

**SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT**  
3000 ROCKEFELLER AVENUE, M/S 305 - EVERETT, WA 98201  
(425) 388-7200



**CONTRACT SPECIFICS:**

<b>Contract Number:</b> <u>EL-13-60-01-053</u>		<b>Title of Project/Services</b> <u>Early Childhood Education and Assistance Program (ECEAP)</u>	
<b>Maximum Contract Amount:</b> \$595,000	<b>Start Date:</b> 8/1/2013	<b>End Date:</b> 6/30/2015	<b>Status Determination:</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Vendor

**CONTRACTING ORGANIZATION:**

Name: <u>Arlington School District</u>	IRS Tax No. (Employer I.D.): <u>91-0898027</u>
Address: <u>301 N. French Avenue</u>	City, State & Zip: <u>Arlington, WA 98223</u>
Contact Person: <u>Amie Vermellon-Grubbs</u>	Telephone: <u>360-435-2156</u>

**FUNDING:**

Funding Authority: <u>Client Service Contract 14-1112</u>	Funding Specifics: <u>State ECEAP</u>
CFDA No & Title: <u>NA</u>	Federal Agency: <u>NA</u>

**Program Division:**

**Early Learning**

**County Contact Person:**

**Joe Varano**

**Contact Phone Number:**

**425-388-7251**

**Additional terms of this contract are set out in and governed by the following, which are incorporated herein by reference:**

Basic Terms and Conditions Agreement HSD-2013-038-053, maintained on file at the Human Services Department:

Specific Terms and Conditions	Attached as Exhibit A	Attached as
Statement of Work	Attached as Exhibit B	Attached as
Approved Contract Budget	Attached as Exhibit C	Attached as
ECEAP Unit Rate Invoice	Attached as Exhibit D	Attached as

In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) appropriate provisions of state and federal law, (b) Specific Terms and Conditions, (c) Basic Terms and Conditions, (d) other attachments incorporated by reference, and (e) other documents incorporated by reference.

**EXHIBIT A**  
**SPECIFIC TERMS AND CONDITIONS**  
**EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM**

**I. DEFINITIONS**

- A. "DEL" means the Department of Early Learning, the state agency responsible for ECEAP administration.
- B. "ECEAP" means the Early Childhood Education and Assistance program, as established by Revised Code of Washington (RCW) 43.215.400-450 and Chapter 170-100 Washington Administrative Code (WAC).
- C. "ECEAP services" means administration, enrollment and eligibility, human resources, health coordination, education and family support, and parent involvement services as defined in the 2010 ECEAP Performance Standards, including Revised Section B: Enrollment and Eligibility (2013).
- D. "ELMS" means the Early Learning Management System, the database where contractors enter program and child information.
- E. "Policy Council" means the board comprised of ECEAP parents and community representatives who advise/direct the County.

**II. DOCUMENTS INCORPORATED BY REFERENCE**

In performing the services under this Contract, the Contractor shall comply with the following documents incorporated by reference:

- A. Department of Early Learning:
  - 1. RCW 43.215.400-450;
  - 2. Chapter 170-100 WAC;
  - 3. 2010 ECEAP Performance Standards, as subsequently amended. The Contractor may obtain a copy of the 2010 ECEAP Performance Standards by written or oral request to the County;
  - 4. Section B of the Revised Performance Standards, Enrollment and Eligibility (2013);
  - 5. Policy Memoranda, as applicable; and

6. Client Service Contract No. 14-1112 inclusive of amendments between DEL and Snohomish County.

B. Snohomish County Human Services Department:

1. Basic Terms and Conditions Agreement;
2. ECEAP Policies;
3. ECEAP Work Plans; and
4. Management and Policy Memoranda, as applicable.

**III. PERFORMANCE STANDARDS**

- A. The Contractor shall perform the services in accordance with the Contractor's Proposal and Exhibit B, the Statement of Work, policies issued by the County, and applicable local, state and federal regulations.
- B. At a minimum, program performance will be monitored and evaluated monthly by the County staff based on, but not limited to, child enrollment, monthly program activity, and monthly requests for reimbursement. County staff will also monitor and evaluate program performance during on-site visits and monitoring reviews. Any substantive change in Contractor organizational structure, service delivery system, site location, enrollment level or service area shall not be made prior to receiving written approval from the County.

**IV. PARENT/CARETAKER ACCESS AND VOLUNTEERISM**

A. Parent/Caretaker Access

1. The Contractor will guarantee that parents/caretakers have unlimited access to their child during normal hours of provider operation and whenever the child is participating in program activities. Parents/caretakers include biological or adoptive parents, legal stepparents, legal guardians, foster parents, and caretaker blood relatives with legal responsibility for the child.
2. Additionally, parents/caretakers shall also have access to program providers whenever the child is in the care of the provider and/or during normal business hours.
3. If a parent/caretaker is barred by a court order from contact with their child, the Contractor shall comply with the court order.

