First Things First
Notice of Renewal Consideration

DATE: March 6, 2014

TO: Gila County

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. 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.

Grantee Name:	Gila County
FTF Grant Number:	GRA-RC004-13-0556-01-Y2
Strategy Name:	Care Coordination/Medical Home
Data Template(s) Assigned:	Care Coordination / Medical Home Developmental and Sensory Screening Health Insurance Enrollment
Eligible Renewal Amount:	$ 190,000.00 The amount is subject to change pending legal and procurement review at First Things First. If a different amount is approved for renewal, an updated line item budget & budget narrative will be required.

The renewal package includes the completion and submission of Attachments A-F.

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.

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

We plan to continue with the above program objectives and we have added several new partners we are collaborating with to implement the ASQ online system and to provide referrals to the Healthy Steps program.

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.**
   No modifications at this time.

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.**

The Healthy Coordinators are the ASQ enterprise system program administrators and are able to compile reports to determine there is a delay in a specific developmental area. At this point the Globe Healthy Step administrator has identified communication delays and will be addressing the delays through developmental play group activities. Other individual delays are addressed on a case by case basis, giving families the support and education needed to assist the child.

Attachment B

Program Implementation Plan
2015

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Implementation	Home visits/hospital visits/in-office visits/social group settings to families in Gila County	Program Coordinators	On-going	Case file/progress notes
	Collaboration with local pediatricians, family doctors, pre-schools, school districts, Hospitals, daycare providers, mental health agencies and other early intervention programs that provide service to children birth to five	Program Manager/Program Coordinators	On-going to build capacity	Meetings/contact information
	Provide education to parents on child development, literacy, parenting, and referral for other supporting resources	Program Manager/Program Coordinators	On-going	Case file/progress notes
Follow-up	Appropriate referrals	Program Manager/Program Coordinators	As needed	Referrals/progress notes/agency correspondence
	Review with physician to provide family with a team approach for healthy development of their child	Program Coordinators	On-going	Case file/progress notes
	Developmental screening referrals	Program Coordinators	On-going	ASQ online system
Outreach	Distribute incentives, flyers, referral forms and program information to agencies, providers and community members.	Program Coordinatos	On-going	Outreach materials
	Utilize National Healthy Steps outreach education and information brochures/pamphlets/fact sheets.	Program Coordinator	On-going	Brochures/pamphlets/fact sheets
	PSA's to local radio and newspaper.	Program Manager/Program Coordinators	On-going	Articles

Training	Continuing education on child development, parenting and all other topics related to family wellness.	Program Coordinators	On-going	Certificates/flyers/agendas
Evaluation	Ensure all reports are provided to FTF in a timely manner.	Program Manager	On-going	Quarterly Reports
	Create public awareness of the Parent Access System and provide follow-up for families entering into the developmental screening process.	Program Coordinators	On-going	ASQ online system
	Create reports from the ASQ online system to determine the areas of delays.	Program Coordinators	On-going	ASQ online system

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
PERSONNEL SERVICES		**Personnel Services Sub Total**	**$100,000.00**
Salaries	Program Manager-Paula Horn Program Coordinator-Sonia Yanez Program Coordinator-Chandra Wattleworth Sarah Chavez-Accounting Clerk	14,000.00 40,000.00 40,000.00 6000.00	
EMPLOYEE RELATED EXPENSES		**Employee Related Expenses Sub Total**	**$37,600.00**
Fringe Benefits or Other ERE	Program Manager-Paula Horn Program Coordinator-Sonia Yanez Program Coordinator-Chandra Wattleworth	5,600.00 16,000.00 16,000.00	
PROFESSIONAL AND OUTSIDE SERVICES		**Professional & Outside Services Sub Total**	**$1,336.30**
Contracted Services	ASQ contract maintenance	1,336.30	
TRAVEL		**Travel Sub Total**	**$6,740.40**
In-State Travel Out of State Travel	Mileage fleet charges @ County rate Hotel 2X6 @ 150.00 Perdiem 2X6@$25.00	5540.40 900.00 300.00	
AID TO ORGANIZATIONS OR INDIVIDUALS		**Aid to Organizations or Individuals Sub Total**	**$0**
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		**Other Operating Expenses Sub Total**	**$27,050.54**
• Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Utilities • Furniture • Postage • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Program Materials • Program Supplies • Scholarships • Program Incentives	2 cell phones Payson Annex Office/Mobile access 2 office locations Client classes/events Payson annex office Payson annex office Including lease rental/usage	1680.00 1080.00 2390.54 600.00 8400.00 1200.00 300.00 200.00 2500.00 800.00 0 0 400.00 0 0 2500.00 2500.00 0 2500.00	
NON-CAPITAL EQUIPMENT		**Non-Capital Sub Total**	**$**
Equipment $4,999 or less in value			
Subtotal Direct Program Costs:			**$**
ADMINISTRATIVE/INDIRECT COSTS		**Total Admin/Indirect**	**$**
Indirect/Admin Costs		$17272.76	**$17,272.76**
Total		**$**	**$190,000.00**

