

## First Things First Notice of Renewal Consideration

DATE: March 6, 2014

TO: Gila County Library District

FROM: Marjorie Bennett  
Fiscal Specialist

RE: Renewal Information for Fiscal Year 2015

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The current Fiscal Year (FY) 2014 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, the responsibility for adherence to all rules, regulations and terms and conditions set forth in the original Request for Grant Application (RFGA) or grant agreement will remain in effect for the contract period. This includes compliance with the appropriate standards of practice, program implementation, as well as timely submission of data and narrative reports and financial reimbursements.

The renewal package 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

The completed renewal package (Attachments A-F) must be **received** no later than **3:00 PM on April 4, 2014**. Submit via email to [mbennett@azfff.gov](mailto:mbennett@azfff.gov). Electronic submission is preferred but if sending by standard mail, please send to my attention, First Things First, 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012.

Once received, responses will be reviewed and funding recommendations will be made to the San Carlos Apache Regional Partnership Council and the Board of First Things First. First Things First staff may contact you for clarifications prior to making recommendations. Grant awards will be in effect from July 1, 2014 through June 30, 2015.

For questions, please contact me via email or phone, (602) 771-5084.

Thank you.

**First Things First  
Grant Renewal Instructions  
July 1, 2014 – June 30, 2015**

The following First Things First (FTF) grant is eligible for renewal by extending the current FY 2014 grant award. Programs in FY 2015 cannot be different in scope than from what was originally awarded.

<b>Grantee Name:</b>	Gila County Library District
<b>FTF Grant Number:</b>	GRA-RC029-13-0533-01-Y2
<b>Strategy Name:</b>	Parent Outreach and Awareness
<b>Data Template(s) Assigned:</b>	Parent Outreach and Awareness
<b>Eligible Renewal Amount:</b>	\$ 70,000.00  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.

**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 FY 2015. The implementation plan should be related to the originally approved program activities, tasks, data collection, data submission, and process.

**2015 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 FY 2015. The staff listed should correspond with your line item budget and budget narrative. Submit resumes for any new staff or for those that have not yet been submitted to First Things First.

**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)**

**FTF Regional Boundary Changes:** Regional boundary changes that impact the North Phoenix, Central Phoenix, South Phoenix, Northeast Maricopa, Central Maricopa, Central Pima, North Pima and South Pima regions will go into effect July 1, 2014. Any grant that is approved for renewal in the affected regions will continue to serve the same geographic area they were originally awarded to serve, with the expectation of maintaining current service delivery and service numbers from FY14 into FY15, unless otherwise indicated.

**Standards of Practice Updates:** Utilization of the Standards of Practice are part of the requirements for all awarded grants and represent the intent for how specific strategies are to be implemented. Prior authorization is needed if the program deviates from the Standards of Practice. Grantees are responsible for reviewing and implementing the most recent versions of the Standards of Practice, located in the FTF Strategy Toolkit, <http://www.azftf.gov/pages/webmain.aspx?PageID=2D427ADB35B34BB09F353B77B74AB9BA>.

**Model Programs that Require Certification and Accreditation:** It is the responsibility of the grantee 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).

**Quality Assurance:** It is the intent that each FTF grantee receives a targeted quality assurance (QA) visit within the cycle of their full grant period. The findings from targeted QA visits will also be used to assess grantee/program performance for renewal considerations. A grantee's performance is reviewed individually and not in comparison with other grantees when considerations are made.

**Program Performance and Data Reporting Requirements:** First Things First provides program information to the public, regional partnership councils, and the Board of First Things First. The information regularly provided includes data related to performance measures and target service units; prior program performance, including QA findings; information provided in program narrative reports; and financial/expenditure information. Regional partnership councils utilize this information in strategic planning efforts, to identify annual funding priorities, to assist with renewal decisions, to develop new or modified strategies, to review the impact of programs in the region and state, and to highlight achievements in system building.

Grantee Data Reporting Requirements are identified in each grant award and can be accessed in the FTF Strategy Toolkit, <http://www.azftf.gov/pages/webmain.aspx?PageID=2D427ADB35B34BB09F353B77B74AB9BA>. Please review the latest Data Reporting Requirements in preparation for implementation upon grant renewal.