## **B. Volunteerism**

1. In accordance with ECEAP Performance Standards, the Contractor shall ensure that no parent/caretaker is required to volunteer for ECEAP activities. The Contractor shall assure that all parents/caretakers are encouraged to volunteer in ECEAP activities.
2. In addition to the Background Check requirements contained in the Basic Terms and Conditions Agreement, all parents/caretakers and community volunteers who participate in the ECEAP classrooms may only be allowed to volunteer upon:
  - a. Receipt of an acceptable criminal background check from appropriate law enforcement entities. An acceptable criminal background check means the volunteer has not been convicted of, and has no charges pending for, crimes of child abuse or harm to another person; and
  - b. Receipt of training on state-required procedures for reporting alleged child abuse and/or neglect.
3. Parents/caretakers and community volunteers who participate in ECEAP classrooms weekly or more frequently must obtain a tuberculosis test in accordance with the ECEAP Performance Standards, Section C.

## **V. COMMUNITY RESOURCES**

The Contractor shall make a reasonable and ongoing effort, through the Contract period, to secure resources from private and public entities to supplement the administrative, operational, and staff development costs under this program. Documentation of any collaborative efforts and securing of resources which benefit this program, throughout the Contract period, shall be submitted to the County each month.

## **VI. WRITTEN POLICIES AND PROCEDURES/DOCUMENTS ON FILE**

Written policies and procedures, consistent with federal and state regulations, as applicable, shall be kept on file in the office of the Contractor and available for review at the request of the assigned County staff. Such policies and procedures shall include, but not be limited to (as appropriate):

### **A. ECEAP Program Policies and Procedures / Documents:**

1. Attendance;
2. Child Abuse and Neglect Reporting Policy;
3. Community Needs Assessment;

4. Development and Training Policy and Plan(s);
5. Insurance and Bonding Policies required by the Contract;
6. Kindergarten Transition Plan;
7. Policies Regarding Parent Involvement in the Hiring Process;
8. Policy Council Procedures;
9. Recruitment and Enrollment;
10. State Child Care Licensing Report;
11. Subcontract Agreements;
12. USDA Monitoring Report; and
13. Vehicle Inspection Reports.

B. Staff Policies and Procedures / Documents:

1. Confidentiality Policy;
2. Conflict of Interest Policies;
3. Criminal Records Check and Fingerprint Check;
4. ECEAP Professional Development Plan (PDP);
5. Employee Benefits and Policies;
6. Job Descriptions;
7. Nepotism Policies;
8. Personnel Policies; and
9. Standard of Conduct Policies.

C. Organization Policies and Procedures / Documents:

1. Articles of Incorporation, Tribal Charter;
2. Bylaws;
3. Current Organizational Chart (Agency and Program);
4. Documentation of Hiring Efforts;

5. ECEAP Provisional Staff Qualifications;
6. IRS Nonprofit Status Certification;
7. Recruitment and Selection of ECEAP Staff;
8. Salary Scales;
9. Staff Evaluation Policies;
10. Staff Qualifications; and
11. Travel Policies.

D. Fiscal Policies and Procedures / Documents:

1. Chart of Accounts;
2. Cost Allocation Plan;
3. Fiscal Management Policies; and
4. Latest Agency Audit.

**VII. RELIGIOUS ACTIVITY**

- A. The Contractor shall not use any curricula or materials which have any religious orientation.
- B. The Contractor shall not require children enrolled in the program to participate in any religious activity.

**VIII. ENROLLMENT**

- A. The Contractor, in performing services as described in the Contract, shall:
  1. Begin all preschool classes no later than September 30 of each fiscal year; and
  2. Maintain full enrollment of funded slots. In accordance with Revised ECEAP Performance Standard (2013) B-109, fill 100 percent of funded ECEAP slots by thirty (30) calendar days after children's classes begin, then fill any vacancies within thirty (30) calendar days. A child shall attend preschool to count as part of 100 percent enrollment. Slots for children who are registered early, but do not attend, shall be re-filled within thirty (30) calendar days of the class start date.

- B. The Contractor must complete the ELMS child prescreen and application modules for all funded slots by October 15, and attach each child to a class in ELMS.
- C. The Contractor must enter and maintain accurate data in ELMS according to the Deliverables Calendar in this Exhibit A, Section XV.
- D. The County reserves the right to reclaim slots and funds, or reallocate slots to other Subcontractors, if the Contractor cannot maintain full enrollment. Before reducing slots, the County will work with the Contractor to develop strategies for full enrollment and discuss deadlines.

#### **IX. CHANGES IN SERVICE**

The Contractor shall obtain written or email approval from the County before implementing any of the following:

- A. Enrolling children from families with income above 110% of federal poverty level;
- B. Enrolling children who were 3 years old on August 31 of the school year;
- C. Changing class start dates;
- D. Changing a classroom location;
- E. Changing the of number of slots;
- F. Changing a service area boundary;
- G. Selling or disposing of equipment purchased with ECEAP funds from the Contractor's Inventory List; and
- H. Changing Contractor's legal status, ECEAP Director or organizational structure related to ECEAP.

