

GRANTS OBLIGATIONS AND REQUIREMENTS

Provider Name

I. PURPOSE:

The purpose of this Grant is to coordinate and provide services for four-year-old children and their families served by Georgia's Pre-K Program.

Each Grant is awarded for one school year. The Grantor does not guarantee approvals of applications to participate in Georgia's Pre-K Program for subsequent school years for Grantees currently participating in the program.

II. GENERAL REQUIREMENTS:

Lead teacher and assistant teacher data, student data, and other required data will be reported as designated by the Department.

The Department will only recognize a valid signature to this Grant Agreement by an individual, such as CEO, COO, CFO, President, Sole Proprietor or School Superintendent, who has apparent authority to bind the corporation, business, school system or other entity or such individual has been granted legal authority by way of corporate resolution or school board resolution.

All Grantees are required to become online providers using the PANDA system (Pre-K Application and Database Access). Grantee will submit rosters and other required information in accordance with this Grant and the *Georgia's Pre-K Providers' Operating Guidelines* via PANDA. Grantee will maintain an active e-mail address in PANDA to be used for notifications by the Department. Documentation that cannot be submitted electronically to the Department, will be submitted in writing via certified mail, regular mail, commercial delivery service or hand delivery.

III. GRANTEE RESPONSIBILITIES:

- A. The Grantee will coordinate and provide services to eligible four-year-old children and their families for an approved academic school year. The services to be provided during the 6.5-hour instructional day shall begin no earlier than 7:30 am. Any changes to the approved school calendar must be approved in writing by the Department.
- B. The Grantee will comply with the 2020-2021 version of the *Georgia's Pre-K Providers' Operating Guidelines*, the Pre-K Program Assurances, and any addenda thereto that are incorporated by reference herein.
- C. The Grantee will permit the Department, or its authorized representatives, to observe and evaluate the delivery or performance of services at any time during normal business/operating hours of the Grantee. This includes access to any and/or all books, documents, papers and records of the Grantee that are directly related to this Grant for the purpose of making an audit, examination, photocopies, excerpts and transcriptions.

Grantee agrees to cooperate fully with Grantor auditors and/or agents providing Audit or Agreed Upon Procedures (AUP) review services. Grantee will coordinate with auditors/reviewers to have appropriate staff available during the scheduled audit/review period. Grantee will make advanced preparations for scheduled audits/reviews to make available for auditors or reviewers all identified documents, records, and entity related materials requested by the auditors/reviewers for the current school year, as well as for prior school years in which Grantee participated in Georgia's Pre-K Program as requested by the Grantor. Grantee's failure to substantially prepare for a scheduled audit engagement or provide requested documentation or information to an auditor/reviewer during the scheduled audit period may result in the withholding of grant payments. The failure of Grantor to review and/or inspect the services provided or to discover a breach of this Grant or any

amendment thereto shall not subsequently operate as a waiver of any remedies available to the Grantor.

- D. The Grantee will correct within 10 working days any written notice of noncompliance found during a program review process and/or show written evidence that recommendations by or on behalf of the Department or other evaluation results are being addressed and that progress is being made toward program improvement. Failure to comply with program and fiscal requirements may result in the withholding of monthly payments and/or termination of the Grant.
- E. The Grantee will submit to the Department at the end of the grant period, a reconciliation report spanning the dates of this Grant, with supporting documentation as requested by the Department. The reconciliation report will verify that funds were spent in appropriate categories for their intended uses by the close of the Grant period. Grantee must return unexpended funds to the Department in the form of a cashier's check or money order made payable to Bright from the Start: Georgia Department of Early Care and Learning.
- F. The Grantee will conduct Grantee's business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federally funded programs such as the Child and Adult Care Food Program (CACFP) and the Childcare and Parent Services (CAPS) program, compliance with state and federal tax requirements, compliance with rules and regulations of the Secretary of State's office, the State Department of Audits, all other requirements of state agencies as applicable, appropriate settlement of employee wages and other financial obligations. Failure to conduct business with financial integrity and fiscal responsibility may result in the immediate termination of this Grant.
- G. The Grantee will remain in compliance with all state and federal program requirements, regulations and guidelines. If confirmation or substantiation of maltreatment of a child in care of Grantee occurs, notwithstanding any other provisions of this Grant, the Grantor may terminate this Grant immediately, should the Grantor determine that the findings impact the provision of services under this Grant.
- H. The Grantee will submit truthful and accurate information to the Department in conjunction with any program(s) administered by the Department of with the Grantee is currently participating in or aspiring to participate with. This shall include, but is not limited to, any application, supporting documentation and/or any potential investigations. Submission of false or misleading information to the Department may result in the immediate termination of this Grant.
- I. The Grantee will return furniture, equipment and supplies purchased with Pre-K funds upon the request of the Department. Such requests may be made by the Department if the Grantee has participated in Georgia's Pre-K Program for two years or less and the Grantee is no longer participating in the program.
- J. The Grantee will allow the Department to share Grantee's contact information, including but not limited to e-mail address, business address and telephone number, with professional associations and Department partners, as deemed appropriate by the Department.
- K. The Grantee will cooperate with any Department affiliated research studies including, but not limited to, granting access to student records, allowing student testing, observing classrooms, and other requirements as necessary.

IV. DEPARTMENT RESPONSIBILITIES:

- A. The Department will provide technical and consultative assistance to the Grantee in performing the services required by this Grant.

V. PAYMENT TERMS:

- A. The Grantee will be paid an estimated amount of \$ according to the payment schedule detailed in the *Georgia's Pre-K Providers' Operating Guidelines*, for acceptable and approved services rendered according to established budgeting procedures, unless the Grant is amended. This total does not include Creditable Years of Experience pay for lead teachers, start-up funds, sparsity allowances, or transportation funds. The actual funding amount will be based on teacher and student data reported on submitted roster reports and number of days offering services.

- B. The Department will not make payments to any entity that does not have a valid signed Grant Agreement. In the event that the Grantee fails to provide required documentation for lead teacher credentials and enrollment information in a timely manner, payment under this Grant may be reduced accordingly. No additional corrections, adjustments or payment processing will be made after May 12, 2021, or within five (5) business days after Grantee's receipt of the final scheduled payment from the Department.

Lead Teacher Credentials

Site Name	Classes	Children	Certified T5 +	Certified T4	Not Certified 4-year +	Associate	Insufficient	Funding

Total:

Class Details

Site Name	ClassID	Awarded Teacher Credential	Kids Applied	Kids Approved
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