

PURSUANT TO A.R.S. §38-431.01, THE GILA COUNTY BOARD OF SUPERVISORS WILL HOLD AN OPEN MEETING IN THE SUPERVISORS' AUDITORIUM, 1400 EAST ASH STREET, GLOBE, ARIZONA. ONE OR MORE BOARD MEMBERS MAY PARTICIPATE IN THE MEETING BY TELEPHONE CONFERENCE CALL OR BY INTERACTIVE TELEVISION VIDEO (ITV). **ANY MEMBER OF THE PUBLIC IS WELCOME TO ATTEND THE MEETING VIA ITV WHICH IS HELD AT 610 E. HIGHWAY 260, BOARD OF SUPERVISORS' CONFERENCE ROOM, PAYSON, ARIZONA.** THE AGENDA IS AS FOLLOWS:

WORK SESSION - TUESDAY, MARCH 31, 2015 - 10:00 A.M.

1. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
2. **REGULAR AGENDA ITEMS:**
 - A. **(Motion to adjourn as the Gila County Board of Supervisors, and convene as the Gila County Library District Board of Directors)** Approved
Information/Discussion/Action to approve submission of renewal for Grantee Agreement No. GRA-RC004-14-0616-01-Y2 between the Gila Regional Partnership Council, Arizona Early Childhood Development and Health Board (First Things First) and Gila County Library District in the amount of \$65,000 for fiscal year July 1, 2015 through June 30, 2016. **(Jacque Griffin)**
 - B. Information/Discussion/Action to approve Approved
Grantee Agreement No. GRA-RC029-16-0761-01 that is between the San Carlos Apache Regional Partnership Council, First Things First, and the Gila County Library District, which is a "Community-Based Literacy Grant" in the amount of \$70,000 for the period July 1, 2015, through June 30, 2016. **(Jacque Griffin) (Motion to adjourn as the Gila County Library District Board of Directors, and reconvene as the Gila County Board of Supervisors)**

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|----|--|----------------|
| C. | Information/Discussion regarding the establishment of "vote centers" and replacing Elections Department equipment needed to conduct elections. (Eric Mariscal) | Discussed |
| D. | Information/Discussion for the Board of Supervisors to consider the budget data and accompanying information, and budget assumptions and policies developed by staff relative to the development and preparation of the FY16 Gila County budget. (Jeff Hessenius) | Discussed |
| 3. | CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date. | No
Comments |
| 4. | At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the County Manager may present a brief summary of current events. No action may be taken on issues presented. | Presented |

IF SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CONTACT THE RECEPTIONIST AT (928) 425-3231 AS EARLY AS POSSIBLE TO ARRANGE THE ACCOMMODATIONS. FOR TTY, PLEASE DIAL 7-1-1 TO REACH THE ARIZONA RELAY SERVICE AND ASK THE OPERATOR TO CONNECT YOU TO (928) 425-3231.

THE BOARD MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE BOARD'S ATTORNEY ON ANY MATTER LISTED ON THE AGENDA PURSUANT TO A.R.S. §38-431.03(A)((3).

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING.

ARF-3074

2. A.

Work Session

Meeting Date: 03/31/2015

Submitted For: Jacque Griffin, Asst. County Manager/Librarian

Submitted By: Pam Beerens, Public Services Librarian, Asst County Manager/Library District

Department: Asst County Manager/Library District Division: Library District

Fiscal Year: 2016 Budgeted?: Yes

Contract Dates July 1, 2015-June 30, 2016 Grant?: Yes

Begin & End:

Matching No Fund?: Renewal

Requirement?:

Information

Request/Subject

Grantee Agreement GRA-RC004-14-0616-01-Y2 (renewal) between the Gila Regional Partnership Council, Arizona Early Childhood Development and Health Board (First Things First) and Gila County Library District, for the period July 1, 2015 - June 30, 2016.

Background Information

The Gila County Library District's "First Things First Parent Education Community-Based Training Grant" is a government-to-government agreement with the Gila Regional Council. This is a renewal for an additional 12-month period and shall become effective on July 1, 2015, and shall terminate on June 30, 2016. Total funds available are \$65,000 for this renewal period, representing a \$20,000 decrease over the previous period. This agreement continues the Early Literacy strategy begun by the previous First Things First Parent Education Community-Based Training Grant for the fiscal years 2011 through 2014, and renewed with a new grant in Fiscal Year 2015. During the past year we were able to provide a subscription to Ladybug or Click magazine for children graduating from the Dolly Parton's Imagination Library program. This service is not included in the current grant renewal. We have also employed three Community Liaisons to reach parents in Gila County with the early literacy message. Most parents are now aware of our programs, and we have great support from other agencies. Therefore, we will not be employing Community Liaisons for FY16. Those two changes to our program will accommodate the reduction in funding for the coming year.

Evaluation

The current Early Literacy Grant from "First Things First" has been highly successful in providing curriculum materials and educational training to the libraries in the service area for their use in programming and training for parents. Additionally, library staff have heard only positive comments regarding the training provided to parents on the importance of early literacy skills and of reading to their children. At this time, 1,760 children ages birth to five years are enrolled in this program and receive books

each month to foster the importance of reading and the six pre-reading skills, as well as providing parents with material to read each month. In addition, 1,406 children have 'graduated' from the program by turning five in the past five years.

The public libraries are continuing to tailor and adapt programming geared at these ages and to encourage families to expand the reading opportunity by visiting the library and borrowing other books to read.

One final note: this government to government renewal does not at this time require a signature page. The approval and signature page will be forthcoming as soon as the First Things First State Board meets to approve this year's grant renewals. We will return to you for final approval and signatures at a later date.

Conclusion

Of all the programs that the Gila County Library District administers, fosters, or promotes, this grant gives staff the opportunity to reach the most residents, and creates a climate and culture to develop the pre-reading skills necessary for literacy in children. The grant renewal has a goal of enrolling 1,800 children in this program. This agreement continues what the first cycle of First Things First grants started.

Recommendation

The Gila County Library District recommends that the Board of Directors approve submission of this government-to-government renewal agreement for the First Things First Parent Education Community-Based Literacy Grant for the amount of \$65,000 for fiscal year July 1, 2015 through June 30, 2016.

Suggested Motion

(Motion to adjourn as the Gila County Board of Supervisors, and convene as the Gila County Library District Board of Directors) Information/Discussion/Action to approve submission of renewal for Grantee Agreement No.

GRA-RC004-14-0616-01-Y2 between the Gila Regional Partnership Council, Arizona Early Childhood Development and Health Board (First Things First) and Gila County Library District in the amount of \$65,000 for fiscal year July 1, 2015 through June 30, 2016. **(Jacque Griffin)**

Attachments

Grants 2016\FY16 Renewal

First Things First Notice of Renewal Consideration

DATE: March 11, 2015

TO: Gila County Library District

FROM: Michael Strawther
Fiscal Specialist

RE: Renewal Information for Fiscal Year 2016

The current Fiscal Year (FY) 2015 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** – Contract Service Units

The completed renewal package (Attachments A-D) must be **received** no later than **4:00 PM on April 3, 2015**. Submit via email to mstrawther@azftf.gov. Electronic submissions 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, 2015 through June 30, 2016.

For questions, please contact me via email or phone, (602) 771-5097.

Thank you.

First Things First
Grant Renewal Instructions
July 1, 2015 – June 30, 2016

The following First Things First (FTF) grant is eligible for renewal by extending the current FY 2015 grant award. Programs in FY 2016 cannot be different in scope than from what was originally awarded.

Grantee Name:	Gila County Library District
FTF Grant Number:	GRA-RC004-14-0616-01-Y2
Strategy Name:	Parent Outreach and Awareness
Data Template(s) Assigned:	Parent Outreach and Awareness
Eligible Renewal Amount:	\$ 65,000.00 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-D.

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 2016. The implementation plan should be related to the originally approved program activities, tasks, data collection, data submission, and process.

2016 Line Item Budget and Budget Narrative (Attachment C – must include both the line item budget and budget narrative)

FY2016 Contract Service Units (Attachment D)

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.

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 **4:00 PM on April 3, 2015**. Submit via email or standard mail to:

Michael Strawther, Fiscal Specialist
Marjorie Bennett, Fiscal Specialist
First Things First
4000 N. Central
Phoenix, AZ 85012
mbennett@azftf.gov
mstrawther@azftf.gov
(602) 771-5097

Attachment A

Program Implementation Questions

1. If applicable, explain any proposed modifications for FY16, 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.
 - *Each month, over the last four 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. During the past year, thanks to First Things First, Gila County Library District has been able to purchase a subscription to an award winning publication, LADYBUG or CLICK, for each of the children graduating from the program. We feel that this has helped extend the parent/child interaction through the gap. While the FY16 budget does not include these magazines, Gila County Library District will strive to find additional means to continue this important service.*
 - *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. Since 2010, our Community Liaisons have conducted outreach in locations where parents of children ages birth to five years of age might be found. Nearly all parents in Gila County are now aware of this program or are being reached through other agencies. Therefore, we will not be employing Community Liaisons in this area for FY16. 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.*

Attachment B**Program Implementation Plan
2016**

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Timesheets/Payroll	Fill out timesheets	Pam Beerens	Weekly on Mondays	Filed with Gila County Payroll (Finance Dept)
	Process reimbursement request for Payroll from FTF	Pam Beerens	Monthly	Filed with FTF PGMS
Promotion of Early Literacy Programming in Gila County Registration of Children into Imagination Library	Register Children for Imagination Library	Public Library staff, other community agencies	July 2015 through June 2016	Registration forms will be turned over to Pam Beerens for input in IL System
	Locate Venues for Reaching Children whose parents don't come to library	Pam Beerens	Monthly	Found on IL System online http://www.imaginationlibrary.com/
	Data updates for change of address	Pam Beerens	Monthly	Handled online through IL System
Foundation Site	NCOA Alerts for "Bad" addresses	Pam Beerens	Monthly	Monthly reports online 2 nd week of each month.
	Process invoices for book orders from Dollywood Foundation Imagination Library	Pam Beerens	Monthly	Filed with Gila County Finance Department
Invoicing	Process all other invoices for Early Literacy programming	Pam Beerens	As the need arises	Filed with Gila County Finance Department

	Input Paid Invoices to First Things First	Pam Beerens	Monthly	Filed with FTF PGMS
	Report Trainings to District Staff	Public Library staff	Quarterly	Email PUBLIC SERVICES LIBRARIAN
Data / Narrative Reports	Upload Data Report to FTF	Pam Beerens	Monthly	Filed with FTF PGMS
	Upload Narrative Report to First Things First	Pam Beerens	Quarterly	Filed with FTF PGMS
	Poll Kindergartens in all public schools for number of children not prepared for enrollment.	Pam Beerens	August 2015	Keep on file in Gila County Library District Office and report to FTF PGMS
Evaluation	Evaluate Survey Responses	Pam Beerens	September 2015	Email report to County Librarian and PUBLIC SERVICES LIBRARIAN
	Include Survey results in quarterly report	Pam Beerens	October 2015	Filed with FTF PGMS
	Mail Survey to parents of children registered as of February 1 st during 4 th qtr.	Pam Beerens	April 2016	Copy of Survey on File in GCLD Office and report to FTF PGMS
Satisfaction Survey to Parents	Receive surveys and report on results	Pam Beerens	June 2015	Include survey results in Final quarterly report to FTF PGMS

	Train parents/caregivers by attending parent meetings of various community entities during the year	Jacque Griffin, Pam Beerens,	As often as possible when the occasions arise	Filed with FTF PGMS Data Reports
Early Literacy Training	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 Library staff, Community agencies	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, 2015 through June 30, 2016 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, 2015 – June 30, 2016

