



**Great Start Readiness Program (GSRP) Sub-recipient Contract:
2018-2019**

This is intended to be a contract between:

Multicultural Academy
(hereinafter referred to as the sub-recipient)

And

Washtenaw Intermediate School District (WISD)
1819 South Wagner, P.O. Box 1406
Ann Arbor, MI 48106-1406

TERM:

The term of this contract shall be for a period of Twelve (12) months commencing upon **October 1, 2018** and shall continue through **September 30, 2019**.

AGREEMENT:

Washtenaw Intermediate School District (WISD) has been awarded a grant by the Michigan Department of Education under the authority of Public Act 85 of 2015, effective October 1, 2018 – September 30, 2019.

This grant was awarded to support the operation of Great Start Readiness Programs (GSRP) serving eligible four-year old children with high-quality preschool services within the Washtenaw Intermediate School District. WISD has determined that these programs and services are best delivered via a subcontract relationship with school districts, charter schools and community based organizations experienced in the operation of Great Start Readiness Programs. Thus, the model shall focus upon utilizing the expertise and resources within existing entities in order to provide an integrated, family-centered approach to preschool services and activities.

WISD and the sub-recipient agree as follows:

I. GENERAL AGREEMENT:

The sub-recipient shall, in a satisfactory manner as determined by WISD, and in accordance with all applicable laws, rules, policies and procedures as outlined in both the Michigan Department of Education's GSRP Implementation Manual and WISD's GSRP Policies and Procedures Manual perform the following functions:

- A. Operate GSRP Programs in accordance within the Michigan Department of Education requirements of at least 120 classroom contact days and the minimum number of operating hours per day for either a part-day or school-day program.

- B. Ensure that program operations meet all Michigan Department of Education and other pertinent regulations and management responsibilities.
- C. Maintain records and accounts as deemed necessary by the Grantee and Michigan Department of Education (7 years).
- D. Employ and/or contract for the services of qualified staff necessary to the operation of the program, meeting the required certification and other staff qualification requirements per Michigan Department of Education regulations.
Sub-recipients unable to employ qualified GSRP staff must submit appropriate documentation to WISD for approval of staff placement prior to employment of GSRP staff. Failure to comply may result in staff termination. The sub-recipient also agrees to maintain appropriate GSRP staffing ratios at all times per Michigan Department of Education regulations and Michigan Department of Human Services' Child Care Licensing Rules.
- E. Provide suitable classroom, office, and activity space to comply with Michigan Department of Human Services' Child Care Licensing Rules. A current child care license is required to operate a GSRP classroom and other program-utilized space and it is the sub-recipient's responsibility to obtain and maintain this licensing in good order to be eligible for funds. If at any time, the sub-recipient loses their child care license or has their license changed to a provisional status, the sub-recipient must notify WISD immediately.
- F. Operate according to a pre-approved budget and submit requests for payment using the format and schedule provided by WISD.
- G. Agree that the total reimbursement to be paid hereunder will not exceed the amount of \$117,865.00 (\$3,371.25 per slot x 36 school day slots minus \$3,500 per classroom) for all services rendered unless thereafter mutually amended by WISD and the sub-recipient. The sub-recipient will offer either part-day or school-day programming based on the slot allocation listed above.
- H. WISD will retain \$253.75 per slot and \$3,500 per GSRP classroom to provide the sub-recipient with the following supports and services:
 - Three (3) percent plus \$3,500 per classroom to provide:
 - Qualified Early Childhood Specialist support which includes Program Quality Assessment administration, monitoring, mentoring of staff, professional development support and child assessment support.
 - Two (2) percent for all administrative and financial support.
 - Two (2) percent for the joint recruitment and marketing system.
- I. The assigned slots shall be fully enrolled with eligible children **by November 1, 2018**. If the assigned slots are unfilled as of November 1, 2018 WISD reserves the right to reassign unused slots to another sub-recipient and transfer the annual per slot reimbursement award.
- J. Sub-recipients are responsible for submitting a detailed program budget for approval by WISD prior to requesting any reimbursements for expenses.
- K. The sub-recipient will assist WISD in meeting all goals, objectives, and reporting requirements of the grant.