Authorized signature_____ Michael A. Pastor Chairman, BOS Date_____

Attachment C (Continued)

Gila County Healthy Steps Program

12 Month Budget Narrative

Personnel

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

The two positions of Program Coordinator are filled by Chandra Wattleworth and Sonia Yanez. They will be responsible for daily oversight of program implementation for the12 month grant cycle. They will provide home visitation services, working with each of the families and providing developmental screenings and follow-up for participants. They will be responsible for outreach, media campaign and coordination with other agencies. The Program Coordinators salaries will total $80,000.00.

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

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

ERE/Fringe Benefits

The approved fringe benefits for all Gila County employees include: Arizona Retirement, Medicare, Social Security, Arizona Unemployment, Worker's Compensation, and health insurance. The program manager's portion will total $5600.00. The program coordinator's portion will total $32,000.00. Grand total of fringe benefits will be $37600.00.

Professional and Outside Services

The ASQ online enterprise system has annual cost of $996.35, a technical support cost of $139.95, and $0.50 per screen over 100 ($200 for 400 screens) to implement in Gila County. Total amount is $1,336.30.

Travel Expenses

Staff will attend Gila Regional Partnership Council meetings every three months (200 miles 2 times) fleet charges of .57 cents per mile for a total of $228.00. Staff will be required to attend monthly staff meetings (180 miles each trip) fleet charges of .57 cents per mile for a total of $1231.20. Travel for out of town training will be six trainings at 180 miles each trip fleet charges of .57 cents per mile for a total of $1231.20. Program travel for the manager and program coordinators is necessary in the successful implementation of the program including outreach, recruiting participants, coordination with local agencies and program implementation. We have estimated mileage to be 5000 miles fleet charges .57 per mile total $2850.00. Total mileage $5,540.40. Perdiem is estimated to provide $25.00 per day for two staff for six days total $300.00. Six night hotel stay for the program manager and community health assistant total $900.00. Total travel expenses $6,740.40.

Other Operating Expenses

The routine office operating expenses will consist of paper, envelopes, business cards, mailings, appointments and referral cards the total price will be $2,390.54. Communication supplies will consist of two cell phones prices at $80.00 per month(included WIFI) and internet services for the Payson office at $70.00 per month. In Payson we will rent office space in the amount of $700.00 per month plus utilities in the amount of $200.00 per month. We will provide food for social events for clients and families in the amount of $600.00 We will continue to provide a kid zone furnishings in the amount of $300.00. Advertising in local newspapers, flyers, referral cards and other outreach materials for $2,500.00. Each staff member will need to pay for coping expenses and a portion of the copy machine lease for each office for a total of $800.00. The staff will need to have continuing education and training projected amount of $400.00. Program materials, supplies and incentives will include books, educational materials, and participation incentives in the amount of $7,500.00. This results in a grand total of $26,886.84.

Indirect costs

As a Gila County employee there are indirect costs for personnel paperwork, finance, mail routing, and support staff which will be budgeted in the amount of $17,272.76 per year. This reflects approximately 10% of direct expenses.

