

ATTACHMENT A
PERFORMANCE REQUIREMENTS

Grantee Requirements

Grantee must:

1. Participate in a mandatory online grant orientation, date and time to be announced by DWS. The meeting will include a review of grant requirements; grantee questions; the technical assistance (TA) process and expectations; and goal setting using ECERS-R and ITERS-R observation results;
2. Not discriminate against children, families or staff based on race, religion, sex, age, national origin, disability or sexual orientation;
3. Provide a copy of their current license issued from Utah Department of Health, Child Care Licensing;
4. Must be registered with their local *Care About Childcare* agency (formerly known as Child Care Resource and Referral Agency);
5. Submit one *electronic* copy of grant application to occecgrrants@utah.gov, **after** the application is processed and awarded. Grantee should keep one PDF copy of everything submitted for this purpose and to provide guidance throughout the grant period.
6. Provide DWS Staff with access to the center for site visits;
7. Complete all materials and equipment purchases and submit receipts to OCC, within **six** weeks of receiving the grant check. The **material receipts cover sheet** (to be supplied by OCC) must accompany receipts;
8. Purchases and remodeling activities must occur during the grant period. Purchases made or remodeling work done before the starting date of the grant are not allowable purchases and will not be counted as grant expenses.
9. If vendor has provided substantial discounts, get approval for and purchase additional items until 100% of grant funds have been expended;
10. Submit one scanned photo of all emergency supplies purchased with receipts.
11. Obtain prior DWS approval for any change to purchases listed in the Grant Application.
12. Agree to put all purchased items to immediate use in its program. Grantee may not return items to the vendor, unless a substitute item is purchased. Grantee must not give items to anyone else for any purpose.
13. If applicable, complete all remodeling projects and submit receipts to OCC within **12** weeks of receiving the grant check. Remodeling receipts must be entered on the bottom portion of the **material receipts cover sheet**;
14. Not use volunteers to build or install any structure, including sheds or playhouses.
15. Participate in On-Site Technical Assistance
 - a. On-site Technical Assistance (TA) is required for a minimum of 15 hours and a maximum of 30 hours per center. The TA Coach will be paid directly by the *Care About Childcare* agencies; Grantees will not need to handle payments. A coach will

be assigned to each center. In the rare event that a TA coach is not available, alternative arrangements can be made by contacting Vickie Becker at occecgrants@utah.gov

- b. On-site TA will consist of training related to the center's quality improvement goals and other activities agreed upon by the Center Director and the Coach.
 - c. Center Directors must be actively involved in this TA process. Coaches cannot be used as trainers for new staff. The expectation is that Directors will continue this work with their staff after the TA has ended. These quality improvement efforts shall be center wide and must involve all staff members.
 - d. Staff members working additional hours to participate in the coaching opportunities *must be paid*. The coach will complete the **On-site Technical Assistance Time Log** at each visit, documenting which staff members participate in each session. The payment of these wages is part of the center's Matching Funds requirement.
 - i. Grantee must compensate staff at the employee's normal hourly wage for hours worked with the TA Coach above and beyond the employee's normally scheduled work hours. Such wages must be paid using matching funds. Grant funds are not allowed for this purpose. Payroll records must be submitted to the OCC with the final report.
16. Provide matching funds. Matching Funds are those the Grantee already has, or will have, available to put toward quality improvement efforts in the program. Matching Funds can be money or donated time and/or work. The following activities can be counted as Matching Funds for this grant:
- a. Owner's or director's time spent setting goals and supporting staff development, as required by this grant.
 - b. Wages paid to staff members participating in the TA, required by this grant.
 - c. Time spent selecting and ordering materials, gathering bids and supervising any remodeling projects using grant funds.
 - d. Time spent collecting receipts and distributing new material and furniture to the appropriate classroom.
17. Must set and meet quality improvement goals. Observers and coaches will help program staff set continuous quality improvement priorities and goals. Grantee must have an ECERS-R observation and if applicable an ITERS-R observation within the first three months of starting the grant. Goals are based on results of Grantee's ECERS-R and/or ITERS-R observations. Observations take place after the grant period has started. Goal forms are due to occecgrants@utah.gov **four (4) weeks after feedback is received**.
18. **Submit a final report by March 25, 2017**. The report must include a narrative describing how the Grantee has met their quality improvement goals and feedback regarding the grant experience. DWS will provide the report format.
19. Centers shall ensure that the final reports and documentation are accurate and complete and that staff have completed TA or coaching requirements.
20. Meet all terms and conditions of this grant.

- a. Grantees not in compliance may be suspended from participating in future grant programs administered by OCC.
- b. Failure to utilize grant funds according to the terms of the grant agreement will result in disqualification for one year or being permanently disqualified from receiving child care subsidy funds and any other grants or awards funded by DWS, OCC and/or the Child Care Professional Development Institute (CCPDI). Any successor center and any individual that has/had an ownership interest in the center will also be disqualified.

OCC RESPONSIBILITIES

1. OCC will assign a qualified technical assistance (TA) coach to assist Grantees in meeting the program's improvement goals. Coaches will conduct on site training, technical assistance and modeling. The observations and TA visits are provided to centers at no cost.
2. In order to focus grant funds where they are most needed, and to help Grantees identify their greatest opportunities, each center will receive classroom observations using nationally recognized, research-based assessment tools. One ECERS-R will be completed at each center and an ITERS-R will be completed at each center serving infants and toddlers. Centers will receive feedback including a written report of classroom strengths and recommendations on how the program may be improved.
3. DWS will conduct follow-up observations by appointment, as time allows. Grantees will be provided a written report and recommendations for future quality improvement efforts based on follow-up observations. The primary purpose of observations is to collect data to help the OCC identify the most effective quality improvement strategies and to provide grantees with an independent evaluation of their progress.
4. OCC will provide the report format for Grantee's final report.