

## 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

---

The current Fiscal Year (FY) 2014 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, 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@azftf.gov](mailto:mbennett@azftf.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 Gila 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-RC004-14-0616-01  |
| <b>Strategy Name:</b>             | Parent Outreach and Awareness   |
| <b>Data Template(s) Assigned:</b> | Parent Outreach and Awareness   |
| <b>Eligible Renewal Amount:</b>   | \$ 85,000.00  |
|                                   | 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 will continue encouraging the existing "Every Child Ready to Read" and "Brain Time" early literacy programs in libraries that provide training to parents about the importance of early literacy development for young children birth through age five. Community Liaisons will conduct outreach in locations where parents of children ages birth to five years of age might be found. We have increased the number of hours that the liaison will be working to reflect a need to provide opportunities to reach parents and enroll children year round. 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 with the Gila County WIC program, Battered Women's shelters, Teen Pregnancy Programs, and local hospitals striving to reach as many parents/caregivers of children birth through age 5 as possible with our Early Literacy message.*

*Gila County policy requires all grants to include 10% for indirect costs to cover 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.*

- 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) at the time of registration 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.*
- Each month, over the last three and one half years, thirty-three 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 will again conduct a satisfaction survey of all parents with children enrolled in the Imagination Library Program in the early spring of 2015.
- Due to the amount of 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 Service Librarian.

**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 public library staffs. 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.

| <b>Target Areas</b>              | <b>2010 Census Data Birth to 5 yrs.</b> | <b>Enrollments in Imagination Library from 2010 to 2013 *</b> | <b>Graduates 2010 to 2013</b> | <b>Currently Registered</b> |
|----------------------------------|---|---|-------------------------------|-----------------------------|
| <b>Globe/Miami</b>               | <b>1101</b>                             | <b>1218</b>   | <b>487</b>                    | <b>731</b>                  |
| <b>Hayden/Winkelman</b>          | <b>78</b>                               | <b>133</b>  | <b>53</b>                     | <b>80</b>                   |
| <b>Payson/Star Valley/Gisela</b> | <b>953</b>                              | <b>1076</b>   | <b>337</b>                    | <b>739</b>                  |
| <b>Pine/Strawberry</b>           | <b>55</b>                               | <b>83</b>   | <b>29</b>                     | <b>54</b>                   |
| <b>Tonto Basin/Roosevelt</b>     | <b>108</b>                              | <b>83</b>   | <b>24</b>                     | <b>59</b>                   |
| <b>Young</b>                     | <b>17</b>                               | <b>48</b>   | <b>17</b>                     | <b>31</b>                   |

\* Totals include all children registered although 947 have aged out of the program.

While the above table only shows 1694 currently registered as of December, 2013, there are, as of January 14<sup>th</sup>, 1706 children receiving books.

**Attachment B**

**Program Implementation Plan  
2015**

| Activities   | Task   | Person Responsible                  | Date Task Will Be Completed/Timeline | Support Documentation   |
|--|--|-------------------------------------|--------------------------------------|---|
| Hire Community Liaisons & Evaluator(Survey taker)  | Recruit Liaisons & Evaluator   | Jacque Griffin/Gila County HR Dept. | June 2014                            |   |
|  | Hire Liaisons & Evaluator  |                                     | July 2014                            | Online applications   |
|  | Add new staff to FTF PGMS  | PUBLIC SERVICES LIBRARIAN           | July 2014                            | Filed with FTF PGMS   |
| Timesheets/Payroll   | Collect timesheets from Liaisons   | PUBLIC SERVICES LIBRARIAN           | Weekly on Mondays                    | Filed with Gila County Payroll (Finance Dept)   |
|  | Process reimbursement request for Payroll from FTF   | PUBLIC SERVICES LIBRARIAN           | Monthly                              | Filed with FTF PGMS   |
| Promotion of Early Literacy Programming in Gila County Registration of Children into Imagination Library | Mandatory meeting between GCLD Library Staff, Evaluator and Liaisons to plan the promotion of Early Literacy Programming | Jacque Griffin                      | July 2014                            | Sign-up Sheet will be utilized  |
|  | Register Children for Imagination Library  | Community Liaisons                  | July 2014 through June 2015          | Registration forms will be turned over to PUBLIC SERVICES LIBRARIAN for input in IL System                    |
|  | Locate Venues for Reaching Children Whose parents don't come to library  | PUBLIC SERVICES LIBRARIAN           | Monthly                              | Found on IL System online <a href="http://www.imaginationlibrary.com/">http://www.imaginationlibrary.com/</a> |