**Renewal Package Due Date:** The renewal package must be *received* no later than **3:00 PM on April 4, 2014**. Submit via email or standard mail to:

Marjorie Bennett, Fiscal Specialist  
Michael Strawther, Fiscal Specialist  
First Things First  
4000 N. Central  
Phoenix, AZ 85012  
[mbennett@azftf.gov](mailto:mbennett@azftf.gov)  
[mstrawther@azftf.gov](mailto:mstrawther@azftf.gov)  
(602) 771-5084

## Attachment A

### Program Implementation Questions

- 1. Provide a brief narrative description of your current approved program and your plan for continuation in SFY15, including context for the activities listed in the Program Implementation Plan. (Attachment B)**

*Gila County Library District and the San Carlos Library will continue encouraging the existing "Every Child Ready to Read" and "Brain Time" early literacy programs that provide training to parents about the importance of early literacy development for young children from birth through age five. The Community Liaisons and the Children's Programming Coordinator will conduct outreach in locations where parents of children ages birth to five years might be found. As an incentive and reward, each month, each child whose parents listen to the early literacy information will receive a book in the mail addressed to the child. Gila County Library District will persist in its collaborative efforts striving to reach as many parents/caregivers of children birth through age 5 with our Early Literacy message as possible.*

*Gila County policy requires all grants to include 10% for indirect costs, including financial accounting, auditing, and general administrative costs. We have included the maximum allowable 10% for indirect costs in this grant.*

- 2. If applicable, explain any proposed modifications for SFY15, including the change(s) to be made, how they were determined to be necessary, and how they will contribute to the success of your program. Please note that program modifications cannot deviate from the original scope of work or applicable standards of practice.**

*In addition to the current push to locate parents of children ages birth through five years 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 2015.*

- Increase staff by one part-time Community Liaison for the Bylas area. This staff person would answer to the Library District Librarian. This modification would aid in meeting the requirements of better serving the whole reservation. Bylas residents would respond better to someone from their locale. In addition this modification would provide more opportunities for reinforcement of the important message of Early Literacy to the Bylas parents of children birth to five years of age. This would be a temporary-part-time position of 5 hours per week at \$17.25 per hour. Preference would be given to hiring a person who lives in the Bylas area.*

- *The current Community Liaison will continue to canvass the San Carlos and Peridot areas while the Early Literacy Programming Coordinator will conduct Parent/Child Workshops throughout the reservation.*
- *Due to the amount of Library District staff time spent directly implementing the strategy for this grant, beginning in FY 2015 the District will be charging this grant 16% of the Salary and Employee Related Expenses of the Public Services Librarian.*
- *Over the last one and one-half years, each month an average of 9 children have graduated from the Dolly Parton Imagination Library Program because they reached their fifth birthday. This leaves a gap in the First Things First Parent Outreach Strategy of twelve months of non-service. This coming year the Gila County Library District would like to add a new element to our grant that we feel falls within the Scope of Work. We would like to purchase a subscription to an award winning publication for each of the children graduating from the program. We feel that this would extend the parent/child interaction through the gap. The magazines of choice would be LADYBUG and CLICK. LADYBUG offers 40 pages of enchanting stories and poems to read aloud that are just the right length for a cozy cuddle. CLICK introduces children to science, art, nature, and environmental issues. Ladybug would be the primary magazine with Click being a second choice in families of two children of the same age (twins).*
- *Gila County Library District, with the help of the Community Liaisons and the Early Literacy Program Coordinator, will continue a one-on-one satisfaction survey of parents with children enrolled in the Imagination Library Program in the early spring of 2014.*

**3. Describe how the program data will be utilized to improve program implementation. Include assurances that data collection and submission will be timely and ongoing.**

*Gila County Library District will continue to collect data from the Dolly Parton Imagination Library Book Order Program, our Community Liaisons, 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	105	44
85542 (PERIDOT)	409	184	45
85550 (SAN CARLOS)	557	426	77

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

**Attachment B**

**Program Implementation Plan  
2015**

<b>Activities</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Date Task Will Be Completed/Timeline</b>	<b>Support Documentation</b>
Hire Community Liaison and Children’s Programming Coordinator	Recruit Bylas Liaison and rehire San Carlos Liaison and Early Literacy Program Coordinator	Jacque Griffin/Gila County HR Dept.	July 2014	
	Hire Bylas Liaison	Jacque Griffin/Gila County HR Dept.	July 2014	Online applications
	Add new staff to FTF PGMS	Public Services Librarian	July 2014	Filed with FTF PGMS
Promotion of Early Literacy Programming in Communities of San Carlos Apache Reservation  Registration of Children into Imagination Library	Mandatory meeting between GCLD Library Staff, San Carlos Librarian, Children’s Coordinator, and Liaisons to plan the promotion of Early Literacy Programming	Jacque Griffin/ Public Services Librarian	July 2014	Sign-up Sheet will be utilized
	Register Children for Imagination Library	Community Liaisons	July 2014 through June 2015	Registration forms will be input in IL System
	Locate Venues for reaching children whose parents don’t come to the library	Community Liaisons	July 2014 through June 2015	Liaison will report to Public Services Librarian for quarterly narrative.
San Carlos Apache Regional Partnership Council Meetings	Join San Carlos Apache Regional Partnership Council’s Early Childhood Development and Health Collaborative and attend scheduled meetings.	Community Liaisons 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
	Hold “Baby Time Brain Time” in Bylas (Place to be determined)		Monthly	Sign-in Sheets
	Hold Pre-school Child/Parent Story Time at San Carlos Library		Weekly	Sign-in Sheets
	Hold Early Literacy Programs at Community Venues as yet to be determined		Weekly	Sign-in Sheets

