



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

### COCOPAH TRIBE REGIONAL PARTNERSHIP COUNCIL

### NEW GRANT AGREEMENT RECOMMENDATION

### SFY2013

<i>Strategy</i>	<i>Program Description</i>
<p><b>Home Visitation:</b> <i>To provide voluntary in-home services for infants, children and their families, focusing on parenting skills, early physical and social development, literacy, health and nutrition. Connect families to resources to support their child's health and early learning.</i></p> <p>Strategy and Financial Allotment approved in the SFY2013 Cocopah Tribe Regional Funding Plan</p>	<p><b><u>Grantee:</u></b> Cocopah Indian Tribe</p> <p><b><u>Program Name:</u></b> Cocopah Early Steps Program</p> <p><b><u>Brief Program Description:</u></b> This program will help promote education amongst expectant mothers, families, and caregivers on topics of nutritional, developmental, and educational milestones of children by using the curriculum from Parents as Teachers Home Visitation model. Through combined home visits, group parenting classes and in home family support, families will experience growth in skill and comfort parenting children birth through five years of age, but focusing more on pregnancy to 3 years of age. It is the goal of this program to maximize parent participation in these processes with the proper methods and education. This program will also promote literacy in home and help families build their own personal libraries to create a rich literacy environment.</p> <p><b>The Award Amount of \$69,182 is for the contract period from July 1, 2012 – June 30, 2013.</b></p>

**\*Included in this written recommendation are the following attachments from the Grant Agreement (# GRA-RC031-13-0488-01) submitted by the Cocopah Indian Tribe:**

- Key Personnel Overview
- Narrative Questions & Responses
- Budget Narrative

## Key Personnel Overview

### KEY PERSONNEL OVERVIEW

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Heather Acosta Title: Early Steps Specialist FTE on this project: 100%	Associates degree in Early Childhood Education, 9 years working with children and families. Currently in position for a year.

## Narrative Questions & Responses

a) Provide a description of the program being proposed:

- Describe the general duration of the program and the frequency and duration of home visits

**The Early Steps program provides home visits to parents that are either expecting or have children up to the age of 5. Visits can be received from one a week to only once a month. This is depending on client and Early Steps specialist to discuss the needs of the child and if the child is considered at risk then more home visits are conducted. Each visit last between 60 minutes to 90 minutes.**

- Describe specific training that will be provided to existing and/or new staff, including how and when it will be delivered and how it will enhance skills necessary to implement this strategy effectively

**The Early Steps specialist will be required to have an associate's degree in Early Childhood Education and at least a year of experience working with children. It is required that the Early Steps specialist continue getting educated to get a Bachelor's in Early Childhood Education or related field. It will be required to show proof of at least part-time (6 credits) of college course are being taken in a college year.**

**The Early Steps Specialist will also need to be a continuous affiliate of the Parents as Teachers home visitation plan. The yearly training renew is mandatory and the additional 20 hours a year need to be related to child development or any other topic related to the Early Steps Program.**

**The continuous training will help keep Early Steps Specialist up to date on any new strategies or medical up dates for child development.**

b) Identify and describe the target population to be served by the strategy, including:

- Population demographics, i.e. all children birth through five, infants and toddlers, families of infants, early childhood professionals, etc.

**The Early Steps Program will serve the Cocopah Indian Tribe which is all member registered or living on the Cocopah Indian Tribe, that are expecting or have children 0 to 5 years of age.**

- Target Service Number based on the Unit of Service(s) included in the scope of work above.

**The Early Steps Program will provide services to 10 families and their extended families that are on the reservation and/or registered as a Cocopah Indian member.**

- How the strategy will meet the needs of the targeted population in terms of being culturally competent, linguistically appropriate, age appropriate and gender responsive.

**The Early Steps program will meet the needs of the population by providing parent-child interaction activities by using the Parents as Teachers model. This will help parents build parenting skills and learn about child development. Each lesson will be developed around each family and their needs for their children.**

- Recruitment and outreach efforts, engagement and retention practices for the targeted population.

**The Early Steps Specialist will recruit by attending committee events and keep close communication with fellow co-workers and providing them with flyers and brochures for the Early Steps Program. When necessary the Early Steps Specialist will hire a part-time recruiter for her program. This recruiter will help reach the committee by passing out flyers and making sure that parents understand all information on flyers.**

**The Early Steps program provides incentives through the collaboration with National Charity Reliefs. This helps with retention of families and provides families with something to work towards in the program.**

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

**The Early Steps Program is currently located in a functional office, however, if parents need to meet outside of home, the Early Steps Specialist and parent go to the Cocopah Community Center. The Community Center allows for us to have visits and meetings as long as we give them a few weeks in advance and they provide workers to set up what is needed for any event.**

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

**The current barriers for the Early Steps program are that the current office that hosts the program is not suitable for parents to work with their children in. The other barrier is that monthly group meetings usually are canceled due to no participation.**

**To solve these barriers the Early Steps specialist is working with Tribal Administrator to find an appropriate office for clients to work with children. The**

**Early Steps specialist will also start co-facilitate with the Cocopah Indian Tribe Parent Aid to do parenting classes that will be for parents and children together. The Early Steps Specialist will get the necessary training to provide this service.**

- e) Describe plans to recruit and locate personnel within the geographical region of the provided service and that are linguistically and culturally competent for the population to be served.