II. TERMS AND CONDITIONS

This Agreement is subject to all of the conditions and terms expressed below.

- A. Suspension/Termination of Agreement by the WISD:
If the grant from the Michigan Department of Education under which this Agreement is funded is terminated or suspended, or it has been determined that the sub-recipient has not met the conditions of this Agreement, WISD shall have the right to suspend or terminate this Agreement by providing 30 days advance written notice to the sub-recipient and specifying the effective date thereof. Upon suspension/termination, WISD assumes full responsibilities under this grant with the Michigan Department of Education.
- B. Suspension/Termination of Agreement by the Sub-recipient:
If the sub-recipient is unable or unwilling to satisfactorily comply with existing or additional conditions and terms as may be lawfully applied by the Michigan Department of Education, the sub-recipient may suspend or terminate the Agreement by providing 30 days advance written notice to WISD and specifying the effective date thereof. Upon suspension/termination, WISD assumes full responsibilities under this grant with the Michigan Department of Education.
- C. Reclamation of Property:
In the event of termination by either party, all property, equipment, finished and unfinished documents, data, studies, and reports purchased with grant dollars or prepared by the sub-recipient under this or previous Agreement(s) shall, at the option of WISD and in accordance with all applicable State regulations, become the property of WISD. Sub-recipients are also required to maintain an up to date inventory of all equipment and supplies purchased with GSRP funds. A complete inventory list must be provided to WISD on an annual basis.
- D. Changes to the Agreement:
WISD reserves the right to request changes in the scope of services to be provided by the sub-recipient under this Agreement. Such changes may be attributable to requirements of the Michigan Department of Education or requested by WISD for the good operation of the program. In the event of such a change, it will be discussed with the sub-recipient to achieve mutual understanding and agreement, before being incorporated as an amendment to this Agreement. In cases of a funding decrease imposed by the Michigan Department of Education, WISD reserves the right to unilaterally adjust the maximum amount of annual reimbursement accordingly.
- E. Disallowed Expenses:
The sub-recipient may not expend funds provided under this Agreement for goods or services other than those necessitated by the provision of those programs and services stipulated under this Agreement and approved by the Michigan Department of Education.
- F. Prohibitions Against Discrimination:
The sub-recipient shall ensure that no person shall be excluded from participation in, denied the proceeds of, or be subject to discrimination in any form as a result of the performance of this Agreement. The sub-recipient shall further ensure that no applicant, candidate, employee, or volunteer will be subject to discrimination in any form and that affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, national origin, age, gender, or disability.

- G. Local and State Laws: The sub-recipient shall comply at all times with all applicable laws, rules, ordinances, and codes of State and local governments.

III. PROGRAM AND SERVICES

WISD and the sub-recipient agree to the following functions and responsibilities in order to provide high-quality, valuable preschool services under this Agreement:

- A. Enrollment:
Children enrolled in a GSRP must be enrolled to MDE and WISD guidance for prioritization, eligibility, and enrollment criteria. The sub-recipient must maintain within the file of every enrolled child, a copy of the complete Interest Form provided by WISD. Additionally, if the sub-recipient is approved by WISD to enroll families over the GSRP income eligibility threshold, the sub-recipient will implement the sliding scale fee schedule, and must obtain pre-approval from WISD for each enrollment.
- B. Recruitment:
The sub-recipient agrees to follow the joint recruitment process required by MDE and established by WISD. All joint recruitment efforts will be done in coordination with WISD Head Start delegates and partners. The sub-recipient agrees to ensure that all families begin the recruitment processing using the county-wide Preschool Interest Form system and to adhere to the recruitment and enrollment procedures provided by WISD.
Recruitment of children shall be comprehensive and collaborative. The sub-recipient agrees to participate and support county wide joint recruitment efforts for Head Start and GSRP, to promote Head Start and GSRP services within their own service area and to distribute jointly development preschool marketing materials.
The sub-recipient agrees that all children with disabilities and/or special needs shall be served with required accommodations and modifications as documented in the child's Individualized Education Plan (IEP).
- C. Monitoring:
The sub-recipient shall permit on-site monitoring inspections by WISD or State of Michigan representatives and shall require its employees to furnish such information as, in the judgment of WISD or State of Michigan representatives, may be relevant to compliance with the Agreement and/or any directives applicable to the GSRP or to the effectiveness, legality, and achievements of the program. On-site monitoring could include both program and financial reviews. If a sub-recipient is found in non-compliance the sub-recipient will be placed on a compliance plan to ensure high quality preschool programming. If satisfactory improvement is not achieved, the sub-recipient can risk the loss of GSRP funding in subsequent program years.
- D. Reports:
The sub-recipient shall submit financial, program, progress, evaluation, and other reports as required by WISD. The sub-recipient is responsible for maintaining a student data system which includes completing all necessary information set forth by the Center for Educational Performance and Information (CEPI) and the Michigan Student Data System (MSDS) for student tracking. Additionally, the sub-recipient will prepare reports in the format outlined by WISD for MSDS data submissions. WISD will be responsible for submitting all required sub-recipient GSRP information into MSDS and work collaboratively with the sub-recipient to ensure all data is correct and without error.