#### **X. OUTCOMES REPORTING**

- A. The Contractor shall participate in ECEAP outcomes reporting by entering information in ELMS including the exit questionnaire when a child transfers or exits, and by allowing the County access to child assessment results.
- B. The Contractor shall participate in ECEAP outcomes reporting by entering accurate information in Teaching Strategies GOLD®.

#### **XI. INCLUSION OF DEL LOGO**

The Contractor shall include the 2012 DEL or DEL ECEAP logo, provided by DEL, on ECEAP publications intended for an audience outside of the

Contractor's ECEAP program, such as marketing materials, recruitment flyers and annual reports. The full-color or black-and-white DEL or DEL ECEAP logo shall appear in its entirety, without modification.

## **XII. CONFIDENTIALITY OF DEL INFORMATION**

The Contractor shall not use or disclose any information about the County that may be classified as confidential for any purpose not directly connected with the Contractor's activities under this Contract except with the prior written consent of the County or as may be required by law.

## **XIII. WASHINGTON STATE EARLY LEARNING AND DEVELOPMENT GUIDELINES**

The Contractor shall align early childhood education services provided under this Contract with the Washington State Early Learning and Development Guidelines available at: [www.del.wa.gov/publications/development/docs/guidelines.pdf](http://www.del.wa.gov/publications/development/docs/guidelines.pdf)

## **XIV. CHILD HEALTH, SAFETY, WELL BEING AND CHILD ABUSE AND NEGLECT**

- A. In the delivery of services under this Contract, children's health, safety and well-being shall always be the primary concern of the Contractor. The Contractor shall report child abuse and neglect as is required of mandated reporters in RCW 26.44.030 (1)(a) and (1)(b). In addition, when the Contractor or any employee of the Contractor has reasonable cause to believe that a child has suffered abuse or neglect at the hands of any person, the Contractor or employee shall immediately report such incident to Child Protective Services (CPS) Intake at 1-866-ENDHARM. This obligation includes suspected abuse or neglect that occurs when a child is in the care of the Contractor as well as outside of the Contractor's care.
- B. The Contractor shall ensure that managers, board members, employees and volunteers of the ECEAP program who will or may have contact with ECEAP children view the DSHS video "Making a CPS Referral: A Guide for Mandated Reporters" within two (2) weeks of initial association with ECEAP. This video can be downloaded at [www.dshs.wa.gov/video/ca/mandatedReporting.aspx](http://www.dshs.wa.gov/video/ca/mandatedReporting.aspx). In addition, the Contractor shall ensure that each manager, employee or volunteer, who will or may have contact with ECEAP children, completes training on reporting child abuse and neglect annually before Fall preschool classes begin. After viewing the video or completing training, each person shall sign and date a statement acknowledging his or her duty to report child abuse and neglect in accordance with this Contract. The Contractor shall retain each signed statement.



## XV. DELIVERABLES

The Contractor shall submit the following deliverables by the dates indicated. Dates are annual, unless otherwise noted. These deliverables and their due dates shall include, but are not limited to:

Due Date	Deliverable
Upon hire of new staff	Completed <i>Staff Qualifications Form</i> for each newly hired lead teacher, assistant teacher, family support specialist and family support aide. Form is available on SharePoint.
Two weeks before class start date	Send a <i>Site Approval Form</i> for each new or relocated classroom. Form is available on SharePoint.
By the 7 <sup>th</sup> of each month September through June	Update child and family information in ELMS. This includes accurate counts of family support visits, parent-teacher conferences, medical exams and dental screenings.
10 <sup>th</sup> of each month August through June	Enter the <i>ELMS Monthly Report</i> for the previous month. There must be an <i>ELMS Monthly Report</i> for every month you bill, including summer months. This must be received by the County before your voucher can be paid.
10 <sup>th</sup> of each month August through June	Submit <i>Invoice Voucher</i> (Exhibit D-1 or Amended Exhibit D-1) for billing for the previous month
10 <sup>th</sup> of each month	Submit County MRF (Monthly Reporting Form)
By September 15	Update subcontractor site and class sections of ELMS.
September 27	<i>Annual Program Calendar</i> , including parent/family nights, parent meetings, staff meetings, staff trainings, holidays, etc.
September 27, and within two weeks for any new staff hired within program year	<i>New Employee Checklist</i> completed, signed by staff and supervisor, and submitted to County.
September 27	<i>Annual Professional Development Plans</i> (PDP) for staff who do not meet minimum qualifications for their respective positions as described in the ECEAP Performance Standards.
By the 7 <sup>th</sup> Friday after class start date. See customized checkpoint dates in TS Gold for exact date.	Teachers finalize the Fall checkpoints in GOLD online for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.
October 15	Complete the ELMS prescreen and application modules for children for all funded slots,