	Data Input for new registrations	Public Services Librarian/Community Liaisons	Monthly	Found on IL System online
Input Imagination Library Registrations into Dollywood Foundation Site	Data updates for change of address	Public Services Librarian	Monthly	Handled online through IL System
	NCOA Alerts for "Bad" addresses	Public Services Librarian	Monthly	Monthly reports online at first of each month.
	Process invoices for book orders from Dollywood Foundation Imagination Library	Public Services Librarian	Monthly	Filed with Gila County Finance Department
Invoicing	Process all other invoices for Early Literacy programming	Public Services Librarian	As the need arises	Filed with Gila County Finance Department
	Input Paid Invoices to First Things First	Public Services Librarian	Monthly	Filed with FTF PGMS
	Report Trainings to District Staff	Liaison	Monthly	Email Public Services Librarian
	Upload Data Report to FTF	Public Services Librarian	Monthly	Filed with FTF PGMS
Data / Narrative Reports	Upload Narrative Report to First Things First	Public Services Librarian	Quarterly	Filed with FTF PGMS
	Poll Kindergartens in all public schools for number of children not prepared for enrollment.	Liaisons	August 2014	Keep on file in Gila County Library District Office and report to FTF PGMS
Evaluation	Evaluate Survey Responses	Liaisons	September 2014	Email report to County Librarian and Public Services Librarian
	Include Survey results in quarterly report	Public Services Librarian	October 2014	Filed with FTF PGMS
Satisfaction Survey to Parents	Distribute Survey to parents of children registered as of February 1 <sup>st</sup> during 4 <sup>th</sup> qtr.	Liaisons and Early Literacy Coordinator Public Services Librarian	April 2015	Copy of Survey on File in GCLD Office and report to FTF PGMS
	Receive surveys and report on results	Public Services Librarian	June 2014	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, Public Services Librarian, Community Liaison	As often as possible when the occasions arise	Filed with FTF PGMS Data Reports
	Continue one on one training w/parents	San Carlos 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, 2014 through June 30, 2015 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 (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.*

The Public Services Librarian spends approximately 16% of their time annually as staff for this grant. This is direct staffing, and includes data input for new registrations to the Imagination Library, data updates for address changes, collection of statistics from libraries and Liaisons, processing invoices, ordering and distributing first books, tracking timesheets for the Liaisons each week, monthly reimbursements and quarterly reports. In addition, this position will be responsible for subscribing to magazines for the 'Graduates' each month. In an attempt to more accurately reflect the true cost of staffing this grant, 16% of the Public Services Librarian salary will be allocated to this grant. Gila County Library District is in the process of advertising for this position, and it is anticipated that beginning salary will likely be approximately \$32,000.00 - the figure used to create this budget.

$$32,000 \times 16\% = \mathbf{\$5,120.00}$$

Community Liaison for San Carlos and Peridot 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 7.85% and tax withheld as determined by the employee) The Community Liaison will be working 12 hours per week x 52 weeks= **\$10,764.00.**

Community Liaison for Bylas will be hired on a part-time basis by Gila County at a gross rate of \$17.25 per hour (FICA and Social Security 7.85% and tax withheld as determined by the employee). This liaison will work 5 hours per week x 52 weeks = **\$4,485.00.**

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 for Personnel Services:**

**\$31,133.00**

**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%	\$1,930.25	
Medicare at 1.45%	451.43	
Workers Comp. Insurance at .20%	<u>62.27</u>	
		<b>\$2,443.95</b>

In addition, Health Insurance (calculated at 16% of \$7,800) and the County’s contribution for Arizona State Retirement (calculated at 26% of \$3,712) is included, as follows:

Health Insurance	\$1,248.00	
Arizona State Retirement	<u>593.92</u>	
		<b>\$1,841.92</b>

**Total for Employee Related Expenses: \$4,285.87**

**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.*

**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. This assumes an average rate of \$28.00/year per child with an estimated goal of 685.4 children. (Not all children get 12 books as they are not all registered from day one of the grant period.)

**Total for Professional & Outside Services: \$19,190.83**

**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 Community Liaisons and the Early Literacy Program

Coordinator to travel from their community to Globe in order to meet with the Gila County Library District 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 Community Liaisons 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 for Travel: \$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 promo-age appropriate book so that parents can begin practicing the early literacy skills learned as soon as possible.