The sub-recipient shall furnish program-related reports to WISD by the deadlines established by WISD so that State of Michigan timeline requirements for data submissions will be met. WISD is responsible for completion and submission to the State of Michigan of all reports under the GSRP grant. Records will be made available for audit or inspection purposes and will be retained for a minimum of seven (7) years after the expiration of this Agreement, unless written permission to destroy them is received from both WISD and State of Michigan. As report deadlines and timelines may change annually, WISD will supply the sub-recipient with specific deadlines for all required reports.

E. Program Evaluation:

The sub-recipient is required to participate in the Great Start to Quality System (GSTQ), and secure a rating of 3 stars or higher. The expectation for all sub-recipients is that they will secure and maintain at least a 4 star rating by their second year of operation as a GSRP sub-recipient.

WISD will conduct a program evaluation using the online Program Quality Assessment (PQA) tool in accordance to State guidelines and submit PQA results to the Michigan Department of Education.

The sub-recipient agrees to secure and maintain a 4.0 or higher score on the Program Quality Assessment (PQA) in an effort to demonstrate high-quality services, with long-term goals of reaching a 4.5 or higher score on the PQA. WISD is responsible to submit such results to Michigan Department of Education, work in partnership with the sub-recipient to provide technical assistance, and to monitor quality improvement plans. WISD will provide the sub-recipient with a qualified Early Childhood Specialist in accordance to Michigan Department of Education requirements.

Failure to maintain a minimum rating of 4 stars within the GSTQ system and/or a minimum score of 4.0 on the PQA, will result in the sub-recipient being placed on a compliance plan for program quality improvement.

F. Parent Involvement / Education:

Parent education and involvement shall be an overriding theme of the GSRP. Strong focus shall be placed on child development, parental expectations, development of child self-esteem, child management techniques, and the importance of family literacy practices. Parent involvement activities must include, but are not limited to, the following:

- A minimum of two (2) parent-teacher conferences shall be held annually as well as two (2) home visitations by the child's teacher.
- Parent representation from each sub-recipient licensed site on the WISD School Readiness Advisory Council per Michigan Department of Education guidelines in order to include parents at the center of program decision-making. Each sub-recipient shall recruit at least one GSRP parent representative and one parent alternative per site, to serve on the School Readiness Advisory Committee.
- Parents shall be provided with both informational and educational services throughout the year.
- Linkages to human services, quality child care, support agencies in the community, mental health services, health services, and dental services.
- Sub-recipients will promote and encourage parent participation on the county-wide advisory council which meets quarterly.

G. Curriculum / Child Assessment/Child Screening:

The sub-recipient shall use an approved curriculum, child assessment tool and child screening set forth by the Michigan Department of Education. Both the approved curriculum and assessment tool shall be implemented following best-practices and with fidelity. Lessons shall be structured around the needs of the child and family. The sub-recipient shall, at minimum:

- Provide the Early Childhood Specialist with access to daily lesson plans for classroom operations as requested.
- Ensure that lesson plans address goals and objectives, including individualization.
- Provide access to all child assessment data as requested.
- Provide access to child screening data as requested.

H. Professional Development:

WISD and its GSRP sub-recipients shall partner to make available quality professional development opportunities to all GSRP staff members. It is the expectation that sub-recipient staff will attend relevant professional development opportunities as organized by WISD.

