

Attachment B: Performance Requirements

Grant recipient must comply with the following requirements. Failure to do so may result in termination of the grant. If the terms and conditions of this grant are not met, centers may be suspended from current grants or participating in future grant programs administered by the Department of Workforce Services (DWS) Office of Child Care (OCC).

1. General Grant Agreement Performance Requirements

- a. **Start Date:** Performance under this grant must begin **September 1, 2014**.
- b. **End Date:** Grant period ends **August 31, 2016**. Funded programs must expend all first year grant dollars by August 31, 2015 and submit all required evaluation materials and paperwork. The grant may be discontinued if funding is not available or if the program has not met the grant requirements.
- c. Grantee must perform according to the plans outlined in their RFGA application (attached).
- d. Programs must not discriminate against children, families or staff based on race, religion, sex, age, national origin or disability.
- e. Grantee must maintain a 4 :1 ratio in their infant and toddler rooms and comply with group size requirements. Maximum group size for infants is eight (8), for toddlers 12.
- f. Grantee must meet all applicable state and federal laws and regulations, including the applicable Federal Office of Management & Budget (OMB) circulars.
- g. **Grant Orientation Meeting:** Grantee (center owner and/or director) must attend a grant orientation meeting. September 18, 2014 is the in person orientation in Salt Lake City. September 24, 2014 is an online meeting.
- h. All grant recipients must be registered with their Care About Child Care Agency (CAC). Programs are not required to participate in the quality indicator portion of CAC to receive grant funds. Only registration is required.
- i. **Consultation and Technical Assistance:** Funded organizations must **actively** participate in direct consultation and technical assistance provided by their assigned Infant/Toddler Specialist and/or OCC Program Specialist.
- j. Staff from DWS and the OCC shall have access to the center for site visits during normal business hours or by appointment.
- k. **Payment:**
 - i. Grantees receiving funds for materials and equipment must complete all purchases and submit receipts within six (6) weeks of receiving the grant check. Receipts documenting the completion of remodeling projects must be

submitted within 12 weeks of receiving the grant check. These checks are received by the program in advance of purchases.

- ii. Invoices and reimbursement requests for attended training, 15% of the cost of providing infant care, continuity of care, staff motivation and longevity and parent activities must be submitted three times each year, due January 15, 2015, June 30, 2015, September 10, 2015, January 15, 2016, June 30, 2016 and September 9, 2016. These funds are reimbursed to programs after they have been paid for and approved documentation has been submitted with invoices.
 - iii. Training documentation must be submitted with each invoice and will be reimbursed only if the following are provided:
 1. Copy of the CAC, CEU training certificates, or proof that other committed training was completed.
 2. Documentation showing the program paid the caregivers at their usual rate of pay for the hours spent in class. This may be a copy of a pay stub, payroll journal or a check made out to the staff member that has cleared the bank.
 3. Grantee must comply with Fair Labor Standards Act (FSLA) and provide overtime pay for non-exempt employees, if they exceed 40 hours in a work week.
 4. A receipt, cancelled check or credit card statement showing payment of the class fee.
 - iv. Grantee must submit payment requests using the format and forms provided by OCC.
 - v. DWS will strive to make timely payment. Turn-around-time for payment is determined by the accuracy of the invoice and approval by DWS Finance Division.
 - vi. Each year, all funds for that year must be spent by August 31, 2015 and August 31, 2016. Unspent funds will not be carried over into the next contract year.
1. **Reporting:** Funded organizations must provide three (3) progress reports per year as required by OCC or designee. Reports must be prepared according to DWS reporting guidelines. DWS will provide training on report format and content at the grant orientation meeting.
 - a. Grantees shall submit an End of the Year Report by July 15, 2015 for the first year and July 15, 2016 for the second year to the OCC.

A completed Next Steps Grant End of Year Report includes:

 1. A completed observation for each I/T classroom carried out by the staff members' direct supervisor.
 2. A summary of conclusions made by the director and staff of what goals have been met, and which may still need attention.

Additionally the program will report as which areas they believe they will work on for the upcoming year based on the results.

3. Copies of evaluations of staff completed by the director that include strengths of the employee and a plan of action for improvements.
 4. A report on project/activities carried out with families and what the outcomes were.
 5. An evaluation of the plan and activities for staff longevity and motivation to determine if they were effective.
 6. An evaluation of the continuity of care the children have received and if program goals in this area were met.
 7. A report from administration concerning the effectiveness of the Administrative Plan of Action.
 8. A completed Administrative Log documenting the director and/or supervisor's activities and the hours spent working with the Infant/Toddler Specialist and time spent supporting the staff in meeting their goals. (Administrator must show three hours spent each year with each infant/toddler caregiver and five hours spent each year working with Specialist.)
 9. End of Year Training Summary.
- b. Grantee must ensure that the above reports are accurate and complete and that the staff has completed the training listed in the RFGA application.
 - m. Grantee must ensure proper administrative and accounting procedures are followed.
 - n. Grantee is subject to and must comply with all terms set forth in this Grant Agreement, including but not limited to the attached "Department of Workforce Services Grant Terms and Conditions."