	regardless of class start date. In ELMS, exit all children who are not attending.
October 15, and <b>within five (5) business days</b> of each child's start in class.	Enter each child's prescreen and application in ELMS, and attach the child to a class within ELMS.
After October 15, and <b>within five (5) business days</b> of each child's last day in class.	Exit all children who are not attending.
Within 60 days from class start date	Complete health, developmental and dental screenings and ensure each child has a completed medical exam.
November 15	Fall Family Support Surveys
November 29	Fall Heights and Weights
December 5	Submit any completed <i>Staff Qualifications Forms</i> requested by DEL in October.
December 13	Fall <i>Staff Training Report</i>
January 31	Winter PDP Observations
Mid-way through the year, according to the customized checkpoint dates for your site in TS GOLD	Teachers finalize the Winter checkpoints in GOLD online for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.
February 29	Self-Assessment
April 15	Update Subcontractor site information and class fields in ELMS.
April 30	Spring PDP observations
April 30	Spring Heights and Weights
April 30	Funding Renewal Application
May 10	<i>ECEAP Contractor Financial Disclosure Certification.</i>
May 30	Spring <i>Staff Training Report</i>
By May 30	Spring Family Support Surveys
By the last day of class, but no sooner than three weeks before the last day of class. See customized checkpoint dates in TS Gold for exact date.	Teachers finalize the Spring checkpoints in GOLD online for the following areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics.
June 30	<i>PDP Progress Report</i>
June 30	Last day of possible services to children and families under this contract.
July 3	Final <i>Expenditure Report</i> , <i>Request for Reimbursement</i> , and <i>ECEAP Monthly Report</i>
July 3	Submit the final <i>Invoice Voucher</i> for June.
July 3	Send the <i>ELMS Monthly Report</i> for June.

## **XVI. USE OF TEACHING STRATEGIES GOLD® ONLINE**

- A. The Contractor shall use Teaching Strategies GOLD® online for their child assessment tool. They must enter and maintain accurate information in GOLD®. Contractor must:
1. Ensure each child's demographic data is entered in GOLD® online.
  2. Select ECEAP as the funding source.
  3. Enter child observations in GOLD® Online throughout the school year.
  4. Rate all objectives within the following areas of GOLD®: Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics three (3) times each year, according to Deliverables Calendar in this Exhibit A, Section XV.
  5. Complete the Home Language Survey on all ECEAP children, and assessing the child's English language acquisition, if indicated, using GOLD® objectives 37-38.
  6. Archive, not delete, exited children's portfolios.
- B. Contractors must require lead teachers to take the Teaching Strategies GOLD® reliability test within six (6) months of their GOLD® training

## **XVII. STAFF QUALIFICATIONS**

The Contractor must submit staff qualifications according to the Deliverables Calendar in this Exhibit A, Section XV.

## **XVIII. MEDIA COVERAGE**

The Contractor must inform the County immediately of any serious issue that has potential for media coverage or for impact to services for ECEAP or families. This includes CPS issues related to ECEAP children, families, staff and facilities.

## **XIX. PROTECTION OF PERSONAL INFORMATION**

- A. "Personal Information" means information identifiable to any natural person, including but not limited to information that relates to the person's name, health, medical or mental health treatment, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers or other identifying numbers, drivers license numbers or any financial identifiers. The written policy required in ECEAP Performance Standard A-13 shall align with this Exhibit A, Section XIX: Protection of Personal Information.

- B. In addition to the Confidentiality requirements contained in the Basic Terms and Conditions Agreement, the Contractor shall:
1. Notify Staff of the requirements of this Exhibit A, Section XIX.
  2. Require individual user IDs and passwords when Personal Information is stored on computers.
  3. Destroy all Personal Information so that it cannot be accessed by unauthorized individuals and cannot be recovered, when the Personal Information is no longer used for ECEAP services under this Contract and retention is no longer required by this Contract, including this Exhibit A, Section XIX and ECEAP Performance Standards, Section G.
  4. Immediately notify the County of any potential, suspected, attempted, or actual violations of this Exhibit A, Section XIX, including but not limited to breaches of security, compromised data, or compromised login IDs or passwords, by contacting the Snohomish County ECEAP Manager or your assigned Education and Family Support Coordinator.
- C. The County specifically reserves the right to monitor the Contractor's compliance with this Exhibit A, Section XIX. When there has been or may have been a violation of this Exhibit A, Section XIX, the County may, at its discretion, conduct an investigation. To assist in the investigation, the Contractor shall obtain and safeguard all evidence relating to the actual or suspected violation.
- D. Any breach of this Exhibit A, Section XIX may, at the County's discretion and in addition to all other rights and remedies available to the County, result in:
1. Termination of the Contract;
  2. A requirement that the Contractor return to the County all Personal Information provided to the Contractor by the County; or
  3. A requirement that the Contractor destroy all Personal Information so it cannot be accessed by unauthorized individuals and cannot be recovered.

## **XX. RECORDS MAINTENANCE**

- A. In addition to the Records Maintenance requirements contained in the Basic Terms and Conditions Agreement, the Contractor shall maintain all books, records, documents, data, and other evidence reasonably relating to this Contract and performance of ECEAP services, including, but not limited to:
1. Accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract; and

2. All records described in ECEAP Performance Standards Section G (collectively "Records").
- B. In addition to the Records Maintenance requirements contained in the Basic Terms and Conditions Agreement, unless a shorter retention period is specified in ECEAP Performance Standards Section G, the Contractor shall retain such records for a period of six (6) years following the date of the final payment. At no additional cost, these Records shall be subject at all reasonable times to inspection by the County, DEL, the Office of the State Auditor, and federal and state officials authorized by law, regulation, or agreement.

