


MICHIGAN DEPARTMENT OF EDUCATION

608 W. Allegan P.O. Box 30008
Lansing, Michigan 48909

GRANT AWARD NOTIFICATION

<p>1 Recipient Entity Name and Address: Angie McArthur, Superintendent Eastern Upper Peninsula Intermediate School District 315 Armory Place Sault Ste. Marie, MI 49783</p> <p>District/Recipient Code: 17000</p>	<p>5 Recipient Business Contact: Name: Jessica Savoie Position: Director of Early Childhood Telephone: 906-632-3373 x 5142 Email: jessicas@eupschools.org</p>									
<p>2 Award Information</p> <p>Grant Title: Child Care and Development Block Grant (CCDBG)</p> <p>Fiscal Year: 2022-2023</p> <p>Funding Source (check one): <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other: _____</p> <p>Subaward Type (select): Competitive</p> <p>Grant Number – Project Number: 16-99001</p> <p>Grant Code: 778</p>	<p>6 Authorized Funds:</p> <table border="0"> <thead> <tr> <th></th> <th align="center">Date:</th> <th align="center">Amount:</th> </tr> </thead> <tbody> <tr> <td>Original Approved Amount:</td> <td align="center">10/1/2022</td> <td align="center">\$38,790</td> </tr> <tr> <td>Amendments:</td> <td></td> <td></td> </tr> </tbody> </table> <p>Current Authorized Amount: \$38,790</p>		Date:	Amount:	Original Approved Amount:	10/1/2022	\$38,790	Amendments:		
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Amendments:										
<p>3 Report Due Dates:</p> <p>Final Expenditure Report: 11/15/2023</p> <p>Final Performance Report: 11/15/2023</p>	<p>7 Expenditure Period:</p> <p>Beginning date: 10/1/2022</p> <p>Ending date: 9/30/2023</p>									
<p>4 MDE Program Staff Contact:</p> <p>Name: Lisa Brewer Walraven MDE Office: Office of Great Start Telephone: 517-241-6950 Email: brewer-walravenl@michigan.gov</p>	<p>8 Method of Obtaining Payment:</p> <p>Invoice</p> <p>Payment Contact:</p> <p>Same as MDE Program Staff</p>									
<p>9 Legislative Authority Pertaining to Award:</p> <p>Child Development and Care Block Grant Act of 1990, as amended https://www.federalregister.gov/documents/2016/09/30/2016-22986/child-care-and-development-fund-ccdf-program</p>										
<p>10 Authorizing Official: Michael F. Rice, Ph.D., State Superintendent</p> <p align="center"></p> <p align="right">Date: <u>10/27/2022</u></p>										

	The following information pertains to federal subawards for MDE subrecipients.	
11	RECIPIENT INFORMATION: UEI Number: JVAXF6K8HED6 UEI Name: Eastern Upper Peninsula Intermediate School District Indirect Cost Rate: 15.00%	
12	FEDERAL AWARD INFORMATION Federal Awarding Agency: U.S. Department of Health and Human Services Pass-through entity: Michigan Department of Education (MDE) Identification Number (FAIN): 2101MICDC6 Total Amount of Federal Award to MDE: \$ 438,107,366 Federal Award Signature Date: 6/7/2021 Description: The Child Care and Development Fund (CCDF is the primary funding source dedicated to providing child care assistance to low income families).	
13	CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) CFDA Number: 93.575 CFDA Title: Child Care and Development Block Grant (CCDBG) CFDA Website: Go to www.cfda.gov , enter the above number in "Keyword or Program Number" and press "Search." Open the file with the correct CFDA number.	
14	ADDITIONAL REGULATIONS PERTAINING TO AWARD: 2 CFR 200 as applicable: 2 CFR 200 as applicable: Go to www.ecfr.gov , select Title 2 – Grants and Agreements from the dropdown list, press "Go" then select 200-299 for OFFICE OF MANAGEMENT AND BUDGET GUIDANCE and select 200 for UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS	
15	ADDITIONAL REQUIREMENTS: A fiscal agency that expends \$750,000 or more of federal funds during its fiscal year is required to have a Single Audit performed for that year. The single audit will be submitted by November 1 of the following year to meet the federal requirements. [2 CFR section 200.331] The grant recipient must permit MDE and auditors to have access to its records and financial statements as necessary to meet audit requirements. Intermediate school districts, school districts, and public school academies must comply with Section 18 of the State School Aid Act and the Michigan School Auditing Manual. SPECIFIC AWARD CONDITIONS: CLOSEOUT TERMS AND CONDITIONS: The grant recipient is required to submit project and financial reports by the deadlines indicated in box 3 of this Grant Award Notification.	
16	NOTICES: Research & Development Grant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

