Attachment A: Performance Requirements / Scope of Work

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

1. **Start Date**
   Funded program must start September 15, 2008.

2. **End Date**
   **August 31, 2009:** Grant period ends. Funded programs must expend all grant dollars and submit all evaluation materials and paperwork. 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**
   Program must be open to all youth in the grades 9, 10, 11, and 12 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 program design must also include some parent involvement components. The pregnancy/STI prevention component must be curriculum based; the curriculum must be from the W&FL approved list.

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

6. **Parental Permission**
   Grantee must obtain written parental registration for the program and written permission for each student before teaching pregnancy and STI prevention.

7. **Grant Orientation Meeting**
   Funded school-age 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 staff should receive on-going professional development and support.
   b. Organization must send at least one program staff member to a minimum of 20 hours of program-related training. Out-of-state travel must be pre-approved by W&FL. W&FL reserves the right to deny authorization for such travel.

9. **Consultation and Technical Assistance**
   Funded organizations 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 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. See Attachment "C," "Utah Afterschool Program Quality Assessment and Improvement Tool."

b. Funded organizations must register with the Utah Afterschool Network at [www.utahafterschool.org](http://www.utahafterschool.org).

11. Matching Funds
   a. Prepare and have approved by W&FL one budget per program/site. The maximum per program/site is $30,000 with no more than three sites per organization being eligible.
   b. Programs must meet a 100% matching requirement, cash or in-kind. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program planned grant activities. The cash or in-kind match may not include any federal funds provided under any authority.

12. Reporting
    Funded organization must provide two progress reports per year as required by W&FL or designee. Reports must be prepared according to DWS bi-annual and annual 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 reimbursement billing template provided by W&FL. Requests for reimbursement may be submitted two, three, or 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 "D," "State of Utah Standard Terms and Conditions," and Attachment "E," "Department of Utah Grant Standard Special Terms and Conditions."

16. Allowable Costs
    Allowable costs for this Grant are specified in Attachment "F," "Allowable Costs."