## **XXI. COPYRIGHT**

- A. Data and other copyrightable materials that result from this Contract shall be owned by the Contractor. The Contractor grants the County and DEL a royalty-free, perpetual, irrevocable worldwide license (with rights to sublicense to others) in such materials to translate, reproduce, distribute, prepare derivative works, publish or otherwise use such materials. The Contractor warrants and represents that Contractor has all rights and permissions, including, but not limited to intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the County and DEL. The Contractor shall provide the County with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any materials delivered under this Contract.
- B. Data and other copyrightable materials entered or inputted into the Early Learning Management (ELMS) shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by DEL. DEL shall be considered the author of such data or materials. In the event the data or materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in the materials, including all intellectual property rights, to DEL effective from the moment of creation of such materials.
- C. "Materials" means all items in any format and includes but is not limited to data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes and sound productions.

## **XXII. MONITORING**

- A. The County and DEL have the right to monitor and evaluate performance, compliance and quality assurance under this Contract. The Contractor shall provide a right of access to its facilities to the County, DEL, any of the County's or DEL's officers, or to any other authorized agent or official of Snohomish County, the State of Washington or the federal government at all reasonable times in order to monitor and evaluate performance, compliance

or quality assurance under this Contract. Monitoring activities may include, but are not limited to:

1. Review of child, family, enrollment, program activity and any other information submitted through ELMS;
  2. Review of TS GOLD® information;
  3. Review of deliverables listed in this Exhibit A, Section XV;
  4. Intensive on-site program reviews to monitor Contract compliance, scheduled in advance with the Contractor; and
  5. Site visits to review records, observe implementation of services or follow up on compliance issues. These visits may be unannounced.
- B. If requested by the County or DEL, the Contractor shall submit and implement an action plan to remedy out-of-compliance issues found during the County or DEL monitoring processes. The County or DEL staff may provide training and technical assistance as time and funding allows.

### **XXIII. PAYMENT**

- A. In addition to the Reimbursement Procedures requirements contained in the Basic Terms and Conditions Agreement, the County shall pay the Contractor upon the following:
1. Acceptance of services provided;
  2. Receipt of all deliverables due according to the Deliverables Calendar in this Exhibit A, Section XV; and
  3. Receipt of a properly completed Invoice Voucher.
  4. If the Contractor fails to file an Invoice Voucher within any two-month period, the County may elect to terminate the Contract.
- B. The June Invoice Voucher shall be submitted to the County no later than July 3rd of each fiscal year in order to assure reimbursement of approved costs.

### **XXIV. USE OF FUNDS**

- A. The Contractor shall maintain a financial management system with written policies and procedures ensuring strong internal controls. The Contractor shall develop a Cost Allocation Plan for costs that are shared with non-ECEAP programs.
- B. The Contractor may use ECEAP funds for the following costs:

1. ECEAP administration, including planning and coordination; accounting and auditing; purchasing, personnel and payroll functions; and equipment, training, travel and facility costs related to these purposes. Administrative costs shall not exceed 15% of the amount of this Contract.
  2. ECEAP services including preschool education, health services coordination, nutrition, family support and parent involvement. This includes salaries and benefits for direct service personnel, goods and services, equipment, facilities, training and travel, and other costs related to direct ECEAP services.
- C. ECEAP funds may be used as dollars of last resort for direct medical, dental, nutrition, and mental health services for ECEAP children, if alternate sources of assistance are not available.
- D. Travel expenses are allowed as part of ECEAP administration and ECEAP services. Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. The Contractor shall expend ECEAP funds for travel expenses at not greater than the current Washington State travel reimbursement rates.
- E. When expending funds for items or services used by other programs or individuals, ECEAP funds shall only be spent for the share used solely for ECEAP services.
- F. The Contractor shall obtain written approval from the County before making purchases with unit costs of \$5,000 or greater, including ancillary costs paid fully or in part with ECEAP funds.
- G. The Contractor shall obtain written approval from the County before using or contributing any ECEAP funds to acquire:
1. Equipment, defined as any article of tangible, nonexpendable, personal property having a useful life of more than one year with unit costs of \$5,000 or greater, including ancillary costs. Ancillary costs include, but are not limited to, tax, shipping and installation.
  2. Playground or facility improvements with a total cost of \$5,000 or greater including ancillary costs. For playgrounds this includes, but is not limited to, costs for equipment and site preparation.
- H. The Contractor shall not use ECEAP funds for the following:
1. Costs that are not directly related to ECEAP;
  2. Costs that exceed the Contract amount;

3. Supplanting of federally supported Head Start programs, which is prohibited by RCW 43.215.415; or
  4. Work charged to or paid by any other contract or funding source.
- I. Contractors shall not bill any Washington State child care subsidy programs, including, but not limited to, Working Connections Child Care (WCCC), for an ECEAP child for ECEAP classroom hours.

