

Government Agreement Summary

GRA Number: GRA-RC004-17-0838-01

Region/Funding Source:

Gila Regional Partnership Council

Applicant Information:

Gila County Library District

1400 E Ash Street
Globe, AZ 85501

Contact Name: Jacque Sanders

Email: jsanders@gilacountyaz.gov

Phone: (928) 402-8770

Strategy: Parenting Outreach and Awareness

Amount Available for Award: \$60,000

Target Service Units:

Parenting Outreach and Awareness

- 21,600 books distributed
- 360 local resource guides distributed
- 0 workshops held
- 0 events held
- 0 participating practices

Brief Description:

In order to meet the needs of young children and their families in the region the Gila Regional Partnership Council is funding the Parenting Outreach and Awareness strategy with a specific focus on early literacy. It is expected that the grantee will continue to implement Dolly Parton's Imagination Library program throughout Gila County. This agreement will be with the Gila County Library District.

Grant Term/Estimated Start Date:

The estimated grant term is July 1, 2016 through June 30, 2017, unless terminated, cancelled or extended.

Contact Information:

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

GOVERNMENT AGREEMENT

GRA-RC004-17-0838-01

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

I. Purpose

In order to meet the needs of young children and their families in the region the Gila Regional Partnership Council is funding the Parenting Outreach and Awareness strategy with a specific focus on early literacy. It is expected that the grantee will continue to implement Dolly Parton's Imagination Library program throughout Gila County. This agreement will be with the Gila County Library District.

II. Term, Renewal

The term of this Agreement is July 1, 2016 through June 30, 2017. 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. **Brief Statement of Need**

The Gila Regional Partnership Council has identified the need to ensure that families of young children are aware of and offered information about parenting. Given the important role that parents and families have as their child's first and most important teacher, providing information, services, and programs that support families must be part of the continuum of strategies within the family support system to meet the universal needs of all families.

B. **Brief Statement of Strategy**

When implemented, the Parenting Outreach and Awareness strategy 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 how to select books that are developmentally appropriate or know how to read to children at different developmental stages. Additionally, they may not have access to books (e.g., may not be able to afford books; may not live near a library, or they may not have transportation to get to the nearest library).

C. Brief Statement on Target Population

Families of young children birth to age 5 residing in the Gila region. Programs funded under this Agreement must provide services throughout the region.

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. In providing programming described in Section IV.A, the Grantee shall act in accordance with its Program Questions and Narrative Responses; the approved budget; and 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).

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 \$60,000, 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 one Data Submission Report 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 November 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 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.

- G. **Sectarian Purposes.** Funds provided under this Agreement may not be expended for any sectarian purpose or activity, including religious worship or instruction. Additionally, the Grantee shall implement the programs or services funded under this Agreement consistent with the First Amendment of the United States Constitution. With respect to these programs or services, the Grantee also shall not discriminate against any program or service beneficiary or applicant on the basis of religion. First Things First reserves the right to verify or monitor compliance with this paragraph. The Grantee shall repay any funds awarded under this Agreement that the Grantee spends in violation of this paragraph.

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 defend, indemnify, 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) (hereinafter collectively referred to as “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 including its officers, officials, agents, employees or volunteers. The State of Arizona, Early Childhood Development and Health Board (First Things First) is self-insured per A.R.S. § 41-621.
- 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, volunteers, or subcontractors. 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. The subcontractor or subgrantee shall agree to waive all rights of subrogation against the State for losses arising from the work performed by the subcontractor or subgrantee for the State.

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, including its published Insurance Modules, and in 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, AZ 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 A Pastor
Chairman, Gila County Board of Supervisors

Josh Allen
CFO/COO

Date

Date

Government 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

Agency/Organization Profile

A. Agency/Organization:

Program Name Early Literacy – Parent Outreach and Awareness

Agency Gila County Library District Contact Person Jacque Sanders

Address 1400 E Ash Street Position County Librarian

Address _____ Email jsanders@gilacountyaz.gov

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

County Gila Fax (928) 425-3462

Employer Identification Number: 86-6000444

Agency Classification: State Agency County Government Local Government Schools
 Tribal Faith Based Non Profit Private Organization Other

Have you previously conducted business with First Things First using this EIN? Yes No
If not, or if there has been address or EIN changes, please go to https://gao.az.gov/sites/default/files/GAO-W-9_072815-S%26S%26A.pdf, download the State of Arizona Substitute W-9 Form, and submit with your application.