October 25, 2022

GRANT AWARD NOTIFICATION -ARPA

Ms. Angie McArthur Ed.S., Superintendent
Eastern Upper Peninsula Intermediate School District
315 Armory Place
Sault Ste. Marie, MI 49783

Dear Superintendent McArthur:

I am pleased to inform you that your grant award for the operation of Upper Peninsula and Northern Lower Peninsula Early Childhood Support Network (ECSN) for Fiscal Year 2023 has been approved by the Michigan Department of Education (MDE). The FY23 grant award amount is \$38,790. The amount of the grant agreement is intended to fund:

Entity	Total Amount
UP RC	\$13,010
Northeast RC	\$11,150
Northwest RC	\$14,630

The enclosed grant award notification form will provide details regarding your grant award, including the dates of fiscal obligation.

Acceptance of this award obligates the fiscal agent to carry out the program in accordance with the executed grant agreement. Any modification to an approved activity or additional line item in the budget must be approved by MDE prior to enactment.

Questions about your grant may be directed to Lisa Brewer Walraven at brewer-walraven@michigan.gov or by calling 517-241-6950.

Sincerely,

Michael F. Rice, Ph.D.
State Superintendent

Enclosures

STATE BOARD OF EDUCATION

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

Contract No: Eastern Upper Peninsula ISD FY23
Total Contract Amount: \$2,478,875.25
Effective: October 1, 2022 through September 30, 2023
Method of Payment: Actual Cost

Grant Agreement

between

Michigan Department of Education/Office of Great Start (a principal department of the State of Michigan and hereinafter referred to as "MDE/OGS" or "OGS") 608 W. Allegan P.O. Box 30008 Lansing, Michigan 48909	Eastern Upper Peninsula ISD (EUPISD) 315 Armory Place Sault Ste. Marie, MI 49783
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Part I

Term: This Agreement will commence on October 1, 2022 and continue through September 30, 2023.

1. **Program Budget and Agreement Amount:** The Contractor and MDE/OGS agree that:

A. Agreement Amount

The total contract amount of this Agreement is **\$2,478,875.25** MDE/OGS, under the terms of this Agreement, will **reimburse** the Contractor with Child Care and Development Fund (CCDF) funding and American Rescue Plan Act (ARPA) not to exceed **\$38,790.00**.

Of this total amount, a minimum of **\$70,000.00** must be spent on Infant/Toddler quality improvement activities as outlined in the CCDF federal regulations.

Of this total amount, a minimum of **\$684,602.00** must be awarded to the Upper Peninsula Resource Center and **\$263,183.00** will be spent on Infant/Toddler Quality improvement activities. **\$13,010.00** will be spent on technical assistance for the Child Care Stabilization Grants (ARPA).

Of this total amount, a minimum of **\$515,341.00** must be awarded to the Northeast Resource Center and **\$205,428.00** will be spent on Infant/Toddler Quality Improvement activities. **\$11,150.00** will be spent on technical assistance for the Child Care Stabilization Grants (ARPA).

Of this total amount, a minimum of **\$578,542.00** must be awarded to the Northwest Resource Center and **\$280,550.00** will be spent on Infant/Toddler Quality Improvement activities. **\$14,630.00** will be spent on technical assistance for the Child Care Stabilization Grants (ARPA).

B. Equipment Purchases and Title

Any Contractor equipment purchases supported in whole, or in part, through this Agreement must be detailed to MDE/OGS in a memo. Equipment means tangible, non-expendable, personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 will vest with the Contractor upon acquisition. MDE/OGS reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more; to the extent that MDE/OGS's proportionate interest in such equipment supports retention or transfer of title.

C. Deviation Allowance and Amendments

A deviation allowance modifying an established budget category by either \$10,000 or 5%, whichever is greater, but not to exceed \$50,000 by budget line item, is permissible without written approval of MDE/OGS. Any modification or deviation in excess of this provision, including any adjustment to the total amount of this Agreement, must be made in writing, and executed by all parties to this Agreement before the modifications can be implemented. This deviation allowance does not authorize new categories, new projects, elimination of projects, subcontracts, equipment items, or positions not shown in the attached program Budget Summary and supporting detail schedules.

Except as provided above, any changes to this Agreement will be valid only if made in writing and accepted by all the parties to this Agreement. Any proposed change by the Contractor which would affect MDE/OGS funding of any project, in whole or in part, in Part I, Section 2 of the Agreement, must be submitted in writing to MDE/OGS as an Amendment prior to the finalized budget and the Statement of Work (SOW). The budget and SOW are considered finalized when both parties agree to the content of the documents and those documents are attached to this Agreement and the Agreement is signed by both parties.