**Exception:** The Contractor may bill both ECEAP and a child care subsidy program for the same hours when the child is enrolled in full-day, full year child care in a blended ECEAP/licensed child care program that operates in compliance with ECEAP Performance Standards during all child care hours.
  - J. The Contractor shall engage in efforts to obtain additional funds and in-kind contributions to expand or enhance ECEAP service delivery. The Contractor shall not solicit funds from families enrolled in ECEAP.
  - K. The Contractor shall obtain prior approval from the County before using ECEAP funds as match for any federal funds. This is to ensure that neither DEL nor the County is using the same funds as match for its federal requirements.
  - L. Contractors request to use ECEAP funds as federal match by completing the form within the ELMS September Monthly Report. Contractors complete the form by describing the amount of ECEAP funds the Contractor wants to use for the current state fiscal year (July 1 through June 30) and the title of the federal program for which this match would apply. This request must not exceed the amount of state funds received for ECEAP services.

## **XXV. INVENTORY**

- A. The Contractor must maintain an Inventory List and supporting records for all equipment purchased in whole or in part with ECEAP funds, including:
  1. All assets with a unit cost (including ancillary costs) of \$5,000 or greater.
  2. The following assets with unit costs of \$300 or more:
    - a. Computer systems, laptop and notebook computers;
    - b. Office equipment;
    - c. Communications and audio-visual equipment; including record players, radios, TVs, VCRs, DVD players, cameras and photographic projection equipment; and
    - d. Appliances.



3. Other assets identified by the Contractor as vulnerable to loss.
- B. The Inventory List and supporting records shall include the following, if applicable:
  1. Description of the asset;
  2. Manufacturer or trade name;
  3. Quantity;
  4. Serial number;
  5. Inventory control number;
  6. Contractor's acquisition date;
  7. Order number – from purchasing document;
  8. Total cost or value at time of acquisition;
  9. Ownership status, for example if shared by multiple funding sources;
  10. Depreciation (for capital assets);
  11. Location of item;
  12. Useful life in years; and
  13. Disposal date, method and salvage value.

## **XXVI. TREATMENT OF ASSETS**

- A. In addition to the Treatment of Assets requirements contained in the Basic Terms and Conditions Agreement, any equipment funded by this Contract shall be used only for the performance of this Contract, unless otherwise approved by the County. If an item requires a title of ownership, such as a vehicle, and is purchased with ECEAP funds, the title shall reside with DEL.
- B. In addition to the Treatment of Assets requirements contained in the Basic Terms and Conditions Agreement, the Contractor shall obtain written approval from the County before selling or disposing of equipment from the Contractor's Inventory List, and the County will have the option of recapturing the equipment. If the County gives approval for the Contractor to sell ECEAP equipment, the Contractor shall use the sale of proceeds only for ECEAP services.

- C. In addition to the Treatment of Assets requirements contained in the Basic Terms and Conditions Agreement, if a Contractor stops providing ECEAP services at a site, the Contractor shall transfer possession of equipment purchased all or in part by ECEAP funds, or sell the equipment and transfer the proceeds from current market-value sale of such equipment to another ECEAP site, or return it to the County. If a Contractor stops providing all ECEAP services, the Contractor shall either transfer possession of equipment or property purchased all or in part with ECEAP funds, or the proceeds from current market-value sale of such equipment, to the County at the County's discretion.

## **XXVII. PROCUREMENT STANDARDS**

The Contractor shall procure all materials, property, supplies or services in accordance with the requirements in the Basic Terms and Conditions Agreement and the Snohomish County Environmentally Preferable Purchasing and Product Utilization Policies.

## **XXVIII. FRAUD PREVENTION**

In addition to the Termination or Suspension of Any Contract requirements contained in the Basic Terms and Conditions Agreement, the Contractor must ensure that staff members who determine eligibility are trained on proper eligibility determination practices and the importance of protecting program integrity and the public trust. Fraudulent eligibility practices may lead to suspension or termination of ECEAP contracts requiring contractors to discontinue subcontracts or fire involved employees, and refer cases for criminal prosecution. Contractor must immediately inform the County of any suspicion that an employee improperly recorded a family's eligibility criteria or a family provided false information in order to enroll in ECEAP.

## **XXIX. PROGRAM INCOME**

Program income generated by interest-bearing accounts or otherwise under this Contract shall be documented and used for ECEAP operational or staff development expenses not included in the total approved budget.

## EXHIBIT B

### STATEMENT OF WORK

#### EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM

##### I. OVERVIEW

In conformance with RCW 43.215.400-450 and Chapter 170-100 WAC, all DEL ECEAP Procedures and Guidelines, 2010 ECEAP Performance Standards and subsequent updates including Revised Section B Enrollment and Eligibility, the ECEAP Contract between DEL and Snohomish County, DEL policy memoranda, Snohomish County ECEAP policies and work plans, and Human Services Department management and policy memoranda, the Contractor shall provide a center-based ECEAP for preschool children in the designated area.