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$5,280.00
Salaries	Public Services Librarian 16% of FTE	5,280.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$2252.56
Fringe Benefits or Other ERE	Social Security, Medicare, Worker's Comp.	414.48	
	Health Insurance and AZ Retire	1,838.08	
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$45,640.00
Contracted Services	Dollywood Foundation Imagination Library Books	45,640.00	
TRAVEL		Travel Sub Total	\$0
In-State Travel			
Out of State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$5917.44
• Postage	1500 postcards and letters for parent survey	1,218.50	
• Printing/Copying	Printing 1500 letters, postcards & envelopes	328.00	
• Program Incentives	Promo first books	4000.00	
	Shipping for books	344.94	
• Office supplies	2000 Labels for Registration Forms	26.00	
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$59090.00
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$5910.00
Indirect/Admin Costs	10%	\$5910.00	
Total		\$	\$65000.00

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 her 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 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.

$$33,000 \times 16\% = \$5,280.00$$

Summary of Personnel Services:

Public Services Librarian-	\$ 5,280.00
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TOTAL PERSONNEL SERVICES:

\$5,280.00

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%	\$327.36	
Medicare at 1.45%	76.56	
Workers Comp. Insurance at .20%	<u>10.56</u>	
		\$414.48

In addition, Health Insurance (calculated at 16% of \$7,660) and the County's contribution for Arizona State Retirement (calculated at 11.6% of \$5,280) is included, as follows:

Health Insurance	\$1,225.60	
Arizona State Retirement	<u>612.48</u>	
		\$1,838.08

TOTAL EMPLOYEE RELATED EXPENSES:

\$ 2,252.56

Professional and Outside Services: *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. Explain how all contracts will be procured.*

- Gila County Library District will continue to contract with the Dollywood Foundation Imagination Library to supply a book a month by mail to any child registered in the program. Rate of \$28.00/year per child with a goal of 1630 for a total of **\$47,600.00**.
- We will not be contracting with an evaluator 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. The survey will be conducted by the Public Services Librarian.

Total Professional & Outside Services:

\$47,600.00

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*

- Postage for 1500 surveys (letters and return address postcards) for parents estimated at \$1,218.50
- Printing of 1500 letters, postcards & envelopes estimated at \$328.00.
- Promo first books and shipping estimated at 4344.94.
- 2000 labels for mailings, \$26.00.

Total Other Operating Expenses:

\$5,917.44

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:

X 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:

\$5,910.00

Authorized signature _____ Date _____

Attachment D

FY2016 Contracted Service Units

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 16.

Number of books distributed: 21,600

Number of events held: N/A

Number of resource guides distributed: N/A

Number of workshops held: 10

Number of participating practices: N/A

Important Items to NOTE:

- **If you are providing a Service Unit different than the FY15 contracted number, provide a brief description explaining the change.**
- **If you are not providing services for a particular Contracted Service Unit within the assigned Strategy please indicate with “NA”.**

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

ARF-3075

2. B.

Work Session

Meeting Date: 03/31/2015

Submitted For: Jacque Griffin, Asst. County Manager/Librarian

Submitted By: Pam Beerens, Public Services Librarian, Asst County Manager/Library District

Department: Asst County Manager/Library District Division: Library District

Fiscal Year: 2016 Budgeted?: Yes

Contract Dates July 1, 2015 - June 30, 2016 Grant?: Yes

Begin & End:

Matching No Fund?: Renewal

Requirement?:

Information

Request/Subject

Grantee Agreement No. GRA-RC029-16-0761-01 between The Arizona Early Childhood Development and Health Board San Carlos Apache Regional Partnership Council (First Things First) and Gila County Library District.

Background Information

The Gila County Library District has been offered a Grantee Agreement from the San Carlos Apache Regional Partnership Council and First Things First to provide early literacy outreach for the families and children age birth to five of the San Carlos Apache Nation. This reimbursement grant is for the period July 1, 2015, through June 30, 2016, in the amount of \$70,000. The Grantee Agreement must be submitted to the First Things First Regional Council by April 1, 2015, in order to be eligible for funding.

Evaluation

The current Early Literacy Grant from First Things First has been highly successful in providing curriculum materials and educational training to the Early Literacy Coordinator and the San Carlos Library for their use in programming and training for parents. Additionally, library staff has heard only positive comments regarding the training provided to parents on the importance of early literacy skills and the importance of reading to their children. At this time, 609 children ages birth to five are enrolled in this program and receive books each month to foster the importance of reading, the six pre-reading skills, and provide parents with material to read each month. Since fiscal year 2013, 300 children have 'graduated' from the program. The Early Literacy Coordinator will continue to tailor and adapt programming geared at these ages, to encourage families to expand the reading opportunity by visiting the library and borrowing other books to read. Community liaisons will continue outreach to parents of children ages birth to five years of age throughout areas served by the San Carlos Apache Regional Council of First Things First.

Conclusion

This grant allows the Library District the opportunity and ability to continue to provide early literacy training and materials to children ages birth to five in the San Carlos Apache Region. The goal of the grant is to distribute 15,000 books and conduct 75 parenting workshops for families of children birth to five. We anticipate applying for a renewal next year to keep this worthwhile and important project.

Recommendation

The Gila County Library District recommends that the Board of Directors approve submittal of this Grantee Agreement between the Gila County Library District and the San Carlos Apache Regional Partnership Council, and First Things First in the amount of \$70,000 for the period July 1, 2015, through June 30, 2016.

Suggested Motion

Information/Discussion/Action to approve Grantee Agreement No. GRA-RC029-16-0761-01 that is between the San Carlos Apache Regional Partnership Council, First Things First, and the Gila County Library District, which is a "Community-Based Literacy Grant" in the amount of \$70,000 for the period July 1, 2015, through June 30, 2016. **(Jacque Griffin) (Motion to adjourn as the Gila County Library District Board of Directors, and reconvene as the Gila County Board of Supervisors)**

Attachments

FY16 GRA San Carlos

Legal Explanation

Grant Agreement Summary

GRA Number: GRA-RC029-16-0761-01

Region/Funding Source:

San Carlos Apache Regional Partnership Council

Applicant Information:

Gila County Library District
1400 E. Ash Street
Globe, Arizona 85501

Contact Name: Jacque Griffin
Email: jgriffin@gilacountyaz.gov
Phone Number: (928) 402-8770

Strategy: Parenting Outreach and Awareness

Amount Available for Award: \$70,000

Target Service Units:

Parenting Outreach and Awareness

- 15,000 books distributed
- 75 workshops held

Brief Description:

The intent of the promising practice strategy, Parenting Outreach and Awareness, is to increase families' awareness of positive parenting; child development including health, nutrition, early learning and language acquisition; and, knowledge of available services and supports to support their child's overall development. The San Carlos Apache Regional Partnership Council is supporting the distribution of 15,000 books and 75 parenting workshops for families of children birth to five throughout the region to increase families awareness of the importance of language and early literacy development.

Grant Term/Estimated Start Date:

The estimated grant term is July 1, 2015 through June 30, 2016, unless terminated, cancelled or extended.

Contact Information:

Marjorie Bennett
Fiscal Specialist
First Things First
Email: mbennett@azftf.gov
Phone: (602) 771-5084

GRANT AGREEMENT

GRA-RC029-16-0761-01

**Between The
Arizona Early Childhood Development and Health Board
San Carlos Apache Regional Partnership Council
(First Things First)
And
Gila County Library District
(Grantee)**

I. Purpose

The intent of the promising practice strategy, Parenting Outreach and Awareness, is to increase families' awareness of positive parenting; child development including health, nutrition, early learning and language acquisition; and, knowledge of available services and supports to support their child's overall development. The San Carlos Apache Regional Partnership Council is supporting the distribution of 15,000 books and 75 parenting workshops for families of children birth to five throughout the region to increase families awareness of the importance of language and early literacy development.

II. Term, Renewal

The term of the Agreement is July 1, 2015 through June 30, 2016. The parties may renew this Agreement for up to two (2) additional twelve (12) month extensions (including lesser parts thereof).

III. Description of Services

- A. The 2014 Regional Needs and Assets Report for the San Carlos Apache region reports that half of third-graders in Fort Thomas Unified School District and 21 percent of third-graders in San Carlos Unified School District passed the reading portion of the Arizona's Instrument to Measure Standards (AIMS). The San Carlos Apache Regional Partnership Council would like this strategy to implement the Imagination Library for children ages birth to five in the region. By implementing this strategy it is the hope of the Regional Partnership Council that families get excited about reading to their children and have a home environment rich with books (Exhibit A).
- B. Parenting Outreach and Awareness provides families of young children with information, materials or connections to resources and activities that increase awareness of the importance of literacy rich home environments and reading daily with young children. The San Carlos Apache Regional Partnership Council is funding this

strategy with the book distribution and parenting workshop components. It is not the intent of the Regional Partnership Council to fund earned media or paid advertising (Exhibit A).

- C. The target population is families of children birth to five years of age in the San Carlos Apache region. Through this grant agreement, 15,000 books will be distributed and 75 parenting workshops will be held (Exhibit A).

IV. GRANTEE'S Responsibilities

The Grantee shall:

- A. Prior to entering into this Agreement, have completed and submitted to First Things First for review and approval the following forms and documents:

1. Agency/Organization Profile
2. Program Personnel Table/Program Organization Chart
3. Required Narrative Responses
4. Implementation Plan
5. Line-Item Budget and Budget Narrative
6. Funding Sources and Financial Controls

The completed forms and documents comprise part of this Agreement.

- B. Complete the Program(s) and Implementation Plan described in Section IV.A. In providing these services, the Grantee shall act in accordance with its Program Questions and Narrative Responses and the approved budget as well as the following First Things First documents: the Scope of Work (Exhibit A), Guidance Materials (Exhibit B), and the Data Security Guidelines and Requirements for Collaborators (Exhibit C).
Submission is requested on April 1, 2015 at 4:00 pm.
- C. Coordinate and collaborate with all First Things First grant recipients, as collaboration is critical to developing a seamless service delivery system for children and families.
- D. Submit timely the reports described in Section VI.

V. Reimbursement/Payment

- A. First Things First shall pay the Grantee on a cost-reimbursement basis for expenses approved in the budget, up to \$70,000, on the terms described in this Section.
- B. Payment is conditioned upon receipt by First Things First of timely, accurate and complete (i) reimbursement documents, (ii) Program Narrative Reports and (iii) Data Submission Reports submitted via the First Things First Partner Grant Management System (PGMS). Payments shall be made only for those services performed or goods received.

- C. The Grantee shall submit reimbursement requests at least quarterly, though not more frequently than monthly. **The Grantee shall submit a final reimbursement request marked “final” no more than forty-five (45) days after the Agreement end date.** Expenses eligible for reimbursement must be paid, accrued or obligated by the Grantee by the Agreement term end date. Final payment shall be contingent upon receipt of all fiscal, programmatic, and data reports required of the Grantee under this Agreement. Requests for reimbursement received later than forty-five (45) days after the Agreement end date will not be paid.
- D. Funds provided to the Grantee under this Agreement shall only be used to fulfill the Grantee’s responsibilities under this Agreement. Any questions regarding the appropriate use of the funds shall be resolved by mutual agreement between the parties.
- E. If the Grantee receives reimbursement for expenditures that are disallowed by an audit exception by First Things First, the state or the federal government, the Grantee shall promptly repay the funds to First Things First.