|                          |  |                           |                    |  |
|--------------------------|--|---------------------------|--------------------|--|
| 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 2 <sup>nd</sup> week of each month.                 |
| Invoicing                | Process invoices for book orders from Dollywood Foundation Imagination Library               | PUBLIC SERVICES LIBRARIAN | Monthly            | Filed with Gila County Finance Department                                  |
|                          | 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  |
| Data / Narrative Reports | Report Trainings to District Staff   | Liaisons                  | Monthly            | Email PUBLIC SERVICES LIBRARIAN  |
|                          | Upload Data Report to FTF  | PUBLIC SERVICES LIBRARIAN | Monthly            | Filed with FTF PGMS  |
|                          | Upload Narrative Report to First Things First  | PUBLIC SERVICES LIBRARIAN | Quarterly          | Filed with FTF PGMS  |
| Evaluation               | Poll Kindergartens in all public schools for number of children not prepared for enrollment. | Evaluator / Surveyor      | August 2014        | Keep on file in Gila County Library District Office and report to FTF PGMS |
|                          | Evaluate Survey Responses  | Evaluator/ Surveyor       | 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 | Mail Survey to parents of children registered as of February 1 <sup>st</sup> during 4 <sup>th</sup> qtr.         | Public Services Librarian  | April 2014                                    | 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 staff | As often as possible when the occasions arise | Filed with FTF PGMS Data Reports                             |
|                                | Train parents/caregivers by video presentation at WIC Clinics and take new registrations for Imagination Library | WIC Clinic Employees   | Weekly  | Data reports and quarterly narratives to FTF PGMS            |
|                                | Continue one on one training w/parents   | Public Librarians, Community Liaison staff                         | 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

### 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, 2014 – June 30, 2015**

| Budget Category  | Line Item Description   | Requested Funds                                      | Total Cost         |
|--|---|--|--------------------|
| <b>PERSONNEL SERVICES</b>                                    |   | <b>Personnel Services Sub Total</b>                  | <b>\$27,803.75</b> |
| Salaries   | 3 Community Liaisons<br>Public Services Librarian 16% of FTE                | 22,683.75<br>5,120.00                                |                    |
| <b>EMPLOYEE RELATED EXPENSES</b>                             |   | <b>Employee Related Expenses Sub Total</b>           | <b>\$4,079.11</b>  |
| Fringe Benefits or Other ERE                                 | Social Security, Medicare, Worker's Comp.<br>Health Insurance and AZ Retire | 2,237.19<br>1,841.92                                 |                    |
| <b>PROFESSIONAL AND OUTSIDE SERVICES</b>                     |   | <b>Professional &amp; Outside Services Sub Total</b> | <b>\$23,600.00</b> |
| Contracted Services  | Dollywood Foundation Imagination Library Books<br>Kindergarten Evaluator    | 22,800.00<br>800.00                                  |                    |
| <b>TRAVEL</b>  |   | <b>Travel Sub Total</b>                              | <b>\$520.65</b>    |
| In-State Travel<br>Out of State Travel                       | Mileage Between Tonto Basin and Payson and/or Pine 15 Trips/1170 miles      | 520.65   |                    |
| <b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>                   |   | <b>Aid to Organizations or Individuals Sub Total</b> | <b>\$</b>          |
| Subgrants or Subcontracts to organizations/agencies/entities |   |  |                    |
| <b>OTHER OPERATING EXPENSES</b>                              |   | <b>Other Operating Expenses Sub Total</b>            | <b>\$20,496.49</b> |
| • General Office Supplies                                    | 1500 Labels for Survey envelopes  | 30.00  |                    |
| • Postage  | 1500 postcards and letters for parent survey                                | 1,245.00   |                    |
| • Printing/Copying   | Printing 1500 Letters, postcards & envelopes                                | 400.00   |                    |
| • Program Materials<br>• Program Supplies                    | Misc. office supplies   | 269.99   |                    |
| • Program Incentives   | Take Home Books for Children  | 4,441.50   |                    |
| • Shipping   | Shipping for books  | 200.00   |                    |
| • Booth Rental – Rim Country Farmers Market                  | 10 weeks @ \$5.00 per week  | 50.00  |                    |
| • Graduate Magazine Subscriptions                            | Average 33 /month @ \$35.00 each  | 13,860.00  |                    |
| <b>NON-CAPITAL EQUIPMENT</b>                                 |   | <b>Non-Capital Sub Total</b>                         | <b>\$</b>          |
| Equipment \$4,999 or less in value                           |   |  |                    |
| <b>Subtotal Direct Program Costs:</b>                        |   |  | <b>\$</b>          |
| <b>ADMINISTRATIVE/INDIRECT COSTS</b>                         |   | <b>Total Admin/Indirect</b>                          | <b>\$8,500.00</b>  |
| Indirect/Admin Costs   | 10%   | \$8,500.00   | <b>\$</b>          |
| <b>Total</b>   |   | <b>\$</b>  | <b>\$85,000.00</b> |

