month for a total of \$2,400.00. We will continue to provide a kid zone furnishings in the amount of \$300.00. Postage will be a total of \$200.00. Computer software will be required for a total of \$100.00. This is a new program and they will need advertising in local newspapers, flyers and referral cards for \$800.00. Each staff member will need to pay for coping expenses and a portion of the copy machine lease for each office for a total of \$800.00. The Brazelton Institute Training will cost \$300.00 for all three staff members to attend for a total of \$900.00. Conference or training registration fees will be for the two program coordinators in the amount of \$200.00. Program materials will consist of Healthy Steps training materials and ASQ materials in the amount of \$2,000.00. Program supplies will include educational toys to use for screening children and educational materials such as hand outs and brochures to give parents in the amount of \$2,000.00. Incentives will include age-appropriate books and parent participation incentives such as water bottles or exercise bands when discussing exercise, and recipe books when discussing nutrition, breast pads or storage bags when discussing breastfeeding etc. in the amount of \$1,000.00. This results in a grand total of \$23,226.25.

#### Indirect costs

As a Gila County employee there are indirect costs for personnel paperwork, finance, mail routing, and support staff which will be budgeted in the amount of \$17,272.70 per year. This reflects approximately 10% of direct expenses.

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

- Option A - Administrative Costs: with proper justification, sub grantees may include an allocation for administrative costs for up to 10% of the total direct 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 organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.

OR

- Option B - Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the direct costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

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

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

# Attachment D

## Key Personnel

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	Vacant Program manager .25
Name: Title: FTE on this project:	Vacant Program Coordinator 1 FTE
Name: Title: FTE on this project:	Vacant Program Coordinator 1 FTE
Name: Title: FTE on this project:	Sarah Chavez Accounting Clerk .17
Name: Title: FTE on this project:	
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

# 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:			

\*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) Gila County Healthy Steps Program

Agency Gila County Division of Health and Emergency Services Contact Person Paula Horn

Address 5515 S. Apache Avenue, Suite 100 Position Deputy Director

Address \_\_\_\_\_ Email phorn@co.gila.az.us

City, State, Zip Globe, AZ 85501 Phone 928-402-8813 Ext \_\_\_\_\_

County Gila Fax 928-425-0794

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](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

Legislative district (state) in which agency provides most services: District # 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? \$5,500,000

Agency's fiscal year-end date: 6/30/2012

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: Clifton, Larson and Allen LLP

Address: 20 E. Thomas Road, Suite 2300 Phoenix, AZ 85012

Phone: 602-266-2248

B. Proposed Program Information / Description:

Amount requested: \$190,000.00

Service area of proposed program: Gila County

Target population of proposed program: 200

Lead Strategy - Care Coordination/Medical Home

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 children served: 200

Non-Lead Strategy 1 - Developmental and Sensory Screening

Number of children receiving screening: 200

Number of developmental screenings conducted: 200

Number of hearing screenings conducted: \_\_\_\_\_

Number of vision screenings conducted: \_\_\_\_\_

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: Paula Horn

Position: Deputy Director

Address: 5515 S. Apache Avenue, Suite 100

City, State, Zip: Globe, AZ 85501

Email: phorn@co.gila.az.us

Phone: 928-402-8813 Ext. \_\_\_\_\_ Fax: 928-425-0794

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: Program Manager/Vacant

Position: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

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: Sarah Chavez

Position: Accounting Clerk

Address: 5515 S. Apache Avenue, Suite 100

City, State, Zip: Globe, AZ 85501

Email: schavez@co.gila.az.us

Phone: 928-402-4332 Ext. \_\_\_\_\_ Fax: 928-425-0794

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: Program Manager/Vacant

Position: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

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

Collaborator    
Agency: Gila County Nursing Contact Person: Lorraine Dalrymple  
Address: 5515 S. Apache Ave, suite 100 Position: Health Program Manager  
Address: \_\_\_\_\_ Email: ldalrymp@co.gila.az.us  
City, State, Zip: Globe, AZ 85501 County: Gila  
Phone: 928-402-8811 Ext. \_\_\_\_\_ Fax: 928-425-0794

Collaborator    
Agency: Gila County WIC Contact Person: Jamilyn Anderson  
Address: 5515 S. Apache Avenue Position: Supervisor  
Address: \_\_\_\_\_ Email: janderson@co.gila.az.us  
City, State, Zip: Globe, AZ 85501 County: Gila  
Phone: 928-402-4306 Ext. \_\_\_\_\_ Fax: 928-425-0794

Collaborator    
Agency: Cobre Valley Regional Medical Center Contact Person: \_\_\_\_\_  
Address: 5880 S. Hospital Drive Position: OB department  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State, Zip: Globe, AZ 85501 County: Gila  
Phone: 928-425-3261 Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Collaborator    
Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Phone: \_\_\_\_\_ 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.

Revised January 2013