VI. Quarterly Program Narrative and Data Submission Reporting Requirements

- A. At a minimum, the Grantee shall submit quarterly one Program Narrative Report and three Data Submission Reports (one per month) by the 20th of the month following the quarter via PGMS. Failure to submit timely reports will result in suspension of reimbursement. The reports shall contain such information as deemed necessary by First Things First.
- B. Program Narrative and Data Submission Reports are due:

1 st Quarter (July 1 - September 30)	Due: October 20
2 nd Quarter (October 1 - December 31)	Due: January 20
3 rd Quarter (January 1 - March 31)	Due: April 20
4 th Quarter (April 1 - June 30)	Due: July 20
- C. If the Grantee provides services to more than one First Things First region (multi-regional strategies), the Grantee shall collect, store and report the data for the Data Submission Reports separately for each region served.

VII. General Terms

- A. FTF Grants Uniform Terms and Conditions. First Things First’s Grants Uniform Terms and Conditions (revision date January 2015) are hereby incorporated by reference into this Agreement as if fully set forth herein. Copies of this document are available at <http://www.azftf.gov/WhatWeDo/Funding/Pages/Eligibility.aspx> (under Eligibility), by emailing grants@azftf.gov or by calling the First Things First Procurement Specialist, at 602-771-5114.

- B. Working on Sovereign Tribal Land. If the Grantee performs any work under this Agreement on sovereign land of an Indian tribe or nation, the Grantee shall comply with any requirements set forth by the tribal government in relation to essential functions of the grant operation, including data collection. It is a material requirement of this Agreement that the Grantee follow all First Things First tribal policies and procedures including the Tribal Data Policy, complete all Institutional Review Board (IRB) requirements, obtain all appropriate parental consents and obtain appropriate tribal approvals as designated by tribal authorities.
- C. Non-Discrimination. The provisions of State Executive Order 2009-09 are incorporated herein by reference. These provisions mandate, in part, that contractors will not discriminate against any employee or applicant for employment because of race, age, color, religion, sex or national origin. The Grantee shall also comply with all other applicable state and federal statutes, regulations and executive orders concerning non-discrimination practices, including the Americans with Disabilities Act and Federal Executive Order No. 13279 – Equal Protection of the Laws for Faith-Based and Community Organizations.
- D. Records. Pursuant to A.R.S. § 8-1174, the Grantee shall retain and shall contractually require each subcontractor and subgrantee to retain all books, accounts, reports, files and other records (“records”) relating to the Agreement for a period of five years after the completion of the Agreement. All records shall be subject to inspection and audit by the State (including First Things First) and by an independent auditor at all reasonable times. Upon request, the Grantee shall produce any or all such records at First Things First’s main office in Phoenix, Arizona.

Notwithstanding the foregoing paragraph, pursuant to 2 C.F.R. § 200.333, if the grant includes federal pass-through funds, then the Grantee shall retain and shall contractually require each subcontractor and subgrantee to retain all records pertaining to the federal pass-through funds for a period of three years from the date of submission of the final expenditure report and until any litigation, claims or audit findings involving the records have been resolved and final action taken. All such records shall be accessible and subject to audit in accordance with 2 C.F.R. § 200.336. This paragraph does not apply to a grantee, subgrantee or subcontractor that is a federal agency.

- E. Non-Availability of Funds. Every payment obligation of First Things First under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by First Things First at the end of the period for which funds are available. No liability shall accrue to First Things First in the event this provision is exercised, and First Things First shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

- F. Relationship of Parties. The Grantee under this Agreement is an independent contractor. Neither party to this Agreement shall be deemed to be the employee or agent of the other party.

VIII. Agreement Administration and Operations

- A. Advertising, Publishing and Promotion of Agreement. The Grantee shall not use, advertise or promote information for commercial benefit concerning this grant without the prior written approval of First Things First.
- B. Acknowledgment of FTF Funding. The Grantee shall recognize First Things First as a funding source of programs and services funded in whole or part under this Agreement in all publicly distributed print or electronic materials related to those programs and services. The Grantee shall make this recognition in a manner described in First Things First's most current protocol and style guide. First Things First will post any updates to the protocol and style guide under the Grantee Resources section of PGMS. The Grantee shall also recognize First Things First as a funding source of programs and services funded in whole or part under this Agreement in all formal oral presentations and media interviews related to those programs and services.

The Grantee shall submit to First Things First via PGMS all print and electronic materials related to the programs and services funded under this Agreement before publicly distributing those materials so that First Things First may first review and approve the Grantee's compliance with this subsection. In consultation with First Things First, the Grantee shall revise the materials to meet First Things First's protocol and style requirements before publicly distributing the materials. First Things First shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all materials prepared under this Agreement.

- C. Public Awareness Efforts. The Grantee shall consult with First Things First in the planning of public awareness/marketing strategies, such as websites, advertising or media campaigns, related to the programs or services funded under this Agreement.
- D. Property of the State. Any materials and data required to be collected, delivered or created under this Agreement, including but not limited to reports, computer programs and other deliverables, are the sole property of the State (First Things First). The Grantee is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Grantee shall not use or release these materials without the prior written consent of First Things First.
- E. Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this Agreement and any related subcontract or subgrant ("Intellectual Property"), shall be work made for hire

and First Things First shall be considered the creator of such Intellectual Property. First Things First shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. The Grantee shall notify First Things First, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s) and subgrantee(s). The Grantee, on behalf of itself and any subcontractor(s) and subgrantee(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by Grantee or its subcontractor(s) and subgrantee(s) to any entity not the State without the express written authorization of First Things First.

IX. Indemnification

- A. Not State Agency. This paragraph applies if the Grantee is not a department, agency, board, commission or university of the State. Each party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other party (as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, costs or expenses (including reasonable attorneys' fees) ("Claims") arising out of bodily injury of any person (including death) or property damage but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct or other fault of the Indemnitor or any of its officers, officials, agents, employees or volunteers.
- B. Patent and Copyright. The Grantee shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of grant performance or use by the State of materials furnished or work performed under this Agreement. The State shall reasonably notify the Grantee of any claim for which it may be liable under this paragraph. This paragraph does not apply if the Grantee is insured pursuant to A.R.S. § 41-621.
- C. Subcontractors. The Grantee shall contractually require its subcontractors and subgrantees, if any, to defend, indemnify and hold harmless the State of Arizona and its departments, agencies, boards, commissions, universities, officers, officials, agents and employees ("State") from and against any and all Claims (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the subcontractor or subgrantee or any of its owners, officers, directors, agents, employees or volunteers. This indemnity shall include any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of the subcontractor or subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the

subcontractor or subgrantee from and against any and all Claims. It is agreed that the subcontractor or subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

X. Insurance.

The Grantee shall provide a Certificate of Self-Insurance. The Certification shall be sent directly to First Things First, Fiscal Specialist, 4000 N. Central, Suite 800, Phoenix, Arizona 85012. If the Grantee is a department, agency, board, commission or university of the State of Arizona, then the Certificate of Self-Insurance requirement does not apply.

In addition, the Grantee shall contractually require its subcontractors to procure and maintain until all of its obligations have been discharged or satisfied, including any warranty periods under this Agreement, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work by the subcontractor and its owners, officers, directors, agents, employees, or volunteers. The insurance policies shall be in accordance with recommendations of the Risk Management Division of the Arizona Department of Administration and consultation with First Things First.

XI. Termination Upon 30 Days Notice

In addition to the termination provisions incorporated by reference, either party may terminate the Agreement for any or no reason by giving at least thirty (30) days written notice of termination to the other party. If the Grantee requests termination under this provision, the Grantee shall cooperate with reasonable requests from First Things First to decrease services and costs related to the Agreement.

XII. Notices

The Grantee shall address all notices related to this Agreement to:

First Things First
Finance Division
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

First Things First shall address all notices related to this Agreement to:

Gila County Library District
1400 E. Ash Street
Globe, Arizona 85501

XIII. Authority to Execute this Agreement

Each individual executing this Agreement represents and warrants that he or she is duly authorized to do so.

XIV. In Witness Whereof

The parties hereto agree to carry out the provisions of this Agreement.

**FOR AND BEHALF OF
Gila County Library District**

**FOR AND BEHALF OF THE
Arizona Early Childhood Development
And Health Board**

Michael Pastor
Chairman, Gila County Board of Supervisors

Josh Allen
CFO/COO

Date

Date

Grant Agreement Attachments and Exhibits

Attachment A	Agency/Organization Profile
Attachment B	Program Personnel Table/Program Organization Chart
Attachment C	Required Narrative Responses
Attachment D	Implementation Plan
Attachment E	Line Item Budget and Budget Narrative
Attachment F	Funding Sources and Financial Controls
Exhibit A	Overview of First Things First and Scope of Work
Exhibit B	Guidance Materials
Exhibit C	Data Security Guidelines and Requirements for Collaborators

Attachment A

Agency/Organization Profile

A. Agency/Organization:

Program Name Parent Outreach and Awareness

Agency Gila County Library District Contact Person Jacque Griffin

Address 1400 E Ash St Position Assistant County Manager/County Librarian

Address _____ Email jgriffin@gilacountyaz.gov

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

County _____ 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? ☒ Yes ☐ No

If not, or if there has been address or EIN changes, please go to <https://gao.az.gov/afis/vendor-information>, 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

Agency's accounting method: ☒ Cash ☐ Accrual

Does your organization undergo an annual independent audit in accordance with 2 CFR Part 200, Subpart F?
☒ Yes ☐ No

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)

Number of **books distributed**: 15,000

Number of **workshops held**: 75

Please provide a brief description (250 words or less) of the proposed program, including service area and target population. This description may be used by First Things First for 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 Early Literacy Program 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.

C. Contact Information:

The First Things First Partner Grant Management System (PGMS) has four contact slots per contract. The same person may be assigned to more than one slot.

Main Contact: is responsible for the overall program and will have access to all financial, programmatic, and data reports in PGMS.

Finance Contact: is responsible for the submission of reimbursement requests through PGMS and will have access to budget and reimbursement information in PGMS.

Program Contact: is responsible for program implementation and will have access to the program and data reports in PGMS.

Evaluation Contact: is responsible for the program evaluation and data collection activities and will have access to only the data reports in PGMS.

PGMS Contacts		
Main Contact	Name: Jacque Griffin	Email: jgriffin@gilacountyaz.gov
	Title/Position: County Librarian	Phone: 928-402-8770
	Physical Address (if different than the agency address):	
Finance Contact	Name: Pam Beerens	Email: pbeerens@gilacountyaz.gov
	Title/Position: Public Services Librarian	Phone: 928-402-8768
	Physical Address (if different than the agency address):	
Program Contact	Name: Pam Beerens	Email: pbeerens@gilacountyaz.gov
	Title/Position: Public Services Librarian	Phone: 928-402-8768
	Physical Address (if different than the agency address):	
Evaluation Contact	Name: Pam Beerens	Email: pbeerens@gilacountyaz.gov
	Title/Position: Public Services Librarian	Phone: 928-402-8768
	Physical Address (if different than the agency address):	

Attachment B

Program Personnel Table

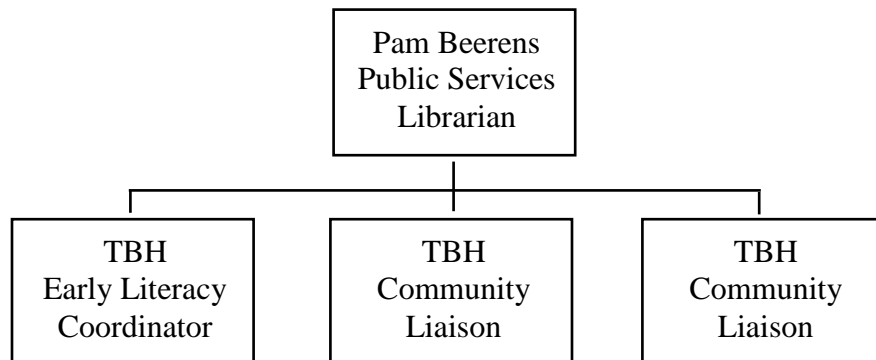
In the following table, provide a list of all personnel or positions that will be fully or partially funded through the proposed program. For Key Personnel, include the name and position title; pertinent background and/or expertise that specifically relates to the program, including degrees, field of study, number of years in the field, and other qualifications that align with the Standards of Practice requirements; and their roles and responsibilities. If the position is to be hired (TBH), then describe the desired background/expertise/degrees and field of study. For all personnel, provide the Full Time Equivalent (FTE) for each position.