300 Promo-Library Books @ 5.25 average: \$1,680.00  
Shipping: 100.00

Graduate Magazine Subscriptions: \$3,780.00  
(Average 9 per month per year at \$35.00/ea.)

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

Craft Supplies for workshops: \$ 524.12  
(Colored paper, manila paper, crayons, markers, glue sticks, play dough, tempera paint, scissors, brushes, etc.)

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

Nutritious food snacks for workshops: \$ 750.00  
(75 workshops @ \$10 ea.)

**Total for Other Operating Expenses: \$7,500.30**

**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.

**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 costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

**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.

**Total of Administrative Costs:** **\$7,000.00**

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

## Attachment D

### Key Personnel

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: TBA Title: Community Liaison FTE on this project: .30	Community Liaison for San Carlos and Peridot, and surrounding areas. Must be familiar with local communities and events.
Name: Gloria Thompson Title: Children’s Program Coordinator FTE on this project: .13	Knowledge of Early Literacy Programming. Communicates well with Adults and Children alike.
Name: TBA Title: Community Liaison FTE on this project: .30	Community Liaison for Bylas. Must be familiar with community.
Name: TBA Title: Public Services Librarian FTE on this project: .16	Grant Administration, Financial, Program, Evaluation Contact for FTF PGMS
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 within 14 days of hire.**

#### KEY PERSONNEL 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, daycare centers, 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, Public Services Librarian

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, daycare centers, 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, Public Services Librarian

## 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
<b>TOTAL:</b>			

\*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](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 30<sup>th</sup>

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: Moss-Adams

Address: 8800 E. Raintree, Suite 210 Scottsdale, AZ 85260

Phone: 480-444-3424

**B. Proposed Program Information / Description:**

Amount requested: \$70,000

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: 75

**Important Items to note:**

- **If you are providing a different contracted service number than what was contracted in FY 14, provide a brief description explaining the change.**
- **If you are not providing services for a particular service unit within a strategy that has more than one service unit, please indicate "NA."**
- **A complete listing of First Things First Target Service Unit descriptions can be found in PGMS under the Grantee Resources folder.**

Please provide a brief description (250 words or less) of the proposed program. This description will be used by First Things First for all public information regarding the grant.

*Gila County Library District and the San Carlos Library will continue encouraging the existing "Every Child Ready to Read" and "Brain Time" early literacy programs that provide training to parents about the importance of early literacy development for young children birth through age five. The Community Liaisons and the Children's Programming Coordinator will conduct outreach in locations where parents of children ages birth to five years of age might be found. As an incentive and reward, each month, each child whose parents listen to the early literacy information will receive a book in the mail addressed to the child. Gila County Library District will persist in its collaborative efforts striving to reach as many parents/caregivers of children birth through age 5 with our Early Literacy message.*

**Contact Information:**

For each contract in the Partner and Grants Management System (PGMS), there are four contact slots available that provide a varying degree of access. The four slots are the Main Contact (all access), the Program Contact (access to narrative and data reports), the Evaluation Contact (access to only data reports) and the Finance Contact (budget and reimbursements.) The same person may be assigned to more than one slot.

**Main Contact:** This person has overall responsibility for ensuring the program is successfully implemented and will have access to all financial, programmatic, and data reports in PGMS.

Main Contact: Jacque Griffin

Position: County Librarian

Address: 1400 E Ash Street

City, State, Zip: Globe, AZ 85501

Email: jgriffin@gilacountyaz.gov

Phone: 928-402-8770 Ext. \_\_\_\_\_ Fax: 928-425-3462

**Program Contact:** This person has responsibility for the regular program operations. They will be able to access program narrative and data reports in PGMS.

Program Contact: TBA

Position: Public Services Librarian

Address: 1400 E Ash Street

City, State, Zip: Globe, AZ 85501

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

Phone: 928-402-8768 Ext. \_\_\_\_\_ Fax: 928-425-3462

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

Financial contact person: TBA

Position: Public Services Librarian

Address: 1400 E Ash St

City, State, Zip: Globe, AZ 85501

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

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: TBA

Position: Public Services Librarian

Address: 1400 E Ash St.

City, State, Zip: Globe, AZ 85501

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

Phone: 928-402-8768 Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**PGMS Training**

**If any of the contacts are new or in need of technical assistance with PGMS, please indicate the type of training and which contact:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Accessing/Navigating PGMS           | Contact(s): <u>new Public Services Librarian, when hired.</u> |
| <input checked="" type="checkbox"/> Narrative/Data Report Entry         | Contact(s): _____   |
| <input checked="" type="checkbox"/> Reimbursements/Budget Modifications | Contact(s): _____   |
| <input checked="" type="checkbox"/> Other: _____                        | Contact(s): _____   |