

ATTACHMENT C

SPECIAL PROVISIONS

Grantee must comply with the following requirements. Failure to do so may result in immediate termination of grant.

1. **Start Date**

The program must start within two weeks of school classes starting in school-year 2009-2010.

2. **End Date**

The program must expend all grant dollars and submit all evaluation materials and paperwork by June 30, 2010. The Grant may be renewed annually for up to two additional years if funding continues to be available and if the program has shown it meets the grant requirements.

3. **Service Population**

The program must be open to all youth in grades 1-6, regardless of race, religion, gender, political ideology, or physical ability.

4. **Prevention Components**

The program must include at least two prevention components from the following list: career exploration, healthy body/lifestyles, financial literacy, healthy interpersonal relationships, tobacco/drug/alcohol abuse prevention, prevention of violence/gang affiliation, and pregnancy/STI prevention. The pregnancy/STI prevention component must use a research-based curriculum.

5. **Parental Permission**

Grantee must obtain written parental permission for each student before teaching pregnancy and STI prevention.

6. **Parental Involvement**

The program design must include some parent involvement components.

6. **Background Checks**

Grantee must complete a Bureau of Criminal Investigation background check on all program volunteers and employees.

7. **Grant Orientation Meeting**

The program coordinator and fiscal management staff must attend a one-day grant orientation meeting (date to be announced after awards are made).

8. **Training**

- a. Program site manager/coordinator must attend one half-day DWS quality program training related to Youth Connections.
- b. Grantee must send at least two program staff to a minimum of 20 hours of program-related training. Out-of-state travel must be pre-approved by W&FL.

9. **Consultation and Technical Assistance**

Grantee must participate in direct consultation and technical assistance provided by staff or designee of W&FL.

10. **Utah Afterschool Program Quality Assessment and Improvement Tool**
 - a. Program/site must annually meet the current standard of quality set by W&FL as measured by the Utah Afterschool Program Quality Assessment and Improvement Tool ("Quality Tool"). Training on the Quality Tool will be provided at the grant orientation meeting and program manager/coordinator training.
 - b. Funded organizations must register with the Utah Afterschool Network at www.utahafterschool.org.
11. **Matching Funds**
 - a. Prepare and submit for approval one Budget Form per program/site. The maximum per program/site is \$30,500 with no more than four sites per organization being eligible.
 - b. Programs must meet a 100% matching requirement of cash or in-kind. In-kind donations may include administrative costs, supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned grant activities. The cash or in-kind match may not include any federal funds provided under any authority.
12. **Reporting**

Grantee must provide two progress reports per year as required by W&FL or designee. Reports must be prepared according to DWS report guidelines. DWS will provide training on report format and content at the grant orientation meeting.
13. **Payment**
 - a. Grantee shall submit request for reimbursement of expenses using the invoice-billing template provided by W&FL. Requests for reimbursement may be submitted two to four times per grant year, as mutually agreed by both parties. DWS will strive to make timely payment. Turn-around-time for payment is determined by accuracy of invoice and approval by DWS Finance Division.
 - b. All funds must be spent by the end of the grant contract term. Any funds not spent will remain with the Grantor. Unspent funds will not be carried over into the next contract year.
14. **Oversight**

Grantee must ensure proper administrative and accounting procedures are followed.
15. **Terms and Conditions**

Grantee is subject to and must comply with all terms set forth in Attachment "A," "State of Utah Standard Terms and Conditions," and Attachment "B," "Department of Workforce Services Grant Standard Special Terms and Conditions."
16. **Allowable Costs**

Allowable costs for this Grant are specified in Attachment F - Allowable Costs and in the applicable Federal OMB Circular.