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.			
Name/ Position Title	Background/Expertise*	Key Roles and Responsibilities	FTEs funded through the program
<i>Pam Beerens/ Public Services Librarian</i>		Grant Administration, Financial, Program, Evaluation Contact for FTF PGMS	.16
<i>TBH/ Early Literacy Coordinator</i>	Knowledge of Early Literacy Programming. Must communicate well with adults and children alike.		.30
<i>TBH/ Community Liaison</i>	Must be familiar with local communities and events.	Community Liaison for San Carlos and Peridot, and surrounding areas.	.30
<i>TBH/ Community Liaison</i>	Must be familiar with community.	Community Liaison for Bylas.	.13
Additional Personnel - those individuals fully or partially funded through the proposed program but not directly implementing or managing the program.			
Program Total:			.89

* Resumes and/or job descriptions for **key personnel** may be requested at any time but unless otherwise indicated, they do not need to be submitted. If awarded and the program undergoes changes in staff, a Staff Change Notification form along with an updated version of this table will need to be submitted to First Things First within 14 days of the proposed change.

Program Organization Chart

For all of the personnel or positions that will be fully or partially funded through the proposed program, provide a program organizational chart that illustrates the hierarchy of positions/responsibilities specific to the proposed program.



Required Narrative Responses

Provide a narrative response that addresses the following items.

- a) Provide a description of the program being proposed.

The Gila County Library District will continue to oversee a collaborative early literacy effort among the District, San Carlos Public Library, and Gila County Health Department (WIC) to promote early literacy development in young children, birth to age five, by conducting presentations to parents/caregivers at various locations throughout the San Carlos Apache Reservation. The District will enroll the children of the parents/caregivers who attend the information sessions on the importance of early literacy with "Every Child Ready to Read" and "The Imagination Library." The Imagination Library program will mail age-appropriate, professionally selected books monthly to each child enrolled.

This project will build on the work that the San Carlos Public Library already does regarding early childhood literacy efforts. Since 2005, those efforts have included information regarding the importance of early literacy development for young children, providing training to parents and caregivers at public gathering places and community events outside the public library setting, and including the foundational building blocks to early literacy development in storytimes and other preschool activities in the library setting.

Library staff at the San Carlos Public Library and the District office will register eligible children based upon residence (determined by zip code) and birthdates, enter the data in the Imagination Library database, pay the monthly invoice (average of \$28 per child per year), and pick up undeliverable books at the Post Offices throughout the service area. The Project Director, a Community Liaison and the San Carlos Public Library Manager will evaluate the program on a regular basis, create the evaluation forms and collect the required FTF evaluation data. Staff at the library will be involved in enrolling children and assisting with the collection of evaluation data. The Project Director, a Community Liaison and the San Carlos Public Library Manager will promote the project in the libraries and in other venues and at events that happen in each of the communities. The Community Liaison will offer parent and caregiver early literacy trainings with the local partners, i.e. San Carlos Apache Tribe WIC, San Carlos Head Start, etc., while the Gila County Library District staff will provide additional parent and caregiver trainings in partnership with the San Carlos WIC offices and throughout the service area.

The Gila County Library District staff, the local liaisons, and the staff at the San Carlos Public Library will be actively involved in enrolling children at the libraries, at other venues and at community events throughout the San Carlos Apache Reservation in

order to access hard-to-reach families. Library District staff has already set up a collaborative effort with the Gila County Health Department WIC program which provides contact and training for 400 families countywide which includes the families of the San Carlos Apache Nation. Where many WIC programs around Arizona are experiencing a decline in the number of families served, the Gila County WIC program has been experiencing an increase in service population. Other access points for reaching families will be at community events in each local community, social service agencies, and typical gathering places for parents such as grocery stores, churches, and doctors' offices.

Outcomes will be measured according to the performance measures required by First Things First as outlined on page 4 of the Grantee Agreement. Information will be gathered through a May survey distributed by Community Liaisons and the San Carlos Public Library Manager to the families participating in the program.

- b) Provide a description of the following related to the target population to be served by the proposed strategy:
- How the program will specifically address the target population identified in this agreement. How the Target Service Number based on the Unit of Service(s) included in the Scope of Work (Exhibit A) will be achieved.
 - How the program will meet the needs of the targeted population in terms of being culturally responsive, linguistically appropriate, age appropriate and gender responsive.
 - How recruitment and outreach efforts and engagement and retention practices will be employed in this program for the targeted population.

The Gila County Library District will target 1203 children ages birth to five in the region to be registered and receive books through the Imagination Library program. This is the number of children in the birth to five population in the region accounted for in the 2010 U.S. Census.

The Gila County Library District will also specifically target children who are participating in existing First Things First programs in the region to be enrolled in or take part in the Imagination Library Book Program.

By hiring an Early Literacy Program Coordinator and Community Liaisons who know the needs of the targeted population in terms of cultural competency, the District hopes to successfully continue to reach a large percentage of the targeted population.

- c) Identify capacity or infrastructure building which will be needed to provide the proposed program, including agreements and partnerships with other departments and agencies, additional resources, and training and technical assistance.

The Gila County Library District will partner with the San Carlos Public Library, the San Carlos WIC program, Apache Kid Child Care, and the Head Start programs to provide the proposed service.

- d) Identify barriers to providing the proposed program and plans for addressing these barriers.

Permission to access some of the venues may be needed in order to set up information booths at various locations. Arrangements to do so will be one of the duties of the Community Liaisons. The District will reach out to the Regional Director of the San Carlos Apache Regional Partnership Council for guidance and direction in continuing the process to gain permission to implement services in the regional area.

- e) Describe plans to recruit and locate personnel within the geographical region of the provided program that meet the staff qualification standard detailed in the Standards of Practice and are linguistically appropriate and culturally responsive for the population to be served. If there is anticipated difficulty in hiring qualified personnel, include a plan and timeline for supporting staff to meet the qualification standard.

By hiring temporary part-time employees who live on the San Carlos Apache Reservation as Community Liaisons, the District hopes to avoid any barriers such as linguistic and cultural conflicts between the promoter and the parents/caregivers that would come up if the promoter were not from the local communities.

- f) Describe steps that will be taken to promote collaboration with other government departments and partners working with the agency.

The District will instruct the Community Liaisons to seek out tribal departments and partners by becoming active members of the San Carlos Apache Regional Partnership Early Childhood Development and Health Collaborative in order to help promote the program so that as many children as possible will get an opportunity to enroll in the Imagination Library.

- g) Describe the plan and resources necessary to meet FTF basic reporting requirements and maintain data securely and confidentially.

The District will use Imagination Library Registration forms in order to gather information necessary to enroll each child in the program. The District agrees to participate in the FTF quarterly evaluations and any program-specific evaluation or research efforts adhering to tribal data/research protocol and procedures. Data collection and FTF evaluation activities will be directly connected with the Goals, Performance Measures and Units of Services aligned to the strategy described in this scope of work.

Attachment D - Implementation Plan

The Implementation Plan should illustrate the critical activities in developing, initiating, and implementing the program. The following table should be expanded as necessary to include the activities that demonstrate effective program planning and implementation.

Implementation Plan July 1, 2015 – June 30, 2016

Activities	Task	Person Responsible	Date Task Will Be Completed	Support Documentation
Hire Community Liaisons and Early Literacy Program Coordinator	Rehire San Carlos Liaison, Bylas Liaison, and Early Literacy Program Coordinator	Jacque Griffin/Pam Beerens/Gila County HR Dept.	July 2015	
	Update staff information in FTF PGMS	Pam Beerens	July 2015	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, Early Literacy Coordinator, and Liaisons to plan the promotion of Early Literacy Programming	Jacque Griffin/Pam Beerens	July 2015	
	Register Children for Imagination Library	Community Liaisons	July 2015 through June 2016	Registration forms will be input in IL System
	Locate Venues for reaching children whose parents don't come to the library	Community Liaisons	July 2015 through June 2016	Liaisons 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	Early Literacy 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	Pam Beerens /Community Liaisons	Monthly	Found on IL System online
Input Imagination Library Registrations into Dollywood Foundation Site	Data updates for change of address	Pam Beerens	Monthly	Handled online through IL System
	NCOA Alerts for “Bad” addresses	Pam Beerens	Monthly	Monthly reports online at first of each month.
	Process invoices for book orders from Dollywood Foundation Imagination Library	Pam Beerens	Monthly	Filed with Gila County Finance Department
Invoicing	Process all other invoices for Early Literacy programming	Pam Beerens	As the need arises	Filed with Gila County Finance Department
	Input Paid Invoices to First Things First	Pam Beerens	Monthly	Filed with FTF PGMS
	Report Trainings to District Staff	Liaisons	Monthly	Email Public Services Librarian
	Upload Data Report to FTF	Pam Beerens	Monthly	Filed with FTF PGMS
Data / Narrative Reports	Upload Narrative Report to First Things First	Pam Beerens	Quarterly	Filed with FTF PGMS
	Poll Kindergartens in all public schools for number of children not prepared for enrollment.	Liaisons	August 2015	Keep on file in Gila County Library District Office and report to FTF PGMS
Evaluation	Evaluate Survey Responses	Liaisons	September 2015	Email report to County Librarian and Public Services Librarian
	Include Survey results in quarterly report	Pam Beerens	October 2015	Filed with FTF PGMS

Satisfaction Survey to Parents	Distribute Survey to parents of children registered as of February 1 st during 4 th qtr.	Liaisons and Early Literacy Coordinator Pam Beerens	April 2016	Copy of Survey on File in GCLD Office and report to FTF PGMS
	Receive surveys and report on results	Pam Beerens	June 2016	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, Pam Beerens, Community Liaisons	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 Liaisons	Daily as the need arises	Filed with FTF PGMS quarterly reports

Attachment E - Line-Item Budget and Budget Narrative

The budget narrative should provide a clear and concise explanation of the methods used to determine the amounts for each line item in the following line-item budget.

Budget period: July 1, 2015 – June 30, 2016

[illegible]

Authorized Signature _____ Date _____

Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the budget line items. The budget narrative should explain the criteria used to calculate the amounts entered in the line-item budget. The budget narrative should include all budgeted items and correspond directly with the proposed line-item budget.

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 program year, indicate the percentage increases for each position and justify the percent of the salary increase.*

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.

$$33,000 \times 16\% = \mathbf{\$5,280.00}$$

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:

\$31,293.00

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/organization.*

Gila County provides matching funds for:

FICA at 6.2%	\$1,940.17	
Medicare at 1.45%	453.75	
Workers Comp. Insurance at .20%	<u>62.59</u>	
		\$2,456.51

In addition, Health Insurance (calculated at 16% of \$7,660) and the County's contribution for Arizona State Retirement (calculated at 11.6% of \$5,280) is included, as follows:

Health Insurance	\$1,225.60	
Arizona State Retirement	<u>612.48</u>	
		\$1,838.08

Total for Employee Related Expenses: \$4,294.59

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 program. 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 program (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the program). Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<https://gao.az.gov/travel/travel-information>) 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 you will be utilizing subcontractors (including subgrantees) to perform various components of the program, include a list of subcontractors, programmatic work each subcontractor will perform, and how costs for each subcontractor 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, Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development (Staff Training, Conferences, Workshops, and 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.