##### II. SERVICE DELIVERY REQUIREMENTS

- A. The Contractor shall provide thirty-two (32) weeks of program services to fifty-four (54) children during the 2013-2014 program year; the Contractor shall provide thirty-two (32) weeks of program services to fifty-four (54) children during the 2014-2015 program year. The Contractor shall provide twelve (12) hours of direct classroom service per week with four (4) child-contact days per week. The Contractor shall promote the active participation of parents of enrolled children in all phases of ECEAP.
- B. For each child, the Contractor shall provide the following during the program year:
  - 1. Three (3) hours of Family Support contact with the child's family per year, with a minimum of three (3) face-to-face visits;
  - 2. Three (3) hours of focused educational contact, to include at least one (1) home visit and two (2) parent-teacher conferences per program year; and
  - 3. Two (2) staffings which include, at a minimum, the lead teacher and family support staff.
- C. All contact hours and staffings shall be documented for each child.
- D. The Contractor shall ensure a 1:20 ratio of lead teachers to children in the classroom, and shall develop services and make reasonable efforts to maintain a 1:6 ratio of adults to children in the classroom. In no case shall the ratio fall below 1:9.
- E. The Contractor shall ensure that all staff employed under this Contract meet minimum state ECEAP qualifications and shall document written plans and

efforts for professional development. Staff who do not meet the minimum ECEAP qualifications shall have an approved Professional Development Plan (PDP) in place.

- F. The Contractor shall administer and deliver comprehensive preschool services within the required components of program administration, preschool education, health services coordination, nutrition, family support, and parent involvement. These services shall be provided to income eligible children who, with special assistance, shall be more likely to succeed in the public school system.
- G. The Contractor shall host family events and parent education events throughout the school year. The Contractor shall provide the following:
  - 1. A minimum of one (1) evening activity per month. Activity may be a parent education activity or family event. At least four (4) of these activities shall be family events;
  - 2. Monthly parent advisory council meetings; and
  - 3. Parent education activities or family events shall include the following topics:
    - a. Male Involvement;
    - b. Health Care Institute (HCI);
    - c. Nutrition;
    - d. Literacy; and
    - e. Others based on the parents/families' interests, needs, and input.

### **III. INTERAGENCY PARTICIPATION**

The Contractor shall participate in interagency ECEAP planning, coordination and evaluation meetings. The Contractor shall also participate in parent policy council/committee meetings, kindergarten transition activities, and health services advisory committee activities. The Contractor shall accept technical assistance and training from the County to enhance program quality. In general, visits to Contractor sites shall be prearranged; however, the County and DEL reserve the right to perform spontaneous visits.

### **IV. CONTRACTOR REQUIREMENTS**

- A. The Contractor shall:

1. Implement recommendations as described in annual monitoring reports completed by the County; and
2. Implement staff and family development activities approved by the County.

B. Screening Tools:

1. A general developmental screening, such as the *ESI-R*, *DIAL 3*, *Brigance* or *Denver*, shall be administered one (1) time on each child within the child's first sixty (60) days of services.
2. The Contractor shall complete the following health screenings on each child:
  - a. Medical and dental exams due within the child's first sixty (60) days of services;
  - b. Heights and weights due in the fall (November) and spring (April); and
  - c. Vision and hearing due within the child's first sixty (60) days of services.

C. Assessments and Curricula

The Contractor shall implement *Teaching Strategies GOLD®* observational assessment system to complete the developmental assessment on each child three (3) times per year, according to the following schedule: Fall checkpoints would be due on the seventh (7<sup>th</sup>) Friday after classes begin, Spring checkpoints would be due the last day of class for each subcontractor, and may not be completed any earlier than three weeks prior to the last day, Winter checkpoints will then be individually calculated for each subcontractor to land "midway", and will be due on a Friday. Exact dates to be provided to site in Site-Specific Guidelines for Observation and Assessment.

1. The Contractor shall:
  - a. Ensure that each ECEAP child's demographic data is entered in GOLD® Online.
  - b. Select ECEAP as the Funding Source in GOLD® Online.
  - c. Enter child observations in GOLD® Online throughout the school year.
  - d. Rate all objectives within the following areas of GOLD®: Physical, Language, Cognitive, Literacy, Mathematics, and Social and Emotional.

- e. Complete the Home Language Survey on all ECEAP children, and assess the child's English language acquisition, if indicated.
  - f. Require newly hired ECEAP lead teachers to take the Teaching Strategies GOLD® reliability test by December 31, 2013.
2. The Contractor shall implement *The Creative Curriculum for Preschool* as the foundation for curriculum planning.
  3. The Contractor shall also implement the required curricula *Second Step* and *Talking About Touching*, and strategies and tools from *Building Foundations That Last*, and shall ensure that all staff has appropriate training in using them.
  4. The implementation of *The Creative Curriculum*, *Second Step*, *Talking About Touching*, and *Building Foundations That Last* shall be documented in weekly classroom lesson plans.