Congressional district (federal) in which agency provides most services: District # 1

Legislative district (state) in which agency provides most services: District # 6,8
Go to <http://www.azredistricting.org> and click on Final Maps to identify your congressional and legislative district

Approximate federal funding (from a federal source) to be received in current fiscal year? \$ 0.00

Agency's fiscal year-end date: June 30

Agency's accounting method: Cash Accrual

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

Contact information for firm conducting agency audit:

Audit firm: Office of the Auditor General

Address: 2910 N 44th Street, suite 410, Phoenix, AZ 85018

Phone: (602) 553-0333

B. Proposed Program Information/Description:

Amount requested: \$60,000

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

Target population of proposed program: 1800 (78 % of the 2321 children ages birth to 5 years per 2010 U.S. Census Data)

Number of books distributed: 21,600

Number of local resource guides distributed: 360

Number of workshops held: 0

Number of events held: 0

Number of participating practices: 0

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.

The Gila County Library District will continue to oversee a collaborative early literacy effort among the District, Globe Public Library, Hayden Public Library, Isabelle Hunt Memorial Library, Miami Memorial Library, Payson Public Library, Tonto Basin Public Library, Young Public Library, and Gila County Health Department (WIC) to promote early literacy development in young children, birth to age five, by conducting outreach presentations to parents/caregivers at various locations throughout the Gila Region portion of Gila County. The District will enroll the children of the parents/caregivers who attend the information sessions in "The Imagination Library." The Imagination Library Program will mail age appropriate, professionally selected books monthly to each child enrolled.

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.

Gila County Library District will persist in its collaborative efforts with other Gila Region grantees as well as the Gila County WIC program, Battered Women's shelters, Teen Pregnancy Programs, and local hospitals in an effort to reach as many parents/caregivers of children birth through age 5 with our Early Literacy message.

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 Sanders	Email: jsanders@gilacountyaz.gov
	Title/Position: County Librarian	Phone: (928) 402-8770
	Physical Address (if different than the agency address):	
Finance Contact	Name: TBH	Email:
	Title/Position: Public Services Librarian	Phone: (928) 402-8768
	Physical Address (if different than the agency address):	
Program Contact	Name: TBH	Email:
	Title/Position: Public Services Librarian	Phone: (928) 402-8768
	Physical Address (if different than the agency address):	
Evaluation Contact	Name: TBH	Email:
	Title/Position: Public Services Librarian	Phone: (928) 402-8768
	Physical Address (if different than the agency address):	

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. *Example:*

Key Personnel - fully or partially funded through proposal - directly responsible for program implementation/services			
Name/ Position Title	Background/Expertise* (include qualifications that align with the Standards of Practice)	Key Roles and Responsibilities	FTEs funded through the program
<i>TBH/ Public Services Librarian</i>		<i>Grant Administration, Financial, Program, Evaluation Contact for FTF PGMS</i>	<i>.10</i>
Additional Personnel - fully or partially funded through proposal - not directly implementing or have direct program oversight			
		Program Total:	.10

* 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.

For this grant, only a portion (10%) of the Public Services Librarian will be funded through this program, therefore an organization chart is not applicable.

Required Narrative Responses

Provide a narrative response that addresses the following items.

- a) Provide a description of how Dolly Parton's Imagination Library program will be implemented and how the grantee will collaborate with other grantees and service providers in the region to refer parents and families to parenting education workshops and other activities in the Gila Region that focus on early language and literacy development.

The Gila County Library District will continue to oversee a collaborative early literacy effort among the District, Globe Public Library, Hayden Public Library, Isabelle Hunt Memorial Library, Miami Memorial Library, Payson Public Library, Tonto Basin Public Library, Young Public Library, the Gila County Health Department (WIC), Teen Outreach Pregnancy Services, and other area agencies to promote early literacy development in young children, birth to age five, by conducting outreach presentations to parents/caregivers at various locations throughout Gila County. Gila County Library District will persist in its collaborative efforts with Read On Collaborative partners, Battered Women's shelters, Head Start, local schools, the Health Department, and local hospitals striving to reach as many parents/caregivers of children birth through age 5 as possible with our Early Literacy message.