320 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:	\$ 607.95
(Colored paper, manila paper, crayons, markers, glue sticks, play dough, tempera paint, scissors, brushes, etc.)	
800 Parent Survey Printing (letters, postcards):	\$ 225.00
Nutritious food snacks for workshops:	\$ 1,125.00
(75 workshops @ \$15 ea.)	

All workshops are for community participants. Nutritious snacks are for parents and children to encourage attendance and participation at community workshops held primarily by the Children's Programing Coordinator

Total for Other Operating Expenses: **\$7,967.95**

Capital Equipment: *If allowable within the scope of the grant - For items that are tangible, non-expendable, and movable having a useful life of more than one year and a value of \$5,000 or greater, explain each item to be purchased, how the costs were determined and justify the need for the items based on the scope of work and the benefit to the program. All purchases should be made through competitive bid or using established competitive purchasing procedures.*

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 agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

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

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

X Option A - Administrative Costs: with proper justification, 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 management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.

OR

- ☐ **Option B - Federally Approved Indirect Costs:** If your agency/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:

\$6,363.63

Authorized Signature _____ Date _____

Funding Sources and Financial Controls

- A. In the following table, identify other funding/resources (including federal, state, local and private funding) that the agency/organization has made or will make available to achieve the objectives of the proposed program. First Things First (FTF) funding can be used to enhance or expand the program funded by these additional funds, but FTF funding cannot supplant or be used to replace any existing state or federal funding for early childhood development and health programs.

Type of Funding (federal, state, local, private) and Agency/Organization Received From:	Brief Description of How the Funding Helps Achieve the Program Objectives	Amount	✓ If used for match on this grant
N/A			
Total:		0.00	

- B. Describe the financial controls and accountability measures the agency/organization will employ for the proposed program.

The organization's (Gila County) accounting system completely and accurately tracks the receipt and disbursements of funds by each grant or funding source. The accounting system provides for the recording of actual costs compared to budget costs for each budget line item. All accounting entries and payments are supported by source documentation. The organization maintains a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract. The organization maintains written procurement policies and procedures.

The 2012 Audit can be found at

http://www.gilacountyaz.gov/documents/finance/docs/Audits/Gila_Cty_06_30_12_SA.pdf

Authorized Signature _____ Date _____

Exhibit A – Overview of First Things First and Scope of Work

Overview of First Things First

First Things First is designed to meet the diverse needs of children and families in Arizona communities. The statewide First Things First Board and Regional Partnership Councils in local communities across the state share the responsibility of ensuring that early childhood funds are spent on strategies that will result in improved development, health and education outcomes for young children.

Local Regional Partnership Councils are comprised of community volunteers, with each member representing a specific segment of the community that has a role in ensuring that Arizona's children grow up to be ready for school and set for life: parents, leaders of faith communities, tribal representatives, educators, health professionals, business leaders and philanthropists.

First Things First Strategic Direction

First Things First's commitment to young children means more than only funding programs and services. It means having a shared vision about what being prepared for kindergarten actually means. First Things First specifies that programs and services funded by the First Things First Board and Regional Partnership Councils are to address one or more of the following Goal Areas to impact children birth to age five and their families:

- Improve the quality of early childhood development and health programs
- Increase the access to quality early childhood development and health programs
- Increase access to preventive health care and health screenings
- Offer parent and family support and education concerning early childhood development and literacy
- Provide professional development and training for early childhood development and health providers
- Increase coordination of early childhood development and health programs and provide public information about the importance of early childhood development and health

The First Things First Board established a strategic framework with a set of school readiness indicators that provide a comprehensive composite measure to show if Arizona is making progress in providing opportunity for young children to be ready for school and set for life. The strategies funded by First Things First work collectively to develop a comprehensive system across the state and regionally to address the school readiness indicators. The First Things First Board and Regional Partnership Councils determine the priorities and strategies to be funded across the state and throughout the regions assessing the challenges and building on the resources and assets in place.

School Readiness Indicators

- #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive and motor and physical.

- #/% of children enrolled in an early care and education program with a Quality First rating of 3-5 stars.
- #/% of children with special needs enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars.
- #/% of families that spend no more than 10% of the regional median family income on quality care and education with a Quality First rating of 3-5 stars.
- % of children with newly identified developmental delays during the kindergarten year.
- #/% of children entering kindergarten exiting preschool special education to regular education.
- #/% of children ages 2-4 at a healthy weight (Body Mass Index-BMI).
- #/% of children receiving at least six well child visits within the first 15 months of life.
- #/% of children age 5 with untreated tooth decay.
- % of families who report they are competent and confident about their ability to support their child's safety, health and wellbeing.

Scope of Work

Statement of Need

In the San Carlos Apache Region the San Carlos Unified School District is the only school district that lies fully within the reservation boundaries. Other children who live in the region also attend school in the Fort Thomas Unified School District. The 2014 Regional Needs and Assets Report for the San Carlos Apache region reports that half of third-graders in Fort Thomas Unified School District and 21 percent of third-graders in San Carlos Unified School District passed the reading portion of the Arizona's Instrument to Measure Standards (AIMS). The stakes have never been higher for children to be ready to read when they enter kindergarten. Third graders are possibly held back if they are not reading on grade level.

The Regional Needs and Assets Report also states that 39 percent of the births in the San Carlos Apache Region are to women without a high school diploma or GED, a rate that is higher than that of all Arizona reservation combined (33 percent) causing concern among the Regional Partnership Council that mothers may not be as excited to read to their child.

The San Carlos Apache Regional Partnership Council would like this strategy to implement the Imagination Library for children ages birth to five in the region. By implementing this strategy it is the hope of the Regional Partnership Council that families get excited about reading to their children and have a home environment rich with books.

Description of Strategy

Parenting Outreach and Awareness provides families of young children with information, materials or connections to resources and activities that increase awareness of early childhood development and health. In most cases, outreach and awareness alone are not sufficient to make or sustain a behavior change. While awareness may increase, families may not have the resources or tools to effectively implement the change. For example, families may have heightened awareness of the benefits of reading to their child, but do not understand which books are

developmentally appropriate or know how to read to a child at different developmental stages. They may not have access to books (e.g., may not be able to afford books; may not live close to a library or have transportation).

While the Parent Outreach and Awareness strategy is considered to be a promising practice, some programs that increase awareness and knowledge may indeed be evidence based or evidence informed and result in behavior change. It is important to consider that Parenting Outreach and Awareness is likely one approach in the continuum of family support efforts that can provide assistance to families and is likely most effective when coupled or bundled with other supports and services.

The San Carlos Apache Regional Partnership Council is funding this strategy with the book distribution and parenting workshop components. It is not the intent of the Regional Partnership Council to fund earned media or paid advertising. It is important to consider that Parenting Outreach and Awareness is likely one approach in the continuum of family support efforts that can provide assistance to families and is likely most effective when coupled or bundled with other supports and services.

It is expected that the grantee for this grant will adhere to the applicable standards contained in the Parenting Outreach and Awareness Standards of Practice and comply with the Requirements for On Site Child Care Policy and Suspected Child Maltreatment Mandated Reporting Policy. For a link to these documents, refer to the Guidance Materials section of this Agreement.

It has been the experience of First Things First staff that any program new to the San Carlos Apache region that has never implemented a program on the reservation before will need to connect with the Regional Director first before attempting to implement on the reservation. The San Carlos Apache region associates First Things First with the Regional Director, who has established a relationship and trust with the region, it is important for the program, who will be using the First Things First name in the community, to connect with the Regional Director—at least initially.

Any program who will be implementing this strategy in the region will need to have previous experience working in rural or tribal communities and understand some of the cultural aspects of working with these populations.

The program who receives this grant will need to be a part of the San Carlos Apache Regional Partnership Council's Early Childhood Development and Health Collaborative so that the grantee will effectively collaborate and coordinate their efforts with existing tribal and non-tribal programs.

Applicable School Readiness Indicators

Partners implementing this strategy will work collectively with First Things First to address the school readiness indicators below:

- #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive and motor and physical.
- % of families who report they are competent and confident about their ability to support their child's safety, health and wellbeing.

Applicable Goal Areas

Partners implementing this strategy will work collectively with First Things First to address the goal areas below:

- Improve the quality of early childhood development and health programs
- Offer parent and family support and education concerning early childhood development and literacy

Target Population and Geographic Area to Serve

The target population is families with children birth to five years; 800 children ages birth to five, slightly over half, in the region to be registered and receive books through the Imagination Library Book Club program.

San Carlos Apache Regional Partnership Council provides services in the communities of the San Carlos Apache Tribe located on the San Carlos Apache Indian Reservation. Programs funded under this Agreement must provide services throughout the region. Please note Regional Partnership Council boundaries are set by the Board of First Things First every two years. The Board of First Things First approved updated Regional Partnership Council boundaries for FY2015 and beyond. Please use the following "mapping resource" to see a visual picture of the Regional Partnership Councils and/or search for a council by address: <http://maps.azftf.gov/>

Target Service Units and Performance Measures

A Target Service Unit (TSU) is a First Things First designated indicator of performance specific to each First Things First strategy and it is set by the Regional Council. It is composed of a unit of measure (e.g., participating adults) and a target number. The unit of measure can be a target population (e.g., participating adults), a product (e.g., books distributed) or a service (e.g., fluoride varnishes applied to children, ages 0-5) that a grantee is expected to serve as part of an agreement. The target number represents the actual number of service units proposed to be delivered during the contract year.

Performance Measures are (1) key indicators of performance (Target Service Units); (2) basic implementation of strategy; (3) alignment of program activities to strategy specific standards of practice, (4) performance or progress toward pre-established strategic goals. Performance measures may include the level or type of program activities conducted (e.g. serving families/children through home visits) and/or the direct services and products delivered by a program (e.g., providing scholarships).

For more specific information about the Target Service Units for this strategy, refer to the Guidance Materials section of this Agreement to find the link to the Target Service Unit Guidance Document.

The Target Service and Performance Measures for this strategy are:

Target Service Units:

Number of books distributed: 15,000

Number of workshops held: 75

Performance Measures:

Number of books distributed/proposed number

Number of workshops held/proposed number

Number of children receiving books

Number of adults attending workshops

Guidance Materials

All Standards of Practice and Target Service Unit (TSU) Guidance Documents can be accessed through the FTF Strategy Toolkit, located at <http://www.azftf.gov/pages/strategytoolkit.aspx>.

Links to the documents specific to this Grant Agreement are located below. There may be other documents that appear on the links but the documents required for this Grant Agreement are indicated below. For difficulty in accessing any of the documents, email the name of the document and the Grant Agreement number to grants@azftf.gov for assistance.

Standards of Practice Documents Required for this Grant Agreement

Parenting Outreach and Awareness Standards of Practice:

<http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=118>

Requirements for On-Site Child Care:

<http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=118>

Suspected Child Maltreatment - Mandated Reporting Policy:

<http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=118>

Target Service Unit (TSU) Guidance Document

Parenting Outreach and Awareness TSU Guidance Document:

<http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=118>

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

BACKGROUND:

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

Data Security Guidelines for Data Submission to FTF

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

FTF data submissions are classified in one of three levels:

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

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

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

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

Data Security Guidelines for Grantee Maintenance of Data

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

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

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

Data Permission Guidelines for Grantee Data

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

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

Grantees Serving Clients on Tribal Lands

First Things First recognizes Arizona tribes as sovereign nations that have the right to regulate research and data collection on their tribal lands. To this end, First Things First is committed to obtaining all appropriate tribal approvals for data collection, analysis and reporting. Accordingly, grantees shall only collect, use and share data from tribal land in accordance with a data collection agreement between a tribe and First Things First or the grantee.

