TO: Josh Allen, Chief Financial Officer
FROM: Marjorie Bennett

RE: Items for CFO Signature

DATE: June 1, 2015

Below you will find a brief summary of the grant agreements or amendments that are provided for your review & signature. If you have any questions, please let us know and thank you in advance.

Grant Agreements

Grantee: Gila County Library District
Regional Partnership Council: San Carlos
Funding: $70,000
Authorized: Approved at the June 2015 Board Meeting
Program Services

- 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.
- They will focus on:
    a. 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
    b. As an incentive and reward, each month, each child whose parents listen to the early literacy information will receive a book in the mail address to the child
    c. Gila County Library District will persist in its collaborative efforts striving to reach as many parents/caregivers of children birth through five with their Early Literacy message

Target Service Units

- 15,000 Books to be distributed
- 75 workshops to be held

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

- 11,130 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.

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.

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, 11,130 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:

1st Quarter (July 1 - September 30)	Due: October 20
2nd Quarter (October 1 - December 31)	Due: January 20
3rd Quarter (January 1 - March 31)	Due: April 20
4th 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. Review of Printed Materials. First Things First must review and approve all Grantee publications and/or media funded or partially funded through this Agreement for compliance with this Agreement. 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 prior to release. If deemed necessary by First Things First, the Grantee shall revise the materials as indicated by First Things First 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. 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.

D. 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.

E. 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.

F. 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

Michael Pastor
Chairman, Gila County Board of Supervisors

5/12/15
Date

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

Josh Allen
CFO/COO

6/9/15
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 _X_County Government ____Local Government ____Schools

____Tribal ____Faith Based ____Non Profit ____Private Organization ____Other

Have you previously conducted business with First Things First using this EIN? _X_**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: _X_Cash ____Accrual

Does your organization undergo an annual independent audit in accordance with 2 CFR Part 200, Subpart F?

_X_**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: Parents of Children Birth through Five

Number of **books distributed**: 11,130 (750 x 12 months plus 780 promo first books plus 1,350 magazines)

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 offer "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 Public Services Librarian is the Coordinator for the Dolly Parton's Imagination Library Program and provides support to the Community Liaisons and the Early Literacy Program Coordinator. 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. The Early Literacy Program Coordinator will plan and conduct parent programs at the library and other locations. The Liaisons will talk with parents at various venues throughout the region. 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.

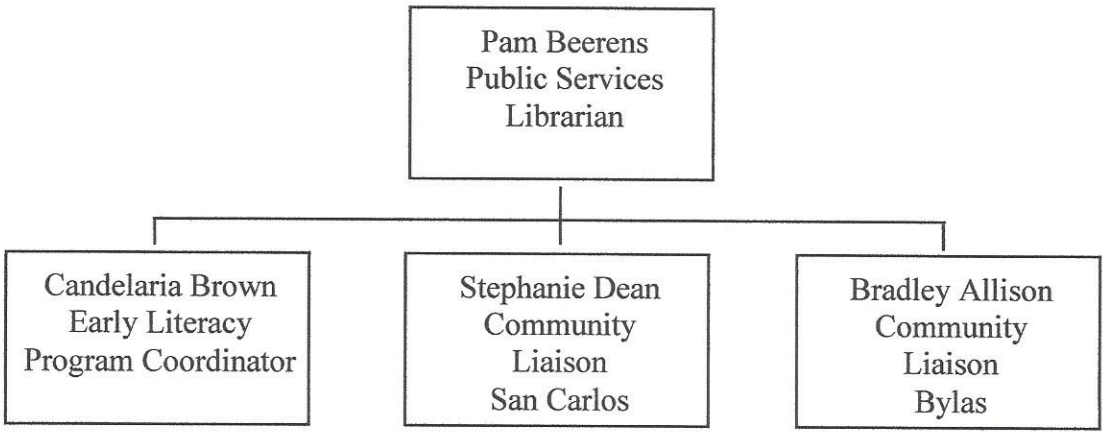
Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.			
Name/ Position Title	**Background/Expertise***	**Key Roles and Responsibilities**	**FTEs funded through the program**
Pam Beerens/ Public Services Librarian	MLS degree, Early Literacy training, grant management experience, computer knowledge, general office experience.	Grant Administration, Financial, Program, create evaluation forms and collect required FTF evaluation data, monitor and evaluate workshops conducted by the Early Literacy Program Coordinator.	*.16*
Candelaria Brown/ Early Literacy Program Coordinator	Has knowledge of Early Literacy Programming. Communicates well with adults and children alike. 2+ years experience working at the local library.	Plan and conduct Early Literacy workshops for parents at San Carlos Library, Head Start, and other locations.	*.30*
Stephanie Dean/ Community Liaison	Familiar with local communities and events. Three years experience as Community Liaison. Previous experience as Early Steps Coordinator.	Provide research-based information to parents in San Carlos and Peridot and surrounding areas about brain development and the importance of early literacy. Sign up children for the Imagination Library.	*.30*
Bradley Allison/ Community Liaison	Familiar with local communities and events. Thirteen years experience as Jagerache Homeschool Administrator. Transit Driver for San Carlos Apache Tribe.	Provide research-based information to parents in Bylas about brain development and the importance of early literacy. Sign up children for the Imagination Library.	*.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 providing evidenced-based research training to parents/caregivers at various locations throughout the San Carlos Apache Reservation. The District will enroll children in the Imagination Library program whose parents/caregivers attend the information sessions on the importance of early literacy which include information from 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. The Early Literacy Program Coordinator will plan and conduct weekly parent and caregiver workshops at the San Carlos Public Library and Head Start locations. The content of workshops will be monitored and evaluated by the Public Services Librarian. Brain Boxes will be used to instruct parents on the importance of developing early reading skills and ways to work with their children.