**The Early Steps Specialist will attend any related collaboration meetings to be able to get references to be able to recruit the necessary personnel to provide the services that are need for families in the community. The Early Steps Specialist will use her judgment upon which personnel will be culturally competent for the population in which is in the community.**

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

**The Early Steps Specialist will keep open communication by all forms of communication devices. Early Steps Specialist will also attend all tribal department meetings that she gets invited to and provide information thru brochures to the departments about the Early Steps Program.**

- g) Describe the plan and resources necessary to meet FTF basic reporting requirements, maintain data securely and confidentially, and utilize data to assess progress in achieving outcomes of the proposed strategy.

**The Early Steps Program will utilize the internet program Visit Tracker in which will maintain data and helps provided an organized report for FTF. The Early Steps Specialist will also be conducting ASQ-3/ASQ-SE and Family assessments to show progress. This information will then be transmitted to FTF's PGMS system.**

## **Budget Narrative**

**Personnel Services:** Personnel \$28,258 The Early Steps Specialist (100% FTE at max: \$28,258 annual salary for 12 months) provides early childhood education, development, and health information to families and caregivers of children birth through age five, but higher focus on 0 to 3 years of age. This includes Early Child Education & Development Services; Parenting, and Home Support for In-Home Family Child Care providers. Salary is expected to increase during the program year by 2.5% of current salary, no extra funding will be needed due to current salary is below the recommended pay. Early Steps Specialist will use current GSA vehicle to committee, networking and training opportunities either inside state or out of state.

**Employee Related Expenses:** Benefits \$10,465

The employee related benefits are budgeted at 37% of the employee salary. (Benefits, 401k, ERE) Tribe pays medical insurance.

**Professional and Outside Services:** Contracted Services \$800

The budget for contracted services exists to support the Early Steps Specialists on training topics where a specialist is needed or desired. The Early Steps Specialist will have the discretion to contract with a

consultant(s) for up to four parent trainings per year. Consultants coming from outside of Yuma area will be offered a travel stipend included in their consultant fee. Services can also include an assistant in helping making sure an event or class for community members is successful. The assistant will do duties such as recruiting, paperwork, or any other task the Early Steps specialist thinks is necessary for a successful class.

**Travel:** Travel \$9,850

**\$6,000:** is for a GSA vehicle payment of base pay of \$218 with a charge of \$0.1950 per a mile that is driven. It also includes the surcharge of \$5 a month.

**\$3,000:** is set aside for gas for the GSA vehicle for the year.

**\$850:** is for program related training that requires travel and lodging with in driving range. This includes lodging and meals.

**Aid to Organizations or Individuals:** Kith or Kin project \$0

Early Steps Specialist will collaborate with coordinator of Kith or Kin project to bring services to the Cocopah community. Which will include topics for people of the community that provide services to children ages 0-5.

**Other Operating Expenses:** Telephone/internet/Office Supplies/ Food/ Rent, utilities/postage/advertising/printing & copying/ program materials &supplies/program incentives \$13,519

Cellular telephone/Internet connectivity is budgeted at **\$820** to cover the cost of communicating with program resources, families, etc. via a cellular telephone with email capabilities.

Office supplies are budgeted at **\$300** which includes monthly supplies such as: Ink, paper, folders, pen, pencils, staples, tape, and ECT...

Food is budgeted at **\$100** which will cover classes or events.

The utilities line item will cover a fraction of the total cost per year for rent and utilities for an office located on the Cocopah Indian Tribe Reservation at \$505 per month x 12 months which comes to **\$6,060.**

Postage is budgeted at **\$50** for sending letters out to families or companies related to Early Steps Program.

Advertising is budgeted at **\$289** for purchasing any items to promote Early Steps Program.

Printing & Copying is budgeted at **\$200** for producing or buying flyers, brochures, and/or posters for Early Steps program.

Program materials and supplies is budgeted at **\$2,400** which will be used to purchase any necessary products or items that will be beneficial to the Early Steps Program such as videos/DVD's, parenting workbooks, books, welcome packs (toys, bag, diapers, bottles, nursing pads, and more) or any other item that will benefit the success of the Early Steps Program. **\$100** is for materials needed for any special events that are in the community.

Incentives are budgeted at **\$2,700** which **\$300** will go towards either a stroller, bassinet, or swing for pregnant mothers whom complete the Preparing for Baby program in which a certain amount of classes will be completed before the mother can choose her incentive. **\$900** will go towards gifts baskets for those who complete a certain amount of parenting classes. The gift baskets will contain items such as games and books for the parent to play with their children. **\$1,500** will be used to pay for shipping for First Book books to promote literacy to children in their homes.

**Administrative/Indirect Costs:** Administrative cost \$6,290.

The administrative cost rate is at 10% of the programmatic cost.