Compliance with Data Security Guidelines

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

First Things First's own Data Security Policy & Procedures and Tribal Data Policy may be viewed on the FTF website, www.azftf.gov, under Funding/Eligibility & How to Apply or <http://www.azftf.gov/WhatWeDo/Funding/Pages/Eligibility.aspx>



GILA COUNTY ATTORNEY
Bradley D. Beauchamp

Re: County Attorney's Office approval of IGA pursuant to A.R.S. § 11-952(D).

To whom it may concern:

The County Attorney's Office has reviewed the Intergovernmental Agreement attached to this agenda item and has determined that it is in its "proper form" and "is within the powers and authority granted under the laws of this state to such public agency or public procurement unit" pursuant to A.R.S. § 11-952(D).

Explanation of the Gila County Attorney's Office Intergovernmental Agreement (IGA) Review

A.R.S. § 11-952(D) requires that

every agreement or contract involving any public agency or public procurement unit of this state . . . before its execution, shall be submitted to the attorney for each such public agency or public procurement unit, who shall determine whether the agreement is in proper form and is within the powers and authority granted under the laws of this state to such public agency or public procurement unit.

In performing this review, the County Attorney's Office reviews IGAs to see that they are in "proper form" prior to their execution. "Proper form" means that the contract conforms to fundamental contract law, conforms to specific legislative requirements, and is within the powers and authority granted to the public agency. It does not mean that the County Attorney's Office approves of or supports the policy objectives contained in the IGA. That approval is solely the province of the public agency through its elected body.

Likewise, this approval is not a certification that the IGA has been properly executed. Proper execution can only be determined after all the entities entering into the IGA have taken legal action to approve the IGA. There is no statutory requirement for the County Attorney's Office to certify that IGAs are properly executed.

Nonetheless, it is imperative for each public agency to ensure that each IGA is properly executed because A.R.S. § 11-952(F) requires that "[a]ppropriate action ... applicable to the governing bodies of the participating agencies approving or extending the duration of the ... contract shall be necessary before any such agreement, contract or extension may be filed or become effective." This can be done by ensuring that the governing body gives the public proper notice of the meeting wherein action will be taken to approve the IGA, that the item is adequately described in the agenda accompanying the notice, and that the governing body takes such action. Any questions regarding whether the IGA has been properly executed may be directed to the County Attorney's Office.

Proper execution of IGAs is important because A.R.S. § 11-952(H) provides that "[p]ayment for services under this section shall not be made unless pursuant to a fully approved written contract." Additionally, A.R.S. § 11-952(I) provides that "[a] person who authorizes payment of any monies in violation of this section is liable for the monies paid plus twenty per cent of such amount and legal interest from the date of payment."

The public agency or department submitting the IGA for review has the responsibility to read and understand the IGA in order to completely understand its obligations under the IGA if it is ultimately approved by the public entity's board. This is because while the County Attorney's Office can approve the IGA as to form, the office may not have any idea whether the public agency has the capacity to actually comply with its contractual obligations. Also, the County Attorney's Office does not monitor IGA compliance. Hence the public entity or submitting department will need to be prepared to monitor their own compliance. A thorough knowledge of the provisions of the IGA will be necessary to monitor compliance.

Before determining whether an IGA contract "is in proper form," the County Attorney's Office will answer any questions or concerns the public agency has about the contract. It is the responsibility of the public agency or department submitting the IGA for review to ask any specific questions or address any concerns it has about the IGA to the County Attorney's Office at the same time they submit the IGA for review. Making such an inquiry also helps improve the County Attorney's Office review of the IGA because it will help focus the review on specific issues that are of greatest concern to the public agency. Failing to make such an inquiry when the agency does have issues or concerns will decrease the ability of the County Attorney's Office to meaningfully review the IGA.

ARF-3096

2. C.

Work Session

Meeting Date: 03/31/2015

Submitted For: Eric Mariscal, Director

Submitted By: Cate Gore, Administrative Clerk, Elections Department

Department: Elections Department

Information

Request/Subject

Discussion on the establishment of vote centers and elections issues.

Background Information

Voting at the traditional established Gila County polling places has been on the decline for many years. This is not only true in Gila County, but in Arizona and across the nation. Voters are taking advantage of "early voting" by mail in greater and greater numbers. Over the last ten years the number of people voting via early ballot has been the trend. At the same time, it has become increasingly more difficult for the Elections Department to hire a sufficient number of "enthusiastic" poll workers.

Evaluation

Due to the above mentioned issues, Gila County must consider consolidating the number of polling places in order to more effectively utilize our resources. The Elections Department Director recommends the creation of "vote centers" which will consolidate a larger number of people into far fewer polling places. Vote centers were established at Yavapai County in 2010; at Yuma County in 2012 and at Graham County in 2014. If vote centers are equipped properly with electronic poll books and ballot on demand printers (where the printers make economic sense), voters will be able to vote at any vote center in the entire County without regard to their assigned precinct. Cost savings over time include a reduction in the total number of required poll workers, the cost to rent polling place facilities, and the cost of printing excess ballots. Printing (and two-years' worth of storage) of ballots for 101% of the voting population when there is a 45-65% voter turnout is a tremendous waste of taxpayers' resources. Should the Board of Supervisors decide to establish vote centers within Gila County, an ample amount of time will be provided for public input to allow voters the opportunity to test the equipment and discuss the Vote Center concept. Currently the Elections Department is researching the equipment of qualified vendors.

Conclusion

The Elections Department is currently evaluating equipment and seeking input from the Board of Supervisors.

Recommendation

None at this time.

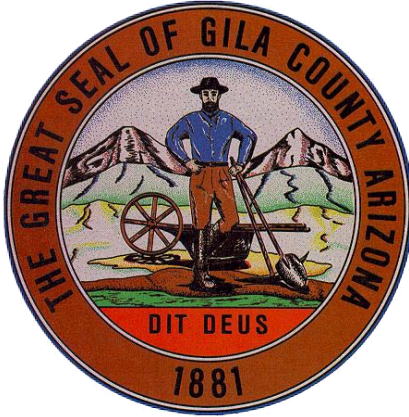
Suggested Motion

Information/Discussion regarding the establishment of "vote centers" and replacing Elections Department equipment needed to conduct elections.

(Eric Mariscal)

Attachments

Vote Centers Information



Gila County Elections Department Mission Statement

The Gila County Department of Elections mission is to ensure equal access to the electoral process for all candidates and citizens by conducting secure elections that ensure every vote counts; implementing nondiscriminatory programs which encourage all citizens to vote; and providing superior training programs for citizen volunteers.

Gila County Elections Department Staff

Eric A. Mariscal, Director

Alfonzo Alvarez, Elections Specialist

Josephine Goode, Voter Outreach Assistant

Cate Gore, Elections Assistant

Beverly Hawkins, Temporary Administrative Clerk

In 2013 the Gila County Elections Department had numerous personnel changes. The Director, Election Specialist, Elections Assistant and Temporary Administrative Clerk positions all became open. The positions were filled by October of 2013. The new Gila County Elections Department staff successfully conducted the Pine-Strawberry Water Improvement District Special Election in May and the Gubernatorial Primary and General Election of 2014. The staff performed well and gained valuable knowledge in the conduct of elections.



As directed by the Gila County Board of Supervisors at the end of the 2014 Election Cycle the Gila County Elections Department seeks comment and direction for the following *preliminary plan* to achieve a more efficient and cost effective election day operation.

Consolidation Plan for the 2016 Election Cycle

The trend in the last two Election Cycles, 2012 & 2014, for Gila County is a diminishing number of voters on Election Day at polling places. In the 2014 General Election 1,628 voters cast their ballots at a polling place. This is due in part to the increasing Permanent Early Voting List and the consolidation of candidate elections. A cost effective manner of Election Day services has been directed to be pursued by the Gila County Board of Supervisors. To this end, the following are options that may be pursued.

Options available

Currently there are 39 precincts in Gila County that utilize 33 polling sites. Some precincts are co-located together, see attachment A.

1. Consolidation of polling sites by redrawing precinct boundaries.
2. Co-locate more precincts to reduce number of polling places.
3. Establish Vote Centers (no necessity to redraw precincts), but new equipment needed.

What is a Vote Center?

Currently when an individual registers to vote their place of residence assigns them to a specific precinct and each precinct has a specific polling site that they must vote at in order for their ballot to be counted.

The Vote Center concept would allow Gila County Voters, regardless of their assigned precinct, the opportunity to vote at any Vote Center in Gila County.

Why Change to Vote Centers

- Permanent Early Voting List (PEVL) continues to increase
- Fewer Voters going to polling places
- Convenient for Voters
- Potential Cost Savings for County, see attachment B.

Types of Vote Centers

Urban Vote Center: The Urban vote center would be utilized in the Globe, Miami, Payson and the Star Valley areas. They would utilize a ballot on demand printer that would allow any registered Gila County Voter to cast their vote.

Rural Vote Center: This would be our traditional polling locations in the outlying areas of Gila County. There would be no ballot on demand printer, but the Voter could use an Accessible Voting Device (Touch Screen Unit) to cast their ballot if they were not registered in the precinct.

What Vote Centers Might Look Like In Gila County

Possible Urban Vote Centers

1. Globe Elks Lodge Vote Center
2. Miami High School Vote Center
3. Star Valley Vote Center
4. Expedition Church Vote Center
5. Ponderosa Baptist Church Vote Center

Rural Vote Centers

Copper Basin, Gisela, Pine-Strawberry, Roosevelt-Sierra Ancha, Tonto Basin, Whispering Pines, Young, Zane Grey, Canyon Day, Carrizo* and San Carlos. (11total)

* Preliminary testing for cellular connection at Carrizo indicated a connectivity issue that may exclude the location as a vote center.

Concerns

1. Voters: Hesitancy to change
2. Cost of New Equipment: Ever diminishing resources, no Federal funding.
3. State shift to all mail elections: Would make new polling place equipment obsolete.

Moving Forward

In addition to the consolidation question and the various options that are available there is another component that must be addressed, especially if the vote center option is to be accomplished.

Elections Department Refit of Equipment

Through the Help America Vote Act of 2002 Gila County was able to modernize its voting equipment. The Accu Vote, TSX units and GEMS software that was purchased in 2004 had a projected service life of ten years. The Elections Department deploys 39 Accu Vote and 40 TSX units on Election Day. While our Accu Vote and TSX units are still functioning, we have been experiencing problems associated with aging equipment. In the 2014 Election Cycle we had one Accu Vote unit and two TSX units that failed. The most distressing equipment failure was the loss of our GEMS server that crashed after the Primary Election Logic & Accuracy test. Luckily the server failed early in the cycle and a backup server was obtained so that the election was not jeopardized. Gila County is not alone in regards to the refitting of election equipment and this has also created an additional need for updating our equipment. As required by the Secretary of State's Election Procedural Manual all counties are required to have an emergency tabulation plan. Gila County has designated the Greenlee County Elections Department as our emergency tabulation location due to the same GEMS software. Greenlee County is currently looking to update their equipment and may change to a system that may not be compatible with what Gila County currently uses. It may be possible that Gila County could take part in a bulk purchase to obtain the new equipment at a better cost than purchasing alone. A task force

comprised of the County Managers Association and the Election Officials of Arizona are presently researching this option.