D. Indirect Costs

The US Department of Education defines Indirect Costs as:

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. In theory, costs like heat, light, accounting, and personnel. Therefore, cost allocation plans or indirect cost rates are used to distribute those costs to benefiting revenue sources.

Indirect costs are those costs that are not classified as direct. Direct costs can be identified specifically with particular cost objectives such as a grant, contract, project, function, or activity.

An indirect cost rate is simply a mechanism for determining fairly and conveniently within the boundaries of sound administrative principle, what proportions of Departmental/organization administration costs each program should bear. An indirect cost rate represents the ratio between the total indirect costs and benefiting direct costs, after excluding and or reclassifying unallowable costs. This

will allow for each program or activity represented in the direct costs base to assume their fair share of indirect costs when the rate is applied.

2 CFR Part 200.414(f) outlines compliance requirements for direct versus indirect costs:

In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

In order to comply with these requirements outlined in the Uniform Guidance, the indirect rate for the CCDF Agreement is set at 15%. Additionally, the salary, benefits, travel, and all other expenses incurred for the positions of Chief Executive Officer, Vice President of Finance, Accountant, Senior Administrative Assistant, and the Administrative Coordinator shall be paid from indirect costs rather than from direct costs.

2. **Purpose:** The Contractor and MDE/OGS agree that the purpose of the funding is the delivery of activities in support of the Child Care Development Fund State Plan as approved by the Office of Child Care and implemented by the Michigan Department of Education and outlined in this agreement.
3. **Statement of Work:** The Contractor and MDE/OGS agree to undertake, perform, and complete the services described in the Statement of Work (**Attachment A**) (Overview of SOW) and **A1** (CCDF SOW), **A2** (Infant Toddler SOW), and Part I, Section I, Item C of this Agreement, which are part of this Agreement and incorporated by reference.
4. **Procurement:** The Contractor and MDE/OGS agree to follow the procurement requirements Part II, Section III, and the small purchase procedures detailed in of Part I, which is part of this Agreement and incorporated by reference. Contractor agrees to follow their procurement policies **Attachment D**
5. **Financial Requirements:** The reimbursement process will be followed as described in Part II of this Agreement and **Attachments B** which are part of this Agreement and incorporated by reference.
6. **Performance-Progress Report Requirements:** The Contractor and MDE/OGS agree that the progress reporting methods, as applicable, will be followed as described in **Attachment C2** (Performance-Progress Report Requirements) of Part II, which is part of this Agreement and incorporated by reference.

7. **General Provisions:** The Contractor and MDE/OGS agree to comply with the General Provisions outlined in Part II, which is part of this Agreement and incorporated by reference.
8. **Administration of the Agreement:** MDE/OGS utilizes a contract manager who is responsible for administering this Agreement (hereinafter referred to as the Contract Manager); all matters concerning the Agreement must be directed to the OGS Contract Manager:

Michigan Department of Education - Office of Great Start
Attn: Lisa Brewer Walraven
Director, Child Development and Care
Phone: 517-241-6950
Email: brewer-walravenl@michigan.gov

9. **Contractor's Financial Contact for this Agreement:** The person acting for the Contractor on the financial reporting is listed below. The Contractor will provide MDE/OGS with updated contact information if it changes.

Tracy McCord
Eastern Upper Peninsula Intermediate School District
315 Armory Place
Sault Ste. Marie, MI 49783

Email Address: tmccord@eupschools.org

The Contractor authorizes MDE/OGS to use the contact information below to send Agreement related notifications/information. The Contractor will provide MDE/OGS with updated contact information if it changes.

Jessica Savoie
Eastern Upper Peninsula Intermediate School District
315 Armory Place
Sault Ste. Marie, MI 49783

10. **Special Certification:** The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official, or the Contractor.

11. **Signature Section:**

For the Department of Education

Kyle Guerrant, Deputy Superintendent

Date

For the Contractor

Angie McArthur, Superintendent, Eastern Upper Peninsula ISD

Part II

I. Responsibilities – Contractor

The Contractor, in accordance with the general purposes and objectives of this Agreement, will:

A. Publication Rights

1. Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Contractor, the Contractor will acknowledge that MDE/OGS reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.
2. Where activities supported by this Agreement produce any materials for marketing and outreach, copyrighted materials or modifications of previously produced materials bearing acknowledgement of MDE/OGS's name or logo must be reviewed and approved prior to reproduction and use of such materials.
3. The Contractor will give recognition to MDE/OGS in any program and service contract.