The District will enroll the children of the parents/caregivers who participate in the information sessions in "The Imagination Library." The Imagination Library Program will mail age appropriate, professionally selected books monthly to each child enrolled. This project builds on the work that the public libraries already do 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 story times and other preschool activities in the library setting.

Due to the lag time in receiving the first book (6-8 weeks) from Dolly Parton Imagination Library, we plan to continue to give every child a beginning book at the time of registration so that parents can begin practicing the early literacy skills learned as soon as possible. This allows each family to have an immediate "take home" to reinforce both the importance of reading and the program itself.

The Gila County Library District staff and the staff at the local public libraries will be actively involved in enrolling children at the libraries, at other venues, and at community events throughout service area of the Gila Region Council in order to access hard-to-reach families. 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.

The Gila County Library District staff and the staff at the local public libraries are actively engaged in collaborative efforts with other First Things First grantees to cross-promote programs and provide awareness and advocacy for early childhood programs throughout the region. Other access points for reaching families will be at community events in each local community, social service agencies, and typical stopping places for parents such as grocery stores, churches, hospitals and doctor's offices.

Gila County Library District will continue to collect data from the Dolly Parton Imagination Library Book Order Program, our community partners and the public library staffs. This data will be used to concentrate efforts to find children that have not yet been registered in the program. Data collected from the annual parent survey will be evaluated to determine if the program is effective, and to make adjustments as necessary. Local resource guides will be mailed with each survey. In addition, the Public Services Librarian and each library will distribute local resource guides.

- b) Provide a description of the following related to the target population of families of young children birth to age 5 residing in the Gila region to be served by the proposed program:
- 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 Dolly Parton Imagination Library mails age appropriate books to children age birth to five enrolled in this program. The Book Selection Committee is comprised of professional educators, authors, health professionals, and parents who review and update the list of age appropriate titles each year. For 2016, bilingual books have been added to each age level, along with new award winning titles. Research regarding participation in the Imagination Library, conducted by the Center for Urban and Regional Applied Research (CURAR), indicates that, "greater exposure to the program (i.e., increased access to books) was associated with more frequent child-directed reading and discussion of the story. These results persisted when controlling for the effects of child age, gender, family income, parental education, race, parental nation of birth, and primary language." (Frank Ridzi Ph.D.i Monica R. Sylvia Ph.D.ii and Sunita Singh Ph.D.iii Le Moyne College Center for Urban and Regional Applied Research (CURAR), Imagination Library: Do More Books in Hand Mean More Shared Book Reading? July 2011)

The Target Service Units are based on the number of children served each month. As of March 2016, there were 1,815 children enrolled in the Gila Region. In addition, each library receives one book in each age level category each month. Beginning in May 2015, the Public libraries no longer

receive these extra books. Each month, approximately 33 children age out of the program by turning five, approximately 5 children move out of the service area, and approximately 35-40 new enrollees are added each month. While monthly enrollment fluctuates, enrollment has had a net increase of 80 children over the past year. We would expect this trend to continue.

Target Areas	2010 Census Data Birth to 5 yrs.	Enrollments in Imagination Library *	Target Population Reached
Globe/Miami	1101	854	78 %
Hayden/Winkelman	78	61	78 %
Payson/Star Valley/Gisela	953	810	85 %
Pine/Strawberry	55	49	89 %
Tonto Basin/Roosevelt	108	61	56 %
Young	17	25	147%

* Enrolled as of March 2016

According to census data, there are 2,312 children birth to age 5 in the Gila Region. For March 2016, 1860 books were mailed (including the 45 library books), which represents 80% of the children eligible will receive a book from the Imagination Library.

The Gila County Library District, staff from the affiliate libraries, and staff from the Gila County Health Department are all engaged in maintaining the child list, entering new enrollees, and updating address information for those who move within the region.

- c) Identify capacity or infrastructure building which will be needed to provide Dolly Parton’s Imagination Library program, including agreements and partnerships with other departments and agencies, additional resources, and training and technical assistance.

The Gila County Library District has adequate capacity to provide the Imagination Library Program. Existing arrangements with the Gila County Health Department, WIC program, ensures that information is shared with parents who participate in WIC, and children are enrolled in the Imagination Library Program. Library District staff and local library staff participate in several community outreach events throughout the year to reach additional families. The Gila County Library District provides training and resources to new library staff regarding early literacy efforts, and the Arizona State Library provides training statewide on early literacy information, engagement and programming.

