

ATTACHMENT - B
**High Quality School Readiness Grant
Scope of Work**

Period of Performance & Renewal Options

Grant period ends June 30, 2017, with an option to renew for a maximum of two additional one-year periods. Grantees will be required to submit a renewal proposal by April 15, 2017, in order to be considered for renewal. Funding of renewal periods is not guaranteed and will be at the discretion of the Board. Renewal of grant will be dependent on, but not limited to an evaluation of the renewal proposal; grantee performance; meeting all grant requirements, including the final report; and funding availability. Because available funds fluctuate year to year, grantees may be required to reduce budget requests during the renewal process. Where appropriate progress is not being made toward program goals, as defined in [Utah Code 53A-1b-105](#), program funds will be discontinued, at the discretion of the Board or the Utah State Legislature.

GRANTEE RESPONSIBILITIES

Grantees must:

1. Fulfill all requirements outlined in [Utah Code 53A-1b](#) (see attached).
2. Perform all work as specified in its 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)
 - 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 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. **Actively recruit and serve primarily children who meet the definition of economically disadvantaged, as defined in Utah Code [53A-1b-102\(2\)](#).**
9. Provide information for reports to the School Readiness Board and the State Board of Education, including, but not limited to (1) the number of children served by the early childhood program, reported by economically disadvantaged 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. Provide the independent evaluator access to children, with parent permission, classroom, and other data as requested to determine the growth of the program.

12. Comply with all requirements of Child Find, under the Individuals with Disabilities Education Act (IDEA). Please see the "Additional Information" section for information on Child Find.
13. **Expense Reimbursement:** Grantee must submit requests for reimbursement of expenses using the billing template provided by DWS.
 - a. Grantee must submit requests for reimbursement of expenses using the reimbursement-invoice/billing template provided by DWS.
 - b. 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, 2016. Turn-around-time for payment is generally 30 days but is affected by accuracy of invoice and approval by DWS Finance Division.
 - c. 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 RESPONSIBILITIES

DWS will:

1. Coordinate with the independent evaluator, the Governor's Office, the Utah State Office of Education, and the Outcomes Based Finance Stakeholders.
2. Act as the fiscal agent for payment of invoices approved by the designee of the Governor's Office of Economic Development.