B. Allow for Review of Materials for Publication

Prior to execution or use, materials for marketing and outreach, copyrighted materials or modifications of previously produced materials bearing acknowledgement of MDE/OGS's name or logo that require review must be provided to MDE/OGS with a minimum of 10 business days for a response.

C. Program Operation

Provide the necessary administrative, professional, and technical staff for operation of the program.

D. Reporting

Utilize all report forms and reporting formats required by MDE/OGS at the effective date of this Agreement and provide MDE/OGS with specific questions regarding report forms and reporting formats thirty (30) days before the report is due. MDE/OGS will review completed reports within thirty (30) business days of receipt of the completed report and respond with either approval or requests for edits.

E. Record Maintenance/Retention

Maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required by law.

Assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained for a period of not less than six (6) years from the date of termination, the date of submission of the final expenditure report, or until any litigation and audit findings have been resolved.

F. Authorized Access

Upon reasonable notification and at reasonable times, access will be provided by authorized representatives of MDE/OGS, Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule, or regulation.

G. Subrecipient

Acknowledge that this Agreement constitutes a subrecipient relationship with MDE/OGS.

H. Audits

Agree that regulations applicable to funding sources are included in the Federal Catalog of Domestic Assistance (CFDA). The CFDA number and federal financial participation (FFP) rate MDE/OGS plans to use for this Agreement is:

CFDA #	FFP%
93.575	100

MDE/OGS may change the CFDA # and/or FFP rate during the course of this Agreement. If the CFDA number and/or the FFP rate changes during the time of this Agreement MDE/OGS will notify the Contractor in writing.

MDE/OGS agrees to the cost of audit activities as described in the Budget under **Attachment B1**.

Michigan Department of Education
Lisa Brewer Walraven
608 W. Allegan
P.O. Box 30008
Lansing, Michigan

Reporting Requirements

Because the Contractor is required per 2 CFR Part 200, Subpart F and 45 CFR Part 75 Subpart F, Audit Requirements, which are applicable to CCDF, to have a single audit performed, the Contractor must submit the reporting package and an audit transmittal letter to the MDE Office of Audits at the address that follows and in accordance with the time frame established in the Circular.

The reporting package includes:

1. Financial statements and Schedule of Expenditures of Federal Awards (SEFA)
2. Summary schedule of prior audit findings
3. Auditor's report(s)
4. Corrective action plan

Audit Transmittal Letter

The Contractor is responsible to submit and identify in the Audit Transmittal Letter all organizations it operates that administer MDE/OGS subrecipient programs and the different names the Contractor may use to contract with MDE/OGS. The Contractor is responsible for proper completion and submission of the Audit Transmittal Letter. This letter, to be accurately processed by MDE/OGS, must include the following information:

1. Contractor's name as reported in the MDE/OGS contract(s)
2. Contractor's Federal Identification number(s) as reported in the MDE/OGS contract(s)
3. Contractor's fiscal year end
4. Other name(s) and other Federal Identification number(s) used by the Contractor

If a single audit is not required pursuant to 2 CFR Part 200, Subpart F and 45 CFR Part 75 Subpart F, which are specific to CCDF, the Contractor must still submit an Audit Transmittal Letter stating why a single audit was not required and the Contractor's fiscal year to which the Letter pertains. The Audit Transmittal Letter should include the four items described above. The letter may be mailed to the address below or FAX to (517) 241-0196.

Mailing address for all information:

Michigan Department of Education
Office of Audits
608 W. Allegan
P.O. Box 30008
Lansing, Michigan

Sanctions

MDE/OGS may impose sanctions if the Contractor fails to adhere to any of the audit requirements in this Agreement. MDE/OGS will notify the Contractor in writing of any imposed sanctions. In cases of continued inability or unwillingness to comply with audit requirements, MDE/OGS may recoup all federal payments made to the Contractor during the period that a single audit was required but not performed.

I. Disallowed Costs

Agree that disallowed costs are those that MDE/OGS has determined are not chargeable to MDE/OGS funding. The disallowed costs may be a result of any one of three different oversight processes. An MDE/OGS monitoring review may result in identifying disallowed costs. Also, costs cited in the Contractor's single audit may be judged by MDE/OGS as disallowed costs. An audit performed by MDE/OGS may cite disallowed costs.

All disallowed costs must be refunded to MDE/OGS within 30 business days from the date of notification, which must be provided in writing, unless there is a written agreement between both parties that specifies otherwise.