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 evidenced-based research 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 $25.59 per child per year), and pick up undeliverable books at the Post Offices throughout the service area. When the parents are known by the Liaisons, these books will be hand-delivered by the Liaisons as time permits. Remaining books will be given as First Books to children who sign up for the program. The County Librarian and Public Services Librarian 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 Community Liaisons will provide evidenced-based research training in venues and at events that happen in each of the communities. The Community Liaisons will offer parent and caregiver early literacy trainings with the local partners, i.e. San Carlos Apache Tribe WIC, San Carlos Head Start, etc.

The Community Liaisons and the staff at the San Carlos Public Library will be actively involved in enrolling children at the library, 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 750 children ages birth to five in the region to be registered and receive books through the Imagination Library program, a 21% increase, and 150 5-year-olds to receive 9 issues of Ladybug Magazine. The 2010 U.S. Census counted 1203 children in the birth to five population in the Bylas/Peridot/San Carlos region. Average enrollment for FY14 was 575. Final enrollment for FY15 is 620 plus 147 magazine subscriptions. In future years, as enrollment increases, we will re-evaluate personnel needs and appropriate more money toward books.

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. The Early Literacy Program Coordinator will plan and conduct parent-child workshops at the San

Carlos Public Library and Head Start locations, using Brain Boxes, Storytimes, and information from the Every Child Ready to Read curriculum. The Liaisons will talk with parents at various venues throughout the region.

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. Each of these entities is a part of the San Carlos Collaborative of First Things First. The San Carlos Public Library is an affiliate of the Gila County Library District. We have informal partnerships with the other groups. This is an area which we will develop further to be aware of services provided. The Safford City-Graham County Library assists us by using the Imagination Library to transfer registrations of children from Bylas who are part of our region.

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. The Early Literacy Program Coordinator will contact Head Start and other locations outside of the San Carlos Public Library to make arrangments to conduct workshops. The Liaisons will seek permission to set up booths and/or talk with parents at various community events.

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. The current Early Literacy Program Coordinator, Candelaria Brown and the two Community Liaisons, Stephanie Dean and Bradley Allison, reside within the San Carlos Apache Reservation. These personnel will be retained for FY16. If a need arises to replace personnel, we will again advertise for applicants within the San Carlos area and keep this a priority in evaluating applications and conducting interviews.

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. The Early Literacy Program Coordinator will report to the Public Services Librarian the number and type of workshops conducted and the number of participants. The Public Services Librarian will clarify if these meet the criteria for a "workshop" and add them to the quarterly reports. The Liaisons will report the number of events attended and the number of parents and children with whom they interact.

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, providing copies of Every Child Ready to Read curriculum materials as examples for conducting workshops and speaking with parents.	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 parents who do not come to the library, to talk with them and enroll their children in the Imagination 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		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 1st during 4th 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

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		**Personnel Services Sub Total**	**$31,293.00**
Salaries	16% of Public Services Lib. Salary 2 Community Liaisons Early Literacy Program Coordinator	5,280.00 15,249.00 10,764.00	
EMPLOYEE RELATED EXPENSES		**Employee Related Expenses Sub Total**	**$4,294.59**
Fringe Benefits or Other ERE	Soc. Security, Medicare, Work Comp Health Ins. & AZ Retirement	2,456.51 1,838.08	
PROFESSIONAL AND OUTSIDE SERVICES		**Professional & Outside Services Sub Total**	**$19,190.83**
Contracted Services	Dollywood Foundation Imagination Library Books	19,190.83	
TRAVEL		**Travel Sub Total**	**$890.00**
In-State Travel Out of State Travel	2000 miles @ .44 ½ per	890.00	
AID TO ORGANIZATIONS OR INDIVIDUALS		**Aid to Organizations or Individuals Sub Total**	**$**
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		**Other Operating Expenses Sub Total**	**$7967.95**
• Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted & non-personnel expenses) • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Program Materials • Program Supplies • Scholarships • Program Incentives	Nutritious snacks for 75 workshops @ $15 per workshop Printing of 800 Surveys 1000 Registration Brochures 150 Graduate Magazine Subscriptions Craft Supplies Promo first books Shipping for books	1,125.00 225.00 450.00 3,780.00 607.95 1,680.00 100.00	
NON-CAPITAL EQUIPMENT		**Non-Capital Sub Total**	**$**
Equipment $4,999 or less in value			
Subtotal Direct Program Costs:			**$63,636.37**
ADMINISTRATIVE/INDIRECT COSTS		**Total Admin/Indirect**	**6,363.63**
Indirect/Admin Costs		$6363.63	
Total		**$**	**$70,000.00**

Authorized Signature _____ Date 5/12/15

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 x 16% = **$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%	62.59	
		$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	612.48	
		$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. Average rate of approximately $25.59/year per child with a goal of 750 for a total of **$19,190.83**.

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: T*elephones / 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.

780 Promo-Library Books @ $2.15 average:	$1,680.00
Shipping:	100.00
150 Graduate Magazine Subscriptions: (Average 9 per month per year at $24.95/ea.)	$3,780.00
1000 Registration Brochures in English: (A vivid, 4 color registration brochure with a complete description of the program and room to include sponsor names and logos)	$ 450.00
Craft Supplies for workshops: (Colored paper, manila paper, crayons, markers, glue sticks, play dough, tempera paint, scissors, brushes, etc.)	$ 607.95
800 Parent Survey Printing (letters, postcards):	$ 225.00
Nutritious food snacks for workshops: (75 workshops @ $15 ea.)	$ 1,125.00

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 Jacque Griffi Date 5/12/15

Attachment F

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 Jacque Griffin Date 5/12/15

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 (11,130 books distributed for GRA-RC029-16-0761-01)
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

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