- d) Identify barriers to providing Dolly Parton’s Imagination Library program and plans for addressing these barriers.

- Please address how the program will ensure books are received by children and families enrolled in the Dolly Parton Imagination Library to build their home libraries.
- Please address a plan for the undeliverable books due to incorrect mailing address, families moving, etc.
 - i. Identify the process for managing a possible inventory of undeliverable books

The Dolly Parton Imagination Library is designed to mail age appropriate books to enrolled children. This program currently operates in more than 1,600 communities in the United States, Canada, and the United Kingdom, and mails more than 750,000 books monthly. Since the books are mailed at the lowest possible postage rate, they are not eligible for forwarding. Therefore, the Imagination Library works very closely with the United States Postal Service to ensure that mailing addresses are correct and books are delivered. The Imagination Library portal links to the NCOA (National Change of Address) database to ensure that addresses are entered in the appropriate format for delivery and the Operations Training Manual and Reference Guide, updated October, 2015, outlines procedures for postal information. Each month the Imagination Library notifies the Gila County Library District which books were undeliverable utilizing the NCOA list. Every staff member and volunteer is provided the Operations Training Manual and Reference Guide. The initial enrollment information includes phone numbers and email addresses, and every effort is made to contact parents and update the mailing information when an address is placed on the NCOA list. If parents cannot be contacted, the children are removed from the child list to prevent additional books being mailed to undeliverable addresses.

Each local library has developed a relationship with their local postmaster to obtain the undeliverable books, which otherwise wind up in the dead letter file. The libraries and the Library District utilize these undeliverable books by redistributing them as first books for newly enrolled children.

- 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.

The Gila County Human Resources Department is currently recruiting a qualified individual to fill the Public Services Librarian position. It is anticipated that this position will be filled within 30 days, and the appointee will be fully trained prior to the new grant year.

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

Gila County Library District will persist in its collaborative efforts with Read On Collaborative partners, Battered Women's shelters, Head Start, local schools, the Health Department, and local

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hospitals striving to reach as many parents/caregivers of children birth through age 5 as possible with our Early Literacy message. The Gila County Library District staff and the staff at the local public libraries are actively engaged in collaborative efforts with other First Things First grantees to cross-promote programs and provide awareness and advocacy for early childhood programs throughout the region. The Public Services Librarian will continue to attend and participate in First Things First grantee meetings and will visit all local schools and Headstart programs in the coming year.

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

All data collected for the Dolly Parton Imagination Library Program is stored in the online book order system of the Program. This secure portal has restricted access to data, and is not shared with any other group for any purpose. All registration forms are shredded after the information contained within has been entered into the book order system at www.imaginationlibrary.com Data will only be used to deliver books to children and mail the annual parent survey. The Public Services Librarian will be responsible for all reporting requirements through the First Things First PGMS portal. In addition, the County Librarian will continue to maintain access to PGMS and is trained to fulfill all reporting requirements, to ensure continuity.

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, 2016 – June 30, 2017**

Activities	Task	Person Responsible	Date Task Will Be Completed	Support Documentation
Timesheets/payroll	Fill out timesheets	Public Services Librarian - TBH	Weekly on Mondays	Filed with Gila County Payroll Finance Department
	Process reimbursement requests for payroll from FTF	Public Services Librarian - TBH	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 Services Librarian -- TBH, library Staff, WIC staff	July 2016 through June 2017	Registrations will be turned in to Library District for input into Imagination Library System
	Locate venues for reaching children whose parents do not come to libraries or WIC, including hospital visits	Public Services Librarian - TBH	Monthly	Monthly reporting
	Data updates for change of address	Public Services Librarian - TBH	Monthly	Handled monthly
	NCOA Alerts for "Bad" addresses	Public Services Librarian - TBH	Monthly	Monthly reports online 2 nd week of each month
Foundation Site	Process invoices for book orders from Dollywood Foundation Imagination Library	Public Services Librarian - TBH	Monthly	Filed with Gila County Finance Department