J. Deviations from the Work Plan

Contractor and MDE/OGS agree that specific timelines and benchmarks have been set by agreement of both parties in connection with CCDF work. The parties

agree that these timelines and benchmarks are vital to the success of the projects being handled by Contractor.

Unless separate agreement has been made in writing between MDE/OGS and EUPISD, a deviation from a project work plan will be considered a material breach of the Grant Agreement when the contractual obligations of Contractor have not been finalized for 30 business days after the expected project due date.

EUPISD and MDE/OGS agree that a material breach of Grant Agreement in connection with the project work plan may result in penalties and the following procedures will apply:

- I. MDE/OGS will monitor Contractor/subrecipients/partners utilizing three accountability elements --project plans, progress monitoring meetings, and reporting --as key mechanisms for tracking progress and the provision of on-going support.
- II. EUPISD will be required to provide evidence of adequate progress against relevant performance measures identified in the CCDF SOW and Infant Toddler SOW (**Attachments A1 and A2**), to be reported quarterly.
- III. Full payment of the Project in which the breach occurred will not be made to EUPISD unless OGS is satisfied with the quality of the deliverable and/or progress demonstrated toward identified activities, tasks, and milestones. Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance for EUPISD. A withholding of up to 10% of designated funds, to be determined based on the impact of the breach, may be imposed for failure to implement or to make acceptable progress on such corrective action plans.

A deviation from the project plan that is not beyond 30 business days of the project due date will not be considered a material breach of the Grant Agreement, and an Amendment can be proposed by Contractor to maintain good standing.

K. Software Compliance

Ensure software compliance and compatibility with MDE/OGS data systems for services provided under this Agreement, including but not limited to stored data, databases, and interfaces for the production of work products and reports. All required data under this Agreement will be provided in an accurate and timely manner without interruption, failure, or errors due to the inaccuracy of the Contractor's business operations for processing data/time data. Failure to provide required data will constitute a material breach of the Grant Agreement.

L. Rights and Obligations upon Termination

Upon a good faith termination, as outlined in Part 2, VI of this Agreement, and subject to thirty (30) days written notice, the State may assume, at its option, any subcontracts and agreements for services and deliverables provided under this Agreement, and may further pursue completion of the services/deliverables under this Agreement by replacement contract, or otherwise as the State may, in its sole judgment, deem expedient.

M. Contractor Software Transition

The Contractor must reasonably assist the State in the acquisition of any EUPISD software to perform the services/use of the deliverables under this Agreement. This must include all documentation being used by the contractor to perform the services under this Agreement.

If the State transfers any software licenses to EUPISD, those licenses must, upon expiration of the contract, transfer back to the State at their current revision level at the time this Agreement is terminated. Upon notification by the State, Contractor may be required to freeze all non-critical changes to deliverables/services.

N. Ownership of Work Project by State

The State owns all deliverables, including data, and federally funded purchase of licenses, as they are works made for hire by the Contractor for the State. The State owns all United States and international copyrights, trademarks, patents, or other proprietary rights in the deliverables.

O. Termination of Agreement between Contractor and Subcontractor

Upon termination, prior to expiration, of an agreement in which the scope of work is directly connected to the work performed hereunder between Contractor and any of its subcontractors, Contractor agrees to immediately notify MDE/OGS, and automatically assign all of its duties, rights, title and interest, relevant to the work performed hereunder, to MDE/OGS. Provisions relating to confidentiality, indemnification of Contractor, and any and all ownership rights that Contractor has in the work performed by subcontractor will continue to inure to the benefit of Contractor. In addition, within 5 days of notice of termination, Contractor agrees to provide MDE/OGS notification of all outstanding costs/invoices associated with contract. If, at the time of termination, there are outstanding invoices with subcontractor which are billable expenses MDE/OGS has approved, Contractor agrees to remit payment to the subcontractor within 60 days of, when Contractor has received the billing statement from subcontractor and Contractor has received funds from MDE/OGS.

P. Transition Responsibilities

Upon termination or expiration of this Agreement for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), and within the current Agreement period, provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without unplanned, significant or material interruption or adverse effect within EUPISD's control, and to facilitate the orderly transfer of such agreed upon SOW Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the SOW Activities at the established Agreement rates within the current Agreement period or as negotiated for work beyond the current Agreement period, if done so in advance of the current Agreement period end date; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable and agreed upon SOW Activities, training, equipment, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed

deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, “**Transition Responsibilities**”).

Q. Human Subjects

Agrees to submit all research involving human subjects, which is conducted in programs sponsored by MDE/OGS, or in programs that receive funding from, or through, the State of Michigan, to MDE/OGS for approval prior to the initiation of the research.