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

Date \_\_\_\_\_

## 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 Liaisons for 3 areas, including: (1) Globe-Miami, Wheatfields, and Claypool; (2) Hayden-Winkelman; and (3) Payson-Star Valley-Pine-Strawberry and Tonto Basin-Roosevelt will be hired on a temporary part-time basis by Gila County at a gross rate of \$17.25 per hour (before 7.85% for FICA and Social Security and Tax to be determined by the employee). Since the community of Young already has more children enrolled than their census figures report, the existing outreach in that area is sufficient.

Hours allocated to each Liaison are based on the percentage of the target population in each area. While Hayden/Winkelman represents only 3% of the children, they are a hard to reach population. Therefore, we have allocated 10% of the hours and reduced each of the other two positions to balance the total hours. Liaisons will be expected to spread their hours throughout the entire grant year, with an emphasis on striving to reach as many parents as possible in the first half of the year to ensure that children are receiving as many books as possible. Because the Liaisons will be temporary and part time, they will not be allowed to work more than 20 hours per week for the duration of the grant period.

| Community Areas  | New Census Data Birth to 5 yrs. | Percent    | \$17.25 per hour | Hours       |
|--|---------------------------------|------------|------------------|-------------|
| Globe/Miami, Wheatfields, Claypool                               | 1101                            | 48         | 10,212.00        | 592 (45%)   |
| Hayden/Winkelman   | 78                              | 3          | 2,259.75         | 131 (10%)   |
| Payson/Star Valley/<br>Pine/Strawberry/<br>Tonto Basin/Roosevelt | 1116                            | 49         | 10,212.00        | 592 (45%)   |
| <b>Totals</b>  | <b>2295</b>                     | <b>100</b> | <b>22,683.75</b> | <b>1315</b> |

**Summary of Personnel Services:**

|                           |   |                    |
|---------------------------|---|--------------------|
| Public Services Librarian | - | \$ 5,120.00        |
| Community Liaisons        | - | <u>\$22,683.75</u> |

**TOTAL PERSONNEL SERVICES:**

**\$27,803.75**

**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%                    | \$1,723.83   |                   |
| Medicare at 1.45%               | 403.15       |                   |
| Workers Comp. Insurance at .20% | <u>55.61</u> |                   |
|                                 |              | <b>\$2,182.59</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 EMPLOYEE RELATED EXPENSES:**

**\$ 4,024.51**

**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.*

- Funds will be used to contract with an evaluator at the rate of \$20.00 per hour for 40 hours , a total of \$800.00, in order to conduct a survey of all the Kindergarten teachers at all the schools to find out how many children entered school in August 2014 unprepared for reading readiness.

