

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

GRANTEE RESPONSIBILITIES

Grantees must adhere to the following requirements:

1. Start Date

August 1, 2015

2. End Date

Grant period ends **June 30, 2016**. All funds must be expended by that date. Grants may be renewed for two additional periods. Renewals are not guaranteed and are based upon Grantee performance and funding availability.

3. Program Requirements:

- a. Grantee must fulfill the requirements outlined in House Bill 96:
 - i. Increase high quality early childhood capacity in the State of Utah.
 - ii. Increase access for economically disadvantaged children to high quality education programs that demonstrate academic achievement and reduce special education costs.
 - iii. Collect longitudinal data that includes, but is not limited to, results for academic outcomes, special education and English language learners.
 - iv. Assign and report on a unique student identifier for each student to enable longitudinal data collection.
 - v. Utilize an evidence based curriculum that aligns with all of the developmental domains and academic content areas defined in the Utah Early Childhood Standards.
 - vi. Provide ongoing, focused, and intensive professional development for staff members.
 - vii. Utilize ongoing assessment of the student's educational growth and development progress to inform instruction.
 - viii. Participate with the independent evaluator in the pre- and post-assessment using the Peabody Picture Vocabulary Test (PPVT).
 - ix. Provide family engagement, including ongoing communication between home and school, as well as parent education opportunities.
 - x. Ensure that at least one teacher in the classroom obtains the minimum of a Child Development Associate Certification or an Associate or Bachelor's degree in early childhood education by the teacher's second year of employment.
 - xi. Comply with all requirements of Child Find under the Individuals with Disabilities Education Improvement Act (IDEA).
- b. Grantee must perform all work as specified in its RFGA application/proposal, and according to the attached budget.

- c. Grantee must comply with all specifications, terms and conditions set forth herein, including but not limited to:
 - i. Background Check requirements (as attached)
 - ii. Code of Conduct requirements (as attached)
 - iii. Financial Reporting requirements (as attached)
 - iv. Insurance Requirements (see attached Terms and Conditions)
4. **Evaluation Requirements:** Grantee must participate with the independent evaluator and the evaluation process. Grantee must work with with evaluator to allow access to the children in a timely manner in order to administer the PPVT.
5. **Technical Assistance Requirements:** Program must participate in direct consultation and technical assistance provided by the School Readiness Initiative Specialist. Grantee must:
 - a. Allow School Readiness Initiative Specialist access to programs and data as requested in a timely manner.
 - b. Correspond with the School Readiness Initiative Specialist in a timely manner.
 - c. Participate in a monthly Program Support Meeting with the other grant programs.
6. **Reporting Requirements:** Grantee must submit quarterly reports within 30 days after the end of the quarter. Grantee must provide quarterly progress reports on program data, as requested by the School Readiness Initiative Specialist.
7. **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, 2015. 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 meet the following responsibilities:

1. Provide technical assistance for programs where appropriate;
2. Review all invoiced expenditures for compliance with requirements set forth herein, and will provide technical assistance when requested;and
3. Coordinate with the independent evaluator, the Governor’s Office, USOE,and the Outcomes Based Finance Stakeholders.