II. **Responsibilities – MDE/OGS**

MDE/OGS, in accordance with the general purposes and objectives of this Agreement, will:

A. Reimbursement

Provide reimbursement in accordance with the terms and conditions of this Agreement based upon review of reports, records, and documentation maintained by the Contractor.

B. Review of Materials

Review materials for marketing and outreach, copyrighted materials or modifications of previously produced materials bearing acknowledgement of MDE/OGS’s name or logo and return materials to the Contractor within a maximum of 10 business days from the date of acknowledgement.

C. Report Forms

Provide any report forms and reporting formats required by MDE/OGS at the effective date of this Agreement, and provide to the Contractor any new report forms and reporting formats proposed for issuance thereafter at least thirty (30) days prior to their required usage in order to afford the Contractor an opportunity to review and offer comment.

D. Transfer

Within 30 days of the effective date of this Agreement, transfer to the Contractor any private donations accepted and held on behalf of the Contractor.

III. **Assurances**

The following assurances are hereby given to MDE/OGS:

A. Compliance with Applicable Laws

The Contractor will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Contractor will also comply with all applicable general administrative requirements such as OMB Circular A-110 (Relocated to 2 CFR Part 215), along with 2 CFR Part 200, and 45 CFR Part 75 Subpart F, which are specific to CCDF, implemented through applicable portions of the associated “Common Rule” and covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

B. Anti-Lobbying Act

The Contractor will comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq., and Title V Section 503 of the Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 111-117); 123 stat 3279. Further, the Contractor will require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

C. Non-Discrimination

In the performance of any contract, sub-contract, or purchase order produced as a result of this Agreement, the Contractor agrees it will not discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided, or any matter, directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services. The Contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as specified in this Agreement, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larson Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and any breach of these terms will be regarded as a material breach of the contract or purchase order.

Additionally, assurance is given to MDE/OGS that proactive efforts will be made to identify and encourage the participation of minority owned, and women owned businesses, and businesses owned by handicapped persons in contract solicitations. The Contractor will incorporate language in all contracts awarded: (1) prohibiting discrimination against minority owned and women owned businesses and businesses owned by handicapped persons in subcontracting; and (2) making discrimination a material breach of contract, resulting in possible termination.

CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

CERTIFICATION REGARDING TITLE III OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools, and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

D. Prohibition Against Using Funds to Support Religious Activities

The Contractor will not use funds administered by the state or federal government to support inherently religious activities, such as worship, religious instruction, or proselytization. If the Contractor engages in such activities, it must offer them separately, in time or location, from the programs or services funded with state or federal assistance, and participation must be voluntary for the beneficiaries of the state or federally funded programs or services.

The Contractor will strictly adhere to provisions of federal law and regulation, including those found in 42 U.S.C. 604a.

E. Debarment and Suspension

Assurance is hereby given to MDE/OGS that the Contractor will comply with Federal Regulation, 2 CFR Part 180 and certifies to the best of its knowledge and belief that it, including its employees and subcontractors:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the Contractor.
- ii. Have not, within a three-year period preceding this Agreement, been convicted of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- iii. Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (federal, state, or local) with commission of any offense enumerated in section 2, and.

- iv. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

F. Federal Requirements: Pro-Children Act

Assurance is hereby given to MDE/OGS that the Contractor will comply with Public Law 103-227, also known as the Pro-Children Act of 1994, 20 USC 6081 et seq., which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by, and used routinely or regularly, for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Contractor also assures that this language will be included in any subawards that contain provisions for children's services.

The Contractor also assures, in addition to compliance with Public Law 103-227, any service or activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking will not be permitted anywhere in the facility, or those parts of the facility under the control of the Contractor. If activities or services are delivered in facilities or areas that are not under control of the Contractor (e.g., a mall, restaurant, or private work site), the activities or services will be smoke-free.

G. Hatch Political Activity and Intergovernmental Personnel Act

The Contractor will comply with the Hatch Political Activity Act, 5 USC 1501-1508, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act, Public Act 95-454, 42 USC 4728. Any person or organization involved in the administration of federally assisted programs cannot use Federal funds for partisan political purposes of any kind.

H. Subcontracts

Assure for any subcontract service, activity, or product:

- i. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity.
- ii. That any executed subcontract to this Agreement will require the subcontractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement will prevail. A conflict between this Agreement and a subcontract, however, will not be deemed to exist where the subcontract:

- a. Contains additional non-conflicting provisions not set forth in this Agreement.
- b. Restates provisions of this Agreement to afford the Contractor the same or substantially the same rights and privileges as MDE/OGS or requires the Subcontractor to perform duties and/or services in less time than that afforded the Contractor in this Agreement.
- c. That the subcontract does not affect the Contractor's accountability to MDE/OGS for the subcontracted activity.

