

Attachment B – Scope of Work
High-Quality School Readiness Grant

GRANTEE RESPONSIBILITIES

Grantees shall:

1. Fulfill all requirements outlined in [Utah Code 53F-6-part 3](#)
2. Perform all work as specified in the Request For Grant Applications (RFGA) application/proposal, and according to the attached budget;
3. Comply with all specifications, terms and conditions set forth herein, including but not limited to:
 - a. Background Check requirements (as attached);
 - b. Code of Conduct requirements (as attached); and
 - c. Financial Reporting requirements (as attached).
4. Comply with all applicable statutes and regulations in carrying out any project activities supported by these funds;
5. Comply with terms and conditions of governing statutes and grant directions;
6. Provide a unique student identifier (SSID) to each child, to enable longitudinal data collection;
7. Comply with class sizes, ratios, and quality per the requirements of the governing statute (i.e., class size does not exceed 20 children, with one adult for every 10 children in the class. Private providers must meet state licensing ratios at a minimum.);
8. Prioritize enrollment of eligible students. Grantee's school readiness program must register and maintain a minimum of 25 percent of eligible 3- and 4 year-old students throughout the grant funding period;
9. Provide information for reports to the School Readiness Board and the Utah State Board of Education (USBE), including, but not limited to: (1) the number of children served by the early childhood program, reported by eligible student status; (2) average daily attendance over the grant period; (3) the cost of the program per child; and (4) the pre-, mid- and post-assessment results, meeting all required timelines;
10. Maintain financial records to ensure awarded funds are supplementing and not supplanting the existing program;
11. Applicant must agree to cooperate with the evaluator. In addition, a minimum of 80 percent of the eligible students' families must submit parent consent forms for data collection and tracking SSID's;
12. Comply with all requirements of Child Find under the Individuals with Disabilities Education Act (IDEA). Please see the "Additional Information" section of the RFGA for more information on Child Find;
13. Expense Reimbursement: Grantee must submit requests for reimbursement of expenses using the billing template provided by the Department of Workforce Services, Office of Child Care (DWS, OCC);
 - a. Program must submit monthly/quarterly billing invoices as well as a detailed report as to how the money was spent. Requests for reimbursement must be submitted at the end of each quarter. The final invoice must be submitted by July 10, 2019. Turn-around time for payment is generally 30 days but is affected by accuracy of invoice and approval by DWS, OCC; and
 - b. All funds must be spent by the end of the grant contract term. Any funds not spent will be forfeited. Unspent funds will not be carried over into the next contract period.

DWS, OCC RESPONSIBILITIES

DWS, OCC will:

1. Coordinate with the evaluator, the Governor's Office of Management and Budget, the Utah State Office of Education, and the Outcomes Based Finance Stakeholders; and
2. Act as the fiscal agent for payment of invoices.