2. Specific Next Steps Performance Requirements

- a. Administrative Commitment
 - i. The person supervising the infant/toddler caregivers must commit time to working with the Infant/Toddler Specialist to assure quality improvement efforts will not be interrupted as staff leaves and new staff is hired.
 - ii. The role of the Infant/Toddler Specialist is to support the director in the training and implementation of Next Steps goals for their staff. Management must spend some time in the classroom with the Specialists, helping to implement positive changes and orienting new staff, as well as helping current staff understand best practices and the goals the center has committed to. The Specialists will help caregivers understand how to implement best practices,

but administration must work to maintain changes with their staff between technical assistance visits and as staff is hired.

- iii. Administration must follow the Plan of Action that addresses what the administrator will do to support staff in understanding the ITERS and reaching classroom goals.
- iv. Near the end of the each grant year, the director must do a formal observation in each infant/toddler classroom using the ITERS tool. The observation must last for a minimum of one (1) hour and a copy must be turned in with the final report. Director must also meet with each caregiver, provide a formal evaluation and give the caregiver feedback on their work. The feedback shall include strengths and areas for improvement. The director and caregiver will create and implement a plan for improvement.. The program will use what was learned in the observation to determine goals for the second year.
- v. Grantee must keep an administrative log to show activities the director has done to support staff and to work with the specialist.
- vi. By July 16, 2015 each director must show documentation of a minimum of three (3) hours of documented support for each staff member and a minimum of five (5) hours spent working with the infant/toddler specialist. By July 16, 2016 each director must show documentation of a minimum of three (3) hours of documented support for each staff member and a minimum of five (5) hours spent working with the infant/toddler specialist during the past year.

b. Training

- i. Staff training is a required component of the Next Steps grant.
- ii. Each full-time Infant/Toddler caregiver must complete the Infant/Toddler Training Endorsement (40 hours of training) if they have not already completed it. If a caregiver has the endorsement, an Infant/Toddler CDA or a college level Infant/Toddler Development Class they do not have to take the 40 hours of endorsement training (transcript required and/or copy of CDA documentation required). Any full time caregiver that has completed any of the previously listed classes will be required to complete 10 hours of training per year.
- iii. Programs must pay staff at least their usual wage for time spent in training classes. Grant funds may be used for this expense. Grantee must comply with Fair Labor Standards Act (FLSA) and provide overtime pay for non-exempt employees. Training is paid out by the program first and reimbursed with grant funds.
- iv. Grantee must pay for the training costs (tuition/fees/labor costs) and provide documentation to DWS in order to receive reimbursement.

c. Involving, Supporting and Strengthening Families

- i. Grantee shall carry out all plans for activities/projects to involve, support and strengthen families outlined in their Grant application.

- ii. In the end of the year report, Grantee shall report on each of the activities to involve, strengthen and support families and submit supporting documentation of the outcome for each.
- d. Observations
- i. A follow up observation will take place within the second year of the Next Steps grant process. Programs must receive a score of 4.0 or higher in each classroom to be eligible to move on to the two year old grant program.
 - ii. The observation will last approximately three to four hours.
 - iii. After the observation, the Specialist will return and share the results with the center staff.
- e. Quality Improvement Goals
- i. Quality improvement goals are based on the results of the ITERS-R.
 - ii. The most recent observation for each classroom will be used for purposes of setting goals and justifying requested funding amounts for the grant application.
 - iii. Not all goals should require funding.
 - iv. Centers choose as many goals as are needed to reach or maintain the required score of four (4.0).
 - v. Centers are strongly encouraged to involve caregivers in setting goals.
 - vi. The Infant/Toddler Specialist will work with the program through the first year to support them in reaching their goals. The grant application will be scored on the original goals set by the program in the application.
- f. Matching Funds

This grant requires Matching Funds. Matching Funds are funds that the applicant already has or will have available to put toward quality improvement efforts in the program. This grant requires no actual dollar expenditure by the program. However, it does require a commitment of time by the owner/director that will be counted as the match. The following activities will be counted as Matching Funds for this grant:

- i. Time spent finding, ordering and organizing materials, equipment and/or furniture purchased with grant funds.
- ii. If remodeling projects are selected, time spent gathering bids and supervising remodeling projects will be counted as the Matching Funds.
- iii. Time spent working with the Infant/Toddler Specialist, setting goals and supporting staff development as required by this grant will be considered a portion of the match.
- iv. The time the director is involved in observing and evaluating staff in preparation for year two of the grant.