What We Need to Accomplish The Gila County Elections Department Mission Statement:

1. E-Poll Books (25)
2. Accessible Voting Units (25)
3. Central Count Unit (1)
4. Election Software

Through newer technology we will need fewer machines and can eliminate altogether the need for precinct scanners (Accu Vote units).

Election Operations Services

In December of 2014 Elections Operation Services, Gila County's ballot programmer vendor, announced they would no longer be providing ballot programming service. In response to this news, the Gila County Elections Department is ready to assume the responsibility of ballot programming provided that the Board of Supervisors is agreeable. There are other vendors who could provide this service if the Board should prefer this option.

Next Step

With the Board of Supervisors direction a detailed plan of action will be prepared by The Gila County Elections Department to include the number of and location of Vote Centers for the Citizens of Gila County and a recommendation for vendor for equipment procurement and cost breakdown.

Gila County Arizona
General Election
November 6, 2012

Voter Turn-out

Precinct Code	Precinct	No. Reg. Voters	All County Ballots		Polling Place Ballots		Early Ballots		Provisional Ballots	
			Total Ballots Tabulated	Overall % Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout
100	Globe #1	626	434	69.33%	133	21.25%	289	46.17%	12	1.92%
105	Globe #2	266	173	65.04%	52	19.55%	120	45.11%	1	0.38%
110	Globe #3	148	95	64.19%	22	14.86%	70	47.30%	3	2.03%
115	Globe #4	672	448	66.67%	127	18.90%	304	45.24%	17	2.53%
120	Globe #6	926	640	69.11%	177	19.11%	438	47.30%	25	2.70%
125	Globe #7	495	339	68.48%	139	28.08%	189	38.18%	11	2.22%
130	Globe #8	640	408	63.75%	131	20.47%	261	40.78%	16	2.50%
135	Globe #11	755	528	69.93%	178	23.58%	345	45.70%	5	0.66%
140	East Globe	802	617	76.93%	164	20.45%	436	54.36%	17	2.12%
150	Miami #1	448	283	63.17%	91	20.31%	178	39.73%	14	3.13%
155	Miami #3	633	367	57.98%	133	21.01%	213	33.65%	21	3.32%
160	Claypool #1	881	562	63.79%	209	23.72%	330	37.46%	23	2.61%
165	Claypool #2	805	510	63.35%	190	23.60%	293	36.40%	27	3.35%
170	Claypool #3	503	290	57.65%	118	23.46%	161	32.01%	11	2.19%
175	Central Heights	530	358	67.55%	147	27.74%	185	34.91%	26	4.91%
180	Pinal Creek	217	155	71.43%	27	12.44%	114	52.53%	14	6.45%
185	Wheatfields	177	111	62.71%	38	21.47%	69	38.98%	4	2.26%
200	Payson #1	1,190	764	64.20%	220	18.49%	500	42.02%	44	3.70%
205	Payson #2	1,841	1,331	72.30%	329	17.87%	957	51.98%	45	2.44%
210	Payson #3	2,321	1,881	81.04%	323	13.92%	1,483	63.89%	75	3.23%
215	Payson #4	1,055	780	73.93%	166	15.73%	579	54.88%	35	3.32%
220	Payson #5	1,600	1,155	72.19%	276	17.25%	823	51.44%	56	3.50%
225	Payson #6	1,000	656	65.60%	177	17.70%	431	43.10%	48	4.80%
230	Payson #7	820	598	72.93%	149	18.17%	416	50.73%	33	4.02%
235	Payson #8	1,375	956	69.53%	234	17.02%	673	48.95%	49	3.56%
240	Star Valley	1,879	1,419	75.52%	305	16.23%	1,059	56.36%	55	2.93%
300	Copper Basin	798	428	53.63%	125	15.66%	292	36.59%	11	1.38%
305	Gisela	515	348	67.57%	99	19.22%	223	43.30%	26	5.05%

Gila County Arizona
General Election
November 6, 2012

Voter Turn-out

Precinct Code	Precinct	No. Reg. Voters	All County Ballots		Polling Place Ballots		Early Ballots		Provisional Ballots	
			Total Ballots Tabulated	Overall % Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout
310	Pine-Strawberry East	588	470	79.93%	148	25.17%	303	51.53%	19	3.23%
315	Pine-Strawberry West	1,492	1,154	77.35%	319	21.38%	788	52.82%	47	3.15%
320	Roosevelt	206	142	68.93%	27	13.11%	109	52.91%	6	2.91%
325	Sierra Ancha	143	111	77.62%	30	20.98%	79	55.24%	2	1.40%
330	Tonto Basin	1,055	815	77.25%	253	23.98%	522	49.48%	40	3.79%
335	Whispering Pines	200	167	83.50%	35	17.50%	126	63.00%	6	3.00%
340	Young	523	390	74.57%	113	21.61%	247	47.23%	30	5.74%
345	Zane Grey	508	364	71.65%	88	17.32%	257	50.59%	19	3.74%
400	Canyon Day	621	345	55.56%	295	47.50%	42	6.76%	8	1.29%
405	Carrizo	70	36	51.43%	33	47.14%	3	4.29%	-	0.00%
410	San Carlos	2,837	1,195	42.12%	826	29.12%	219	7.00%	150	5.29%
	TOTALS	32,161	21,823	67.86%	6,646	20.66%	14,126	43.92%	1,051	3.27%

Gila County Arizona
General Election
November 4, 2014

Voter Turn-out

Precinct Code	Precinct	No. Reg. Voters	All County Ballots		Polling Place Ballots		Early Ballots		Provisional Ballots	
			Total Ballots Tabulated	Overall % Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout
100	Globe #1	569	301	52.90%	6	1.05%	251	44.11%	44	7.73%
105	Globe #2	222	121	54.50%	2	0.90%	107	48.20%	12	5.41%
110	Globe #3	132	84	63.64%	1	0.76%	75	56.82%	8	6.06%
115	Globe #4	575	296	51.48%	-	0.00%	256	44.52%	40	6.96%
120	Globe #6	858	473	55.13%	-	0.00%	416	48.48%	57	6.64%
125	Globe #7	456	262	57.46%	2	0.44%	214	46.93%	46	10.09%
130	Globe #8	568	291	51.23%	6	1.06%	259	45.60%	26	4.58%
135	Globe #11	697	427	61.26%	1	0.14%	357	51.22%	69	9.90%
140	East Globe	728	435	59.75%	-	0.00%	385	52.88%	50	6.87%
150	Miami #1	408	191	46.81%	38	9.31%	144	35.29%	9	2.21%
155	Miami #3	565	245	43.36%	79	13.98%	158	27.96%	8	1.42%
160	Claypool #1	785	414	52.74%	2	0.25%	322	41.02%	90	11.46%
165	Claypool #2	690	372	53.91%	4	0.58%	285	41.30%	83	12.03%
170	Claypool #3	457	212	46.39%	54	11.82%	153	33.48%	5	1.09%
175	Central Heights	484	222	45.87%	4	0.83%	166	34.30%	52	10.74%
180	Pinal Creek	233	139	59.66%	1	0.43%	111	47.64%	27	11.59%
185	Wheatfields	152	74	48.68%	17	11.18%	49	32.24%	8	5.26%
200	Payson #1	1,070	533	49.81%	8	0.75%	479	44.77%	46	4.30%
205	Payson #2	1,674	1,038	62.01%	-	0.00%	969	57.89%	69	4.12%
210	Payson #3	2,237	1,555	69.51%	4	0.18%	1,453	64.95%	98	4.38%
215	Payson #4	953	562	58.97%	5	0.52%	523	54.88%	34	3.57%
220	Payson #5	1,416	879	62.08%	3	0.21%	805	56.85%	71	5.01%
225	Payson #6	886	476	53.72%	3	0.34%	435	49.10%	38	4.29%
230	Payson #7	722	422	58.45%	3	0.42%	388	53.74%	31	4.29%
235	Payson #8	1,220	733	60.08%	3	0.25%	683	55.98%	47	3.85%
240	Star Valley	1,750	1,183	67.60%	5	0.29%	1,089	62.23%	89	5.09%
300	Copper Basin	734	316	43.05%	63	8.58%	246	33.51%	7	0.95%
305	Gisela	457	251	54.92%	57	12.47%	186	40.70%	8	1.75%

Gila County Arizona
General Election
November 4, 2014

Voter Turn-out

Precinct Code	Precinct	No. Reg. Voters	All County Ballots		Polling Place Ballots		Early Ballots		Provisional Ballots	
			Total Ballots Tabulated	Overall % Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout	Number Ballots	% Turnout
310	Pine-Strawberry East	510	350	68.63%	95	18.63%	245	48.04%	10	1.96%
315	Pine-Strawberry West	1,384	933	67.41%	230	16.62%	671	48.48%	32	2.31%
320	Roosevelt	197	138	70.05%	25	12.69%	108	54.82%	5	2.54%
325	Sierra Ancha	113	70	61.95%	13	11.50%	55	48.67%	2	1.77%
330	Tonto Basin	1,013	632	62.39%	158	15.60%	454	44.82%	20	1.97%
335	Whispering Pines	201	142	70.65%	30	14.93%	110	54.73%	2	1.00%
340	Young	484	293	60.54%	84	17.36%	198	40.91%	11	2.27%
345	Zane Grey	454	272	59.91%	48	10.57%	221	48.68%	3	0.66%
400	Canyon Day	610	252	41.31%	203	33.28%	47	7.70%	2	0.33%
405	Carrizo	67	12	17.91%	12	17.91%	-	0.00%	-	0.00%
410	San Carlos	2,741	560	20.43%	359	13.10%	130	7.00%	71	2.59%
	TOTALS	29,472	16,161	54.84%	1,628	5.52%	13,203	44.80%	1,330	4.51%

Attachments

Polling Place Locations

PRECINCT NUMBER AND NAME	POLLING PLACE
100 - Globe No. 1 185 - Wheatfields	Globe-Miami Chamber of Commerce
105 - Globe No. 2 110 - Globe No. 3	St John's Episcopal Church
115 - Globe No. 4 120 - Globe No. 6	Elks Lodge
125 - Globe No. 7	Canyon Fire Station
130 - Globe No. 8	Globe City Hall
135 - Globe No. 11	Gila Pueblo Campus
140 - East Globe	Church of the Nazarene
150 - Miami No. 1	First Southern Baptist Church
155 - Miami No. 3	Miami Town Hall
160 - Claypool No. 1	Miami High School
165 - Claypool No. 2 180 - Pinal Creek	St Paul's Lutheran Church
170 - Claypool No. 3	First Baptist Church
175 - Central Heights	Central Heights Baptist Church
200 - Payson No. 1	Community Presbyterian Church
205 - Payson No. 2	St Philip's Catholic Church
210 - Payson No. 3	Expedition Church
215 - Payson No. 4	Quality Inn Payson Inn
220 - Payson No. 5	Church of Christ
225 - Payson No. 6	Mt Cross Lutheran Church
230 - Payson No. 7	Ponderosa Baptist Church
235 - Payson No. 8	Payson Public Library
240 - Star Valley	Star Valley Baptist Church
300 - Copper Basin	Hayden/Winkelman School District Office
305 - Gisela	Gisela Community Center
310 - Pine-Strawberry East 315 - Pine-Strawberry West	First Baptist Church of Pine
320 - Roosevelt 325 - Sierra Ancha	Roosevelt Baptist Church
330 - Tonto Basin	Tonto Basin Chamber of Commerce
335 - Whispering Pines	Whispering Pines Fire Station
340 - Young	Pleasant Valley Community Center
345 - Zane Grey	Christopher Creek Bible Fellowship Church
400 - Canyon Day	Canyon Day Jr High School Library
405 - Carrizo	Carrizo Assembly of God Church
410 - San Carlos	Rice Gym
Number of Polling Places	
33	

Vote Center Locations

VOTE CENTER OR PRECINCT NUMBER AND NAME	LOCATION
Globe Vote Center	Elks Lodge
Miami Vote Center	Miami High School
Payson Vote Center #1	Expedition Church
Payson Vote Center #2	Ponderosa Baptist Church
Star Valley Vote Center	Star Valley Baptist Church
300 - Copper Basin	Hayden/Winkelman School District Office
305 - Gisela	Gisela Community Center
310 - Pine-Strawberry East 315 - Pine-Strawberry West	First Baptist Church of Pine
320 - Roosevelt 325 - Sierra Ancha	Roosevelt Baptist Church
330 - Tonto Basin	Tonto Basin Chamber of Commerce
335 - Whispering Pines	Whispering Pines Fire Station
340 - Young	Pleasant Valley Community Center
345 - Zane Grey	Christopher Creek Bible Fellowship Church
400 - Canyon Day	Canyon Day Jr High School Library
405 - Carrizo	Carrizo Assembly of God Church
410 - San Carlos	Rice Gym
	Number of Polling Places
	16

Potential Cost Savings by Moving to Vote Centers

Polling place fees

The Gila County Elections Department pays \$2,100.00 per election for the use of 33 facilities. By transitioning to 16 Vote Centers our fees would drop to \$1,275 a savings of over \$800.