Invoicing	Process all other invoices for Early Literacy programming	Public Services Librarian - TBH	As the need arises	Filed with Gila County Finance Department
	Input Paid Invoices to First Things First	Public Services Librarian - TBH	Monthly	Filed with FTF PGMS
Data/Narrative Reports	Upload Data Report to FTF	Public Services Librarian - TBH	Quarterly	Filed with FTF PGMS
	Upload Narrative Report to First Things First	Public Services Librarian - TBH	Quarterly	Filed with FTF PGMS
Evaluation	Poll Kindergarten Teachers	Public Services Librarian - TBH	September	Keep on file at GCLD and report to FTF in PGMS
	Mail Surveys and resource guides to parents during 4 th quarter	Public Services Librarian - TBH	April-May	Copy of survey on file in GCLD office and report to FTF in PGMS
Early Literacy Training	Collate responses report results	Public Services Librarian - TBH	June	Report to librarians and include in final quarterly report to FTF PGMS
	Train parents/caregivers by attending parent meetings of various community entities during the year	Jacque Sanders, and Public Services Librarian - TBH,	As often as possible when the occasions arise	Filed with FTF PGMS Data Reports
	Train parents/caregivers by video presentation, or one on one training 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, Library District staff	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, 2016 – June 30, 2017

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$3,400.00
Salaries	Public Services Librarian 10% of FTE	3,400.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$1,427.30
Fringe Benefits or Other ERE	Social Security, Medicare, Workers Comp Health Insurance and ASRS	266.90 1,160.40	
PROFESSIONAL AND OUTSIDE SERVICES		Professional & Outside Services Sub Total	\$46,152.00
Contracted Services	Dollywood Foundation, Imagination Library	46,152.00	
TRAVEL		Travel Sub Total	\$
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	\$3,566.70
• Postage	1500 postcards and letters for parent surveys	1,218.50	
• Printing/Copying	Printing 1500 letters, postcards & envelopes	328.00	
• Program Supplies	2000 labels for registration forms	26.00	
• Program Incentives	495 promotional and first books	1,994.20	
CAPITAL EQUIPMENT		Capital Equipment Sub Total	\$
Equipment \$5,000 or greater in value			
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$54,546.00
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$5,454.00
Indirect/Admin Costs		\$5454.00	\$
Total		\$	\$60,000.00

Authorized Signature *Jacque Sanders* Date 4/19/2016

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. Rate of \$25.64/year per child with a goal of 1800/mo. (21,600/year) for a total of \$46,152.00.

Total Professional & Outside Services: **\$ 46,152.00**

Travel: *Separate travel that is in-state and out-of-state. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the 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://qao.az.gov/travel/travel-information>) for both in-state and out-of-state travel.*

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.*

- 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.
- 240 promo first books, and 255 promo books for collaborative partners, and shipping, estimated at \$4.03 ea, for a total of \$1,994.20.
- 2000 labels for mailings, \$26.00.

Total Other Operating Expenses: **\$3,566.70**

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:

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.

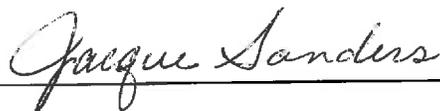
OR

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.**

Total Indirect Costs:

\$5,454.00

Authorized Signature



Date

4-19-2016

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
No additional funding is included in this program			
	Total:	0.00	

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

Gila County follows the "Uniform Accounting Manual for Arizona Counties" established by the Office of the Auditor General.

Authorized Signature Robert J. [Signature] Date 4/19/16

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

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

The Gila Regional Partnership Council has identified the need to ensure that families of young children are aware of and offered information about parenting. Given the important role that parents and families have as their child's first and most important teacher, providing information, services, and programs that support families must be part of the continuum of strategies within the family support system to meet the universal needs of all families.

Based on data from the 2014 Regional Needs and Assets Reports, the Gila Regional Partnership Council has identified the need for family support services in the area of early literacy. As of the 2013-2014 school year, Arizona Revised Statute (also known as Move on When Reading) states that a student shall not be promoted from the third grade "if the pupil obtains a score on the reading portion of the Arizona's Instrument to Measure Standards (AIMS) test...that demonstrates that the pupil's reading falls far below the third-grade level." Exceptions exist for students with learning disabilities, English language learners, and those with reading deficiencies. The AIMS A (Arizona Instrument to Measure Standards Alternate) meets federal requirements for assessing students who have significant cognitive disabilities. In order for children to be prepared to succeed on tests such as the AIMS, research shows that early reading experiences, opportunities to build vocabularies and literacy rich environments are the most effective ways to support the literacy development of young children.