- 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. In past years the average monthly invoice has been under \$2,000. This year we would like to budget for \$1,900 per month for a total of **\$22,800.00**.

**Total Professional & Outside Services: \$23,600.00**

**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 for the Community Liaisons of the Northern Areas of Gila County is estimated at \$.44/mile, as follows:

- 5 round trips - Tonto Basin to Pine/Strawberry at 92.6 miles each - 463 miles
- 10 trips - Tonto Basin to Payson/Star Valley at 70.7 miles each - 707 miles  
1,170 miles

**Total Travel: \$ 520.65**

**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*

- 1500 Labels for Envelopes for Parent Survey at an estimated cost of \$30.00
- Postage for 1500 surveys (letters and return address postcards) for parents estimated at \$1,245.00
- Printing for 1500 4<sup>th</sup> quarter surveys to parents (includes letters to parents, postcard surveys, and envelopes) estimated at \$400.00
- Office Supplies = \$269.99
- 846 Books @ estimated \$5.25 per = \$4,441.50
- Shipping for Books = \$200
- Booth Rental @ Farmers Market in Payson for 10 Saturdays, July thru September for \$50.00
- Graduate Magazine Subscriptions average 33 per month at \$35.00 = \$13,860.00

**Total Other Operating Expenses: \$20,496.49**

**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 Administrative Costs:** **\$ 8,500.00**

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

## Attachment D

### Key Personnel

| STAFF MEMBER   | BACKGROUND AND EXPERTISE OF PERSONNEL  |
|--|--|
| Name: TBA<br>Title: Public Services Librarian<br>FTE on this project: .16  | <i>Grant Administration, Financial, Program, Evaluation Contact for FTF PGMS</i>   |
| Name: <i>Deborah Leverance</i><br>Title: <i>Evaluator/Surveyor</i><br>FTE on this project: <i>.02</i>              | <i>Technology Integration Specialist, July 2011 to present ; Teacher, August 2009 to June 2011 ; Holy Angels School Principal, 2005 to June 30, 2009 ; Assistant Principal, 2000 to 2005 ; Liberty High School Instructor, 2000 to 2005 ; Holy Angels' Teacher, 1995 to 2005</i> |
| Name: <i>TBA</i><br>Title: <i>Hayden/Winkelman Community Liaison</i><br>FTE on this project: <i>.06</i>            | <i>Community outreach for Hayden Public Library ; Hayden / Winkelman Area Community Liaison</i>  |
| Name: <i>Robin Holt</i><br>Title: <i>Northern Gila County Community Liaison</i><br>FTE on this project: <i>.28</i> | <i>Community outreach for Payson/Star Valley/Pine-Strawberry/Tonto Basin/Gisela/Roosevelt</i>  |
| Name: <i>TBA</i><br>Title: <i>Globe/Miami Community Liaison</i><br>FTE on this project: <i>.28</i>                 | <i>Community Liaison for Globe/Miami/Wheatfields/Claypool</i>  |

**\*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**

See next pages for Key Personnel information.

Gila County Library District

Job Title: *Early Literacy Community Outreach Liaison  
(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 and promoting library services and resources to community groups, all 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 ages 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 providers, WIC, Head Start, teen parenting groups, the Boys & Girls Club, and other community organizations that serve children to promote Early Literacy. The critical age group of focus is 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 services to ages birth to five years.*
- 9. Seeks out opportunities and makes early literacy presentations to community groups; focuses on groups that include target populations.*
- 10. Works closely with the County Librarian in 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*

**Deborah Diana Leverance**

654 North Cochise Street

Globe, Arizona 85501

928-701-2580

dleverance@gmail.com

**EDUCATOR EXPERIENCE**

**Technology Integration Specialist, July 2011 to present**

Gila County Education Service Agency, Facilitate the effective training of Gila County teachers in the area of the integration of educational technology.

**Teacher, August 2009 to June 2011**

Southern Gila County Preparatory Academy, Research, develop and deliver higher level curriculum units for classes of

highly-motivated students in grades three through eighth. Work with teachers throughout the county to suggest and facilitate implementation of effective classroom strategies, simplify access to a variety of standard-enhancing resources

and working with teachers exploring alternative approaches to meeting the needs of challenging students.