That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services.

That the Contractor will submit all written agreements and subcontracts funded by this Agreement that are in excess of \$100,000 to MDE/OGS prior to execution for review and approval to ensure compliance with the CCDF SOW (**Attachment A1**), Infant Toddler SOW (**Attachment A2**), and applicable state and federal laws and regulations. For other contracts related to this Agreement, the Contractor will permit MDE/OGS, or its designee, to visit EUPISD offices and review and evaluate as requested. Seven business days' notice will be given prior to the review and the review will take no longer than seven business days from the date from the start of the review.

I. Procurement

Grantee will adhere to their own procurement policies per memo referenced in Attachment D.

Assure that all purchase transactions, whether negotiated or advertised, will be conducted openly and competitively in accordance with the principles and requirements of 2 CFR Part 200 Subpart F and 45 CFR Part 75 Subpart F, which are specific to CCDF, or A-102 (as revised), and implemented through applicable portions of 45 CFR Subtitle A, Section 92.36, as promulgated by responsible federal contractor(s). Records sufficient to document the significant history of all purchases must be maintained for a minimum of five (5) years after the end of the agreement term.

J. Health Insurance Portability and Accountability Act

To the extent that this Act is pertinent to the services that the Contractor provides to MDE/OGS under this Agreement, the Contractor assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following:

- 1. The Contractor must not share any protected health data or information provided by MDE/OGS that falls within HIPAA requirements except to a subcontractor as appropriate under this Agreement.
- 2. The Contractor must require the subcontractor not share any protected health data and information from MDE/OGS that falls under HIPAA

requirements in the terms and conditions of the subcontract.

3. The Contractor must only use the protected health data and information for the purposes of this Agreement.
4. The Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to protected health data and information by the Contractor's employees.
5. The Contractor must have a policy and procedure to report to MDE/OGS unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.
6. Failure to comply with any of these requirements may result in the termination of this Agreement in accordance with Part II, Section VI Termination.
7. In accordance with HIPAA requirements, the Contractor is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from MDE/OGS or any other source.

K. Child Care and Development Fund (CCDF) Program Assurances

The Contractor will assure that the following apply and are adhered to:

1. It will have in effect a program that complies with provisions of the Child Care and Development Fund Plan for Michigan FFY 2019-2021, and is administered in accordance with the Child Care and Development Block Grant Act of 1990, as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations;
2. No modifications of existing CCDF funded programs or services, including but not limited to, those listed in CCDF SOW **Attachment A1**, Infant Toddler SOW **Attachment A2**, will be effective unless in writing, and signed by the Contract Manager and the representative of the Contractor, at least 30 days prior to the date that change is to become effective. Any breach or default by a party will not be waived or released other than in writing signed by another party.

The Contractor will submit all written agreements and subcontracts funded by this Agreement that are in excess of \$100,000 to MDE/OGS prior to execution for review and approval to ensure compliance with the CCDF State Plan and applicable state and federal laws and regulations. For other contracts related to this Agreement EUPISD will permit MDE/OGS, or its designee, to visit EUPISD offices and review and evaluate as requested.

Seven business days' notice will be given prior to the review and the review will take no longer than seven business days.

3. EUPISD will assist MDE/OGS in collecting and disseminating consumer education that will promote informed child care choices information to parents of eligible children and the general public, as specified in the Statements of Work for FY23 (**Attachments A1 and A2**).

IV. Financial Requirements:

A. Reimbursement Method

The Contractor will be reimbursed in accordance with the grant reimbursement mechanism as follows:

Reimbursement from MDE/OGS is based on the understanding that MDE/OGS funds will be paid up to the total MDE/OGS allocation as agreed to in the approved budget. MDE/OGS funds should be used after the Contractor has used its other sources of fees and earmarked funds unless there is a matching requirement involved. All CCDF funds reimbursed by MDE/OGS will be performance-based, meaning payments will be tied to documented progress against milestones and deliverables outlined in the CCDF Scope of Work (**Attachment A1**) and the Infant Toddler SOW (**Attachment A2**), and as outlined by the Subrecipient Monitoring Plan, Attachment C5.

The contractor will adhere to its Travel Policy for reimbursing its employees travel expenses. If the contractor's travel policy is silent on an issue, the contractor will refer to the Non-State Employee Travel Expense Reimbursement procedures (Attachment C6).