Overall, Gila County 3rd graders performed less well than students statewide in both math and reading, with a higher percentage of students not passing in each subject (indicated by a combination of the percentages for "approaches" and "falls far below.") In math, 69 percent of third graders statewide passed the math AIMS test, whereas 50 percent of third graders in Gila County did. In reading, 74 percent of Arizona 3rd graders passed the reading AIMS test, while 59 percent of Gila County 3rd graders did. Preliminary AzMERIT scores indicate that 43% of Arizona 3rd graders are minimally proficient (the lowest category) in the area of Language Arts and Reading.

In order to meet the needs of young children and their families in the region the Gila Regional Partnership Council is funding the Parenting Outreach and Awareness strategy with a specific focus on early literacy and providing literacy rich environments for children in their homes. It is expected that the grantee will continue to implement Dolly Parton's Imagination Library program throughout Gila County.

Description of Strategy

When implemented, the Parenting Outreach and Awareness strategy 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 how to select books that are developmentally appropriate or know how to read to children at different developmental stages. Additionally, they may not have access to books (e.g., may not be able to afford books; may not live near to a library, or they may not have transportation to get to the nearest library).

Parenting Outreach and Awareness components can include: earned media, paid advertisements, resource distribution and/or parenting activities. Earned media is defined as recognition from a major broadcast print or emerging media as well as information placed in smaller community newspapers, newsletters, and public service announcements. Paid advertising is defined as advertising through billboards, print ads, multimedia campaigns (TV), radio and online ads. Paid advertising requires a substantial financial investment and must be accompanied by other strategies in order to be effective in changing behavior. Resource Distribution can include: distribution of children's books, audio discs, community resource guides, child development and child health fact sheets, parenting tip sheets, brochures, pamphlets, and/or newsletters. Parenting Activities must offer one-time group based activities for parents and families that increase awareness about child development or child health topics.

The Gila County Library District will implement Dolly Parton's Imagination Library program and collaborate with other grantees and service providers in the region to refer parents and families to parenting education workshops and other First Things First programming with a focus on early language and literacy development held in the community.

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:

- Offer parent and family support and education concerning early childhood development and literacy
- Increase coordination of early childhood development and health programs and provide public information about the importance of early childhood development and health

Target Population and Geographic Area to Serve

- Families of young children birth to age 5 residing in the Gila region

Programs funded under this Agreement must provide services throughout the region.

Gila Regional Partnership Council provides services to Gila County including the communities of Claypool, Globe, Hayden, Miami, Payson, Pine/Strawberry, Roosevelt, Star Valley, Tonto Basin, Winkelman and Young, as well as the Tonto Apache Tribe. The region does not include the tribal lands of the White Mountain Apache Tribe referred to as the Fort Apache Indian Reservation nor the tribal lands of the San Carlos Apache Tribe referred to as the San Carlos Apache Indian Reservation.

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 State Fiscal Year 2015 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:

For this Parenting Outreach and Awareness agreement, the target service units are:

Number of books distributed: 21,600

Number of local resource guides distributed: 360

Number of workshops held: 0

Number of events held: 0

Number of participating practices: 0

For Parenting Outreach and Awareness, performance measures are:

Number of books distributed/proposed number

Number of local resource guides distributed /proposed number

Number of workshops held/proposed number

Number of events held/proposed number

Number of participating practices/ proposed service number

Number of physicians trained in Reach Out and Read program model

Number of trainings conducted

Number of professionals attended

Number of children receiving books

Number of adults attending workshops

Number of adults attending event

Number of paid media

Number of earned media

Number of impressions

Number of education reinforcement items distributed

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>

Suspected Child Maltreatment Mandated Reporting Policy:

<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>

Target Service Unit (TSU) Guidance Document

Parenting Outreach and Awareness TSU Guidance Document:

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

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**

Public data are those data that are readily available in the public sphere, such as websites, publications, or other widely-used sources. Limited distribution data do not identify individuals, but may be of sufficiently small cell size that their dissemination poses a threat to the confidentiality of individuals. Confidential data are those data that identify individuals; are governed by tribal or other agreements that limit their viewing, analysis, and dissemination; or that even when aggregated, put at risk the anonymity of any individual.

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>.

Revised November 2015