**SNOHOMISH COUNTY  
HUMAN SERVICES DEPARTMENT**

**EXHIBIT C  
APPROVED CONTRACT BUDGET  
COST REIMBURSEMENT**

PROGRAM TITLE: Early Childhood Education and Assistance Program (ECEAP)  
AGENCY: Arlington School District  
ADDRESS: 315 N. French Ave., Arlington, WA 98223  
CONTRACT PERIOD: August 1, 2013 TO June 30, 2015

REVENUE SOURCES:

FUNDS AWARDED UNDER CONTRACT:

REVENUE SOURCE	AMOUNT
<u>ECEAP 8/1/2013-6/30/2014</u>	<u>\$297,500</u>
<u>ECEAP 7/1/2014-6/30/2015</u>	<u>\$297,500</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
TOTAL FUNDS AWARDED:	<u>\$595,000</u>

NON-FEDERAL MATCHING RESOURCES:

<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
TOTAL NON-FEDERAL RESOURCES:	<u>\$0</u>

MATCH REQUIREMENTS FOR CONTRACT: PERCENTAGE: N/A AMOUNT: N/A

OTHER PROGRAM RESOURCES (Identify):

SOURCE	PERIOD	AMOUNT
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
TOTAL OTHER RESOURCES		<u>\$0</u>

**SNOHOMISH COUNTY  
HUMAN SERVICES DEPARTMENT**

**EXPENDITURES**

<b>UNIT (NAME)</b>	<b>TOTAL # OF UNITS</b>	<b>RATE PER UNIT</b>	<b>TOTAL UNIT COSTS</b>	<b>FUNDING SOURCE</b>	<b>DEFINITION/NARRATIVE (if applicable)</b>
August 2013 ECEAP Services	54	\$270	\$14,580	State ECEAP	Recruitment, enrollment, program planning, staff hiring
September 2013 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
October 2013 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
November 2013 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
December 2013 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
January 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
February 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
March 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
April 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
May 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
June 2014 ECEAP Services	54	270	14,580	State ECEAP	Preschool education, program close out.
Program Improvement Activities	N/A	N/A	5,900	State ECEAP	Program improvement activities.
		<b>TOTAL</b>	<b>\$297,500</b>		



**SNOHOMISH COUNTY  
HUMAN SERVICES DEPARTMENT**

**EXPENDITURES**

<b>UNIT (NAME)</b>	<b>TOTAL # OF UNITS</b>	<b>RATE PER UNIT</b>	<b>TOTAL UNIT COSTS</b>	<b>FUNDING SOURCE</b>	<b>DEFINITION/NARRATIVE (if applicable)</b>
August 2014 ECEAP Services	54	\$270	\$14,580	State ECEAP	Recruitment, enrollment, program planning, staff hiring
September 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
October 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
November 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
December 2014 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
January 2015 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
February 2015 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
March 2015 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
April 2015 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
May 2015 ECEAP Services	54	540	29,160	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
June 2015 ECEAP Services	54	270	14,580	State ECEAP	Preschool education, program close out.
Program Improvement Activities	N/A	N/A	5,900	State ECEAP	Program improvement activities.
		<b>TOTAL</b>	<b>\$297,500</b>		





Invoice Number: \_\_\_\_\_

**EXHIBIT D**  
**ECEAP UNIT RATE INVOICE**  
**SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT**  
**3000 Rockefeller Avenue, M/S 305**  
**Everett, WA 98201**

<b>CONTRACTING AGENCY NAME &amp; ADDRESS:</b>  <b>Arlington School District</b>  315 N. French Avenue  Arlington, WA 98223	<b>PROJECT TITLE</b> <u>Early Childhood Education &amp; Assistance Program</u> <b>REPORTING Period:</b> _____ Month      Year <b>CONTRACT #:</b> <u>EL-13-60-01-053</u> <b>AUTHORIZED FUND:</b> <u>State ECEAP</u>
--	--

**Contractor Certification:** I hereby certify under penalty of perjury that the units of service and totals listed herein have been provided in accordance with contractual obligations to the Snohomish County Human Services Department and that all units of services were provided without discrimination on the grounds of race, creed, national origin, handicap, sex or age.

**AUTHORIZING SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPPORTING INFORMATION**

SERVICE MONTH	PAYMENT POINTS	NUMBER OF ECEAP FUNDED SLOTS	MONTHLY RATE PER SLOT	REQUESTED REIMBURSEMENT
	AUGUST 2014	54	\$270	
	SEPTEMBER 2014	54	\$540	
	OCTOBER 2014	54	\$540	
	NOVEMBER 2014	54	\$540	
	DECEMBER 2014	54	\$540	
	JANUARY 2015	54	\$540	
	FEBRUARY 2015	54	\$540	
	MARCH 2015	54	\$540	
	MARCH 2015	54	\$540	
	MAY 2015	54	\$540	
	JUNE 2015	54	\$270	
	PROGRAM IMPROVEMENT ACTIVITIES	N/A	N/A	
	<b>TOTAL</b>			\$ -

FOR OFFICE USE ONLY:

<b>Invoice:</b>	<b>Period:</b>
<b>Date:</b>	
<b>Batch No:</b>	
<b>DAC:</b> 124-5202104101	<b>Amt:</b>
<b>Payment Date:</b>	
<b>Approval:</b>	