Poll Workers

The Gila County Elections Department used 203 Poll workers for the 2014 General Election at a cost of \$22,255.00. By shifting to Vote Centers we would need approximately 110 poll workers, that would cost roughly \$11,790.00, close to a 50% cost reduction.

Early Board Workers

The Gila County Elections Department used 23 Early Board workers for the 2014 General Election at a cost of \$9,455.00. If the Gila County Elections Department were to procure a Central Count unit for tabulation it is possible that close to 50% reduction would occur in this area also.

ARF-3095

2. D.

Work Session

Meeting Date: 03/31/2015

Submitted For: Jeff Hessenius, Finance Director

Submitted By: Jeff Hessenius, Finance Director, Finance Division

Department: Finance Division

Information

Request/Subject

FY16 Budget Development - Analysis and Discussion

Background Information

Annually the Finance Department develops and prepares the Gila County budget for the upcoming Fiscal Year (FY). The next annual budget that will be presented to the Board of Supervisors (BOS) will be the FY16 budget, which commences July 1, 2015, and concludes June 30, 2016. This work session provides the BOS an opportunity to provide staff with direction relating to their goals and priorities for the next FY.

Evaluation

During the BOS work session, staff will have the opportunity to provide the BOS with information relative to the current FY budget performance, along with revenue and expenditure projections for FY16.

Conclusion

The Finance Department budget staff, along with County administrative staff intend to present specific financial information at the work session to assist the BOS in defining FY16 budget priorities, assumptions and direction to staff as it relates to the development and preparation of the FY16 Gila County budget.

Recommendation

N/A

Suggested Motion

Information/Discussion for the Board of Supervisors to consider the budget data and accompanying information, and budget assumptions and policies developed by staff relative to the development and preparation of the FY16 Gila County budget. **(Jeff Hassenius)**

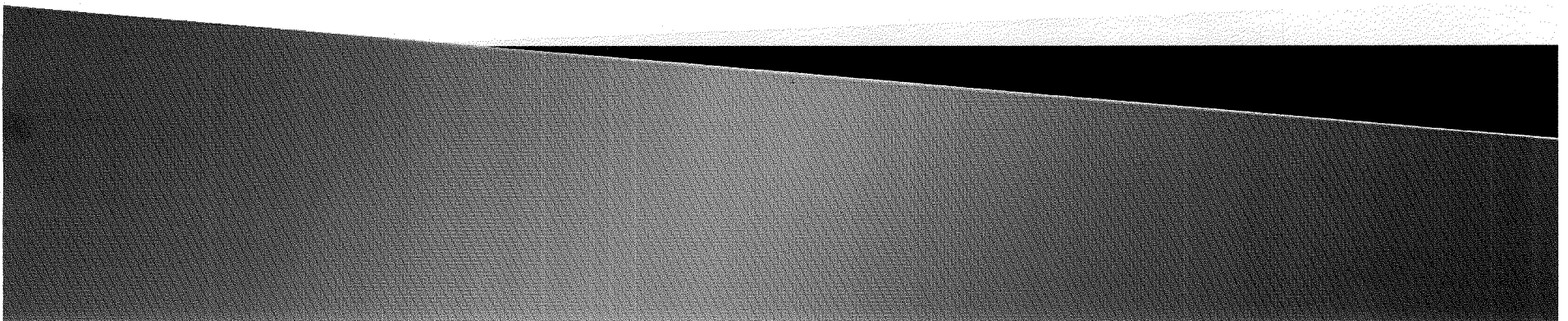
Attachments

Statistical Information

FY16 Gila County Budget

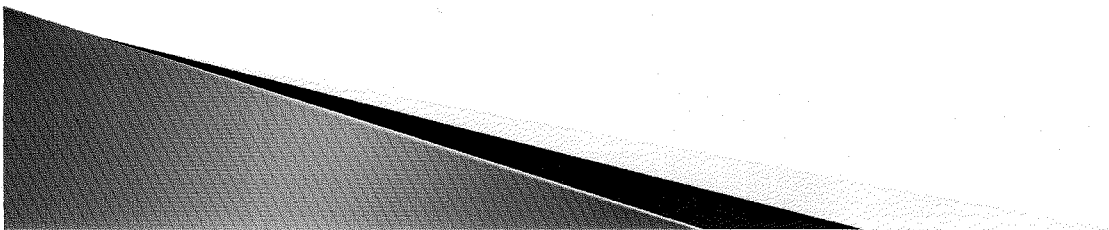
BOS Work Session

March 31, 2015



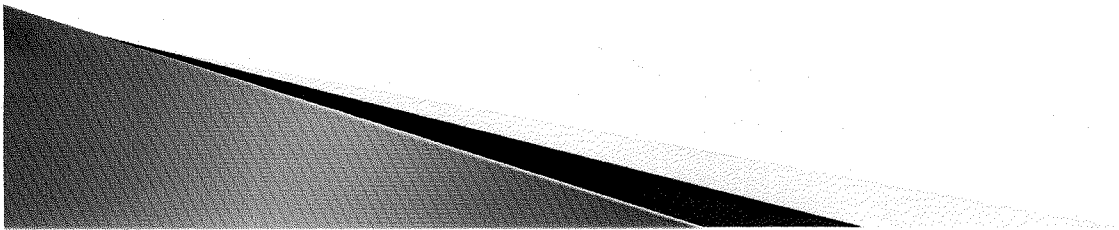
FY16 Budget Policies and Assumptions

- ▶ Maintain Our Commitments to Fund Services For:
 - Employee Medical Insurance Cost Increases
 - Employee Retirement Benefits Cost Increases
 - Additional Costs Related to PSPRS and CORP Cost Increases (NEW)
 - Employee CPI and Performance Salary Increases
- ▶ Maintain Existing County Property Tax Rate
- ▶ TNT Hearing to Consider Change to FY16 Rate



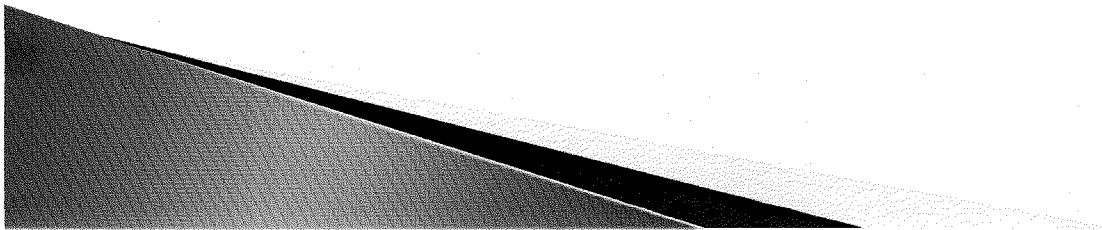
FY16 Budget Policies and Assumptions

- ▶ Assessed Property Values Increased 16%
- ▶ Property Tax Levy Increased \$3M
- ▶ Operate Within Reduced Funding Levels for the County ½ cent Road Tax
- ▶ Absorb State Funding Reductions and Shifts
- ▶ Elected Officials and Appointed Department Heads Will Manage Staffing and Salaries to Stay Within FY15 Funding and Staffing Levels



FY16 Budget Policies and Assumptions

- ▶ Develop a Budget that is Structurally Balanced
- ▶ Maintain Our Public Service Levels in:
 - Law Enforcement
 - Criminal Prosecution
 - Judicial Services
 - Roads
 - Health Services
 - Community Services



Historical Impact of State Funding Shifts, Reductions and Eliminations

Existing FY09 – FY16	Total Amount
HURF shift to DPS	\$2,025,475
State Shared Lottery	\$1,650,105
Community Colleges	\$1,625,000
Restoration to Competency (RTC)	\$1,570,475
TPT on Smelter Electricity	\$600,000
County Assistance Fund	\$273,155
JP Salary Share Reduced	\$263,774
ACJC Indigent Defense	\$36,435
DPS Lab	<u>\$23,245</u>
Total FY09 – FY16	\$8,067,664

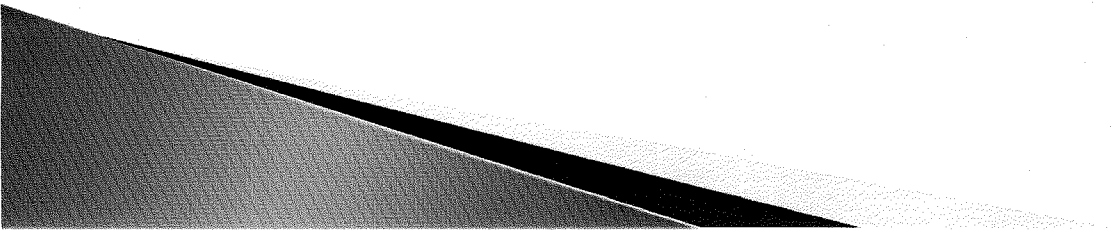
New Impacts of State Funding Shifts, Reductions and Eliminations

New in FY16	Total Amount
25% of Costs for Juveniles at Housed at DJC	\$100,620
DOR Appropriation Shift	\$82,822
Presidential Primary Shift	<u>\$34,202</u>
Total	\$217,644

Total State Funding Shifts, Reductions and Eliminations by FY

Fiscal Year	Total Amount
2009	\$319,232
2010	\$880,725
2011	\$1,486,942
2012	\$1,621,037
2013	\$1,596,037
2014	\$621,117
2015	\$760,274
2016	<u>\$999,944</u>
Total FY09 – FY16	\$8,285,308

Ongoing Reductions/Eliminations Not Quantified

- ▶ Suspension of State Lake Improvement Fund (SLIF) Grant Program
 - ▶ Elimination of Department of Health Services Grants to Counties for:
 - Prenatal
 - Tuberculosis
 - Influenza
 - Food Borne Illness
 - ▶ Reduction of Federal Resources such as:
 - PILT
 - Secure Rural Schools
 - Criminal Justice
 - Public Health
- 

Ongoing Reductions/Eliminations Not Quantified

- ▶ Increased Employer Contributions to State Retirement Systems
- ▶ ALTCS and AHCCCS Funding provided to State
- ▶ Elimination of Funding for School Resource Officers (SRO)
- ▶ Reduction of Funding associated with Sexually Violent Prisoners