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

■ **Option A - Administrative Costs**: *with proper justification, sub grantees may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.*

OR

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

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

Authorized signature_____ Date_____
Michael A. Pastor Chairman, Board of Supervisors

_____ Date_____
Bryan Chambers, Deputy Attorney Principal

Attachment D

Key Personnel

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	Paula Horn Program Manager .25
Name: Title: FTE on this project:	Sonia Yanez Healthy Steps Program Coordinator 1 FTE
Name: Title: FTE on this project:	Chandra Wattleworth Healthy Steps Program Coordinator 1 FTE
Name: Title: FTE on this project:	Sarah Chavez Accounting Clerk .17
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

***In addition, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key personnel involved in the project and listed above. If awarded and there is a change in staff or a vacant position filled, a Staff Change Notification form and resume must be uploaded via the Communication Log in PGMS within 14 days of hire.**

KEY PERSONNEL INCLUDE ANYONE WHO WILL BE PAID FROM THE GRANT

Attachment E

DISCLOSURE OF OTHER FUNDING SOURCES

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

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

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

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

Attachment F

First Things First Standard Agency Information Collection Form

A. Agency Information:

Program Name (if applicable) Gila County Healthy Steps Program

Agency Gila County Division of Health and Emergency Services

Contact Person Paula Horn

Address 5515 S. Apache Avenue, Suite 100

Position Deputy Director

Address

Email phorn@co.gila.az.us

City, State, Zip Globe, AZ 85501

Phone 928-402-8813 Ext

County Gila

Fax 928-425-0794

Employer Identification Number: 86-6000444

Agency Classification: _____State Agency ____X_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? __X_____Y _____N

If not, please go to http://www.gao.az.gov/Vendor/account_setup_home.asp, download the State of Arizona Substitute W-9 Form, and submit with your application

Congressional district (federal) in which agency provides most services: District # __1_____

Legislative district (state) in which agency provides most services: District # __8____

Go to http://www.azredistricting.org and click on Final Maps to identify your Congressional and legislative district

Approximate federal funding (from a federal source) to be received in current fiscal year? $5,500,000

Agency's fiscal year-end date: 6/30/2013

Agency's accounting method: _____ Cash __X__ Accrual

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

Contact information for firm conducting agency audit:

Audit firm: Clifton, Larson and Allen LLP

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

Phone: 602-266-2248

:

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

Amount requested: $190,000.00

Service area of proposed program: Gila County

Target population of proposed program: 200

Lead Strategy - Care Coordination/Medical Home

There are assigned Service units for the strategy award from First Things First. Given the Listed Service Unit, provide a contracted number for FY 14.

Number of children served: 200
Number of children receiving screening: 200
Number of developmental screenings conducted: 200-400
Number of hearing screenings conducted: _____
Number of vision screenings conducted: _____
Number of families served (HIE Assistance): _____

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 Healthy Steps Program enhances the relationship between the parents of an infant and their pediatrician, through the child's fifth year. The Healthy Steps Specialist will work with parents to connect them to services in the community, conduct developmental screenings on a regular basis, introduce and support early literacy activities through the provision of developmentally appropriate books to the child, and work to be sure that parent's questions are answered. Home visits will be conducted at birth and key developmental stages to support families raise healthy successful children. The program will implement the Ages and Stages On-Line Enterprise Screening including Parent Access to ensure that all children receive timely developmental and social emotional screen. The Gila County Healthy Steps Program will serve as the leader in implementing a region-wide developmental screening process that will allow children to receive timely screenings from their first contact with the early childhood system.

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: Paula Horn

Position: Program Manager/Deputy Director

Address: 5515 S. Apache Avenue, Suite 100

City, State, Zip: Globe, AZ 85501

Email: phorn@gilacountyaz.gov

Phone: 928-402-8813 Ext. _____ Fax: 928-425-0794

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: Sonia Yanez

Position: Program Coordinator

Address: 5515 S. Apache Avenue, Suite 100

City, State, Zip: Globe, AZ 85501

Email: syanez@gilacountyaz.gov

Phone: 928-402-8810 Ext. _____ Fax: 928-425-0794

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: Sarah Chavez

Position: Accounting Clerk

Address: 5515 S. Apache Avenue, Suite 100

City, State, Zip: Globe, AZ 85501

Email: schavez@gilacounty.az

Phone: 928-402-4332 Ext. _____ Fax: 928-425-0794

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: Paula Horn

Position: Program Manager/Deputy Director

Address: 5515 S. Apache Avenue, Suite 100

City, State, Zip: Globe, AZ 85501

Email: phorn@gilacountyaz.gov

Phone: 928-402-8813 Ext. _____ Fax: 928-425-0794

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:

- ☐ **Accessing/Navigating PGMS** **Contact(s):** _____
- ☐ **Narrative/Data Report Entry** **Contact(s):** _____
- ☐ **Reimbursements/Budget Modifications** **Contact(s):** _____
- ☐ **Other:** _____ **Contact(s):** _____