**Principal, 2005 to June 30, 2009**

Holy Angels School, private school community with 150 students in grades pre-kindergarten through eighth.

**Assistant Principal, 2000 to 2005**

Holy Angels School, Responsible for curriculum review, professional development, grant writing, technology planning and implementation, oversight of school improvement process, school emergency planning.

**Evening Instructor, 2000 to 2005**

Liberty High School, Worked alone in the evening program for students who could not adjust to daytime classes due to

behavior issues, parenting obligations, or because of participation in the work/study program, Responsible for transcript analysis for new students, course design to meet student needs and state standards, Monitored and recorded student progress and developed community resources to provide variety and motivation.

**Teacher, 1995 to 2005**

Holy Angels School, Sixth grade homeroom, math teacher grades 5 - 8. Student Council Advisor, Science Olympiad Coach, Chair of two Accreditation/Self-evaluation teams, (1996, 2002) Special Education and federal programs teacher/coordinator

**Teacher, 1994 to 1995**

Saint Charles Mission School, Kindergarten

**Substitute Teacher, 1993 to 1994**

Globe and San Carlos School Districts

**Library Assistant and Chapter I Clerk, 1993 to 1994**

Holbrook School District

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

**Differentiated Instruction: It's Not Your Average Process**, Participant, 2009, 2010

**Masters of Education in Catholic School Leadership**, Marymount University, 2008

**National Board Teacher Certification**, Middle Childhood Generalist, 2002

**Northern Arizona University**, Special Education Certification training, 2002

**Arizona School Service through Educational Technology**, Master Teacher Training, 2001

**Bank of America Exemplary Teachers for Arizona**, Arizona State University, 1999 - 2000

**Environmental Protection Agency Institute for Teachers**, Morgan State University, 1998

**Prescott College**, Elementary Education, Teacher certification program, 1995, 4.0 GPA

**University of Arizona**, Literature for Adolescents, 1992

**Northern Arizona University, B.S., Business Administration, Management, 1983, Magna cum Laude**

## 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<br>(Federal, State, local, other) | Received From | Amount | ✓ If used for<br>match on<br>this grant |
|---|---------------|--------|---|
| N/A   |               |        |   |
|   |               |        |   |
|   |               |        |   |
|   |               |        |   |
|   |               |        |   |
| <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 Education and Community Based Training

Agency Gila County Library District Contact Person Jacque Griffin

Address 1400 E Ash Street. Position County Librarian

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

Legislative district (state) in which agency provides most services: District # 6,8

*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

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: \$85,000

Service area of proposed program: The communities of Gila County and Tribal Lands including the Tonto Apache Tribe, not including the portion of the Fort Apache Indian Reservation within Gila County, and not including the portion of the San Carlos Apache Indian Reservation within Gila County

Target population of proposed program: 1800 (78 % of the 2321 children ages birth to 5 years per 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: 21,600

Number of events held: N/A

Number of resource guides distributed: N/A

Number of workshops held: 10

### **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 will continue encouraging the existing "Every Child Ready to Read" and "Brain Time" early literacy programs in libraries that provide training to parents about the importance of early literacy development for young children birth through age five.*

*Community Liaisons 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. Upon reaching 5 years of age, each child will receive a one year subscription to a high quality magazine to extend our efforts to include those five year olds.*

*Gila County Library District will persist in its collaborative efforts with the Gila County WIC program, Battered Women's shelters, Teen Pregnancy Programs, and local hospitals in an effort 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: 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

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

Evaluation 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

**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>Public Services Librarian, when hired</u> |
| <input checked="" type="checkbox"/> Narrative/Data Report Entry         | Contact(s): <u>Same as above</u>                         |
| <input checked="" type="checkbox"/> Reimbursements/Budget Modifications | Contact(s): <u>Same as above</u>                         |
| <input type="checkbox"/> Other: _____                                   | Contact(s): _____  |