WISD shall assist in the provision of both required and requested professional development by partnering with other community-based and state-wide training providers. The sub-recipient should avail its staff of these opportunities and ensure staff members have access to any training required to ensure a high-quality GSRP program.

WISD will assist in providing training for staff in the developmental screening tool, approved curriculum, and the approved child assessment tool. However, it is the responsibility of the sub-recipient to ensure that all staff members have received training in these areas to ensure full compliance and a quality implementation of the program.

The sub-recipient shall designate an administrative staff person to attend monthly Preschool Partnership meetings and be a primary point of contact for WISD.

Attendance at all monthly Preschool Partnership meetings is a requirement for GSRP sub-recipients.

I. Licensing:

The sub-recipient is responsible for maintaining and securing child care licensing through the Department of Human Services' Bureau of Child and Adult Licensing (BCAL). The sub-recipient must notify WISD immediately if there is any change to its child care license status or if BCAL is conducting an investigation.

J. Dispute Resolution:

In the event of any dispute concerning the implementation or implementation of this contract, the sub-recipient must notify WISD's Executive Director of Early Childhood Programs in writing of the nature of the concern or dispute. WISD will make a determination to resolve the dispute within 10 business days of receiving the written dispute. If the sub-recipient is not satisfied by the determination provided by WISD's Executive Director of Early Childhood Programs, the written concern or dispute will be submitted to WISD's Superintendent within 15 business days for further interpretation of the dispute.

K. Carryover:

The sub-recipient is expected to fully expend the funds in the grant year and for the 2017-18 program year, carryover of GSRP funds will not be allowed.

L. Financial Requirements:

1) Budget

- The sub-recipient will submit all required budget documents to WISD in accordance with the GSRP budget guidelines and utilize the budget template provided by WISD. Budget amendments will be allowed no more than once during the grant year.
- The sub-recipient will include in their financial records non-grant revenue and expense(s) lines for approved tuition-charged children who were over income. All funds collected must be spent on GSRP related items. All monies will be fully expended by September 30, 2018 and detailed back up will be submitted in accordance with the reimbursement parameters.

2) Budget Amendments

- The sub-recipient may request that WISD review and approve a budget amendment to the 2017-17 to adjust specific line items and expenses. All budget amendment requests must include a revised budget document utilizing the budget template provided by WISD as well as a written justification for any requested budget changes. Budget amendments will be allowed no more than once during the grant year. All budget amendment requests must be submitted prior to June 30, 2018 and must be approved by WISD's Executive Director of Early Childhood Programs.

3) Transportation Budget

- Sub-recipients receiving additional supplemental funds to support the cost of transporting GSRP children to and from the program must submit a separate budget detailing the anticipated transportation expenses and submit separate budget reimbursement requests for those funds must be submitted separately.

4) Financial Records

- The sub-recipient must retain all financials for a minimum of 7 years. This includes general ledger and detailed receipts and invoices specific to GSRP expenditures.
- All financial records must be made available upon request from WISD or MDE.

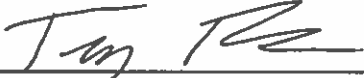
M. Payment for Services:

WISD will transfer funds, not exceeding the maximum amount specified in section I.(G). of this Agreement, when the following conditions and dates are met:

- The State of Michigan has released GSRP funding to WISD.
- The sub-recipient has submitted an approved budget to WISD.
- All required reports and documentation have been submitted to WISD with documentation provided by the sub-recipient.
- Funds may be requested by the sub-recipient on a monthly basis; WISD requires that sub-recipients submit reimbursement requests at least quarterly in order to stay current in managing the grant's funds with appropriate documentation.
- WISD reserves the right to withhold GSRP funds if:
 1. The sub-recipient is deemed in non-compliant with any of the requirements above.

2. The sub-recipient fails to fill the approved number of allocated GSRP slots.
3. The submitted expenses do not align with the sub-recipient's approved budget.

Signed:



for the Sub-recipient

9-18-18

Date

Superintendent
Washtenaw Intermediate School District

Date

Executive Director of Early Childhood Programs
Washtenaw Intermediate School District

Date