B. Statement of Expenditure Submission

The Contractor will prepare the Statement of Expenditures (SOE's) and submit to the Contract Administrator at:

Michigan Department of Education
Office of Great Start
608 W. Allegan
P.O. Box 30008
Lansing, Michigan 48909

SOE's are submitted on a monthly basis, no later than the date indicated on the monthly monitoring schedule. Under special circumstances, as determined by OGS to be appropriate and necessary, special SOE's may be submitted on a more frequent basis. The statement for the final month of this Agreement must be filed no later than 15 days after the close of that month to meet closing deadlines. Please reference Section E below for a detailed explanation. The SOE form and instructions for completing it are available through the Contract Manager.

The Contractor will submit the SOE using the templates provided by MDE/OGS and provide other supporting documentation when requested.

Failure to meet financial reporting responsibilities as identified in this Agreement may result in withholding future payments, up to and including all future payments.

C. Reimbursement Mechanism

The Contractor is required to continue to utilize the on-line vendor registration process to receive all State of Michigan payments as Electronic Funds Transfers (EFT) Direct Deposits.

D. Final Obligations and Statement of Expenditure Requirements

A report of estimated total agreement expenditures projected through the end of the Agreement term must be submitted no later than July 15 using guidelines and issued by MDE/OGS. Final SOEs are due by a date determined by DTMB and will be shared no later than one month in advance following the end of the agreement term. The final SOE must be clearly marked "FINAL". Final SOEs not received by the due date may result in a loss of funding requested per the report of estimated total agreement expenditures and may result in the potential reduction in the subsequent year's agreement amount.

The Contractor will comply with the State of Michigan, Office of Financial Management (OFM) year-end closing timetable for component units. OFM will provide the timetable and the formats of the statements that will be needed to incorporate the component unit's financial statements into the State of Michigan Comprehensive Annual Financial Report (SOMCAFR).

E. Un-obligated Funds

Any un-obligated balance of funds held by the Contractor at the end of the Agreement term will be returned to MDE/OGS or treated in accordance with instructions provided by MDE/OGS.

V. Disputes

The Contractor will notify MDE/OGS in writing of intent to pursue a claim against MDE/OGS for breach of any terms of this Agreement. No suit may be commenced by the Contractor for breach of this Agreement prior to the expiration of ninety (90) days from the date of such notification. Within this ninety (90) day period, the Contractor, at the request of MDE/OGS, must meet with the Deputy Superintendent of OGS or his/her designee for the purpose of attempting resolution of the dispute.

VI. Agreement Termination

- A. MDE/OGS may terminate this Agreement without further liability or penalty (other than any transition payments under Part II., Section I., Subsection Q.) to MDE/OGS by giving the Contractor written notice stating the reasons for termination, and the effective date of such cancellation, thirty (30) days prior to the date of termination.

- B. This Agreement may be terminated by the Contractor by giving thirty (30) days written notice to MDE/OGS stating the reasons for termination and the effective date.
- C. This Agreement may be terminated on thirty (30) days prior written notice upon the failure of either party to carry out the terms and conditions of this Agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within thirty (30) day period.
- D. This Agreement may be terminated immediately if the Contractor, or an official of the Contractor, or an owner, convicted of, or is charged, by a prosecutor or attorney general, with a felony related to any criminal activity referenced in Section III of this Agreement, which is directly connected to the work performed in this Agreement, during the term of this Agreement or any extension thereof.

VII. Stop Work Orders

MDE/OGS may, at any time, by written stop work order to the Contractor, require that the Contractor stop all, or any part, of the work called for by the Agreement for a period of up to ninety (90) calendar days after the stop work order is delivered to the Contractor, and for any further period to which the parties may agree. The stop work order will be specifically identified and will indicate that it is issued under this Section of the Agreement and include the reasons for the stop work order. Upon receipt of the stop work order, the Contractor will immediately comply with its terms, and take all necessary and reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage.

If a stop work order issued under this Section of the Agreement is canceled, or the period of the stop work order, or any extension thereof expires, the Contractor will resume work. The parties will agree upon an equitable adjustment in the services to be delivered, the Agreement price, or both, and the Agreement will be modified, in writing, accordingly, if:

- a. the stop work order results in an increase in the time required for, or in the Contractor's cost properly allocable to the performance of any part of this Agreement; and
- b. the Contractor asserts its right to an equitable adjustment within thirty (30) calendar days after the end of the period of work stoppage, provided that, if MDE/OGS decides the facts justify the action, MDE/OGS may receive, and act upon, a Contractor billing submitted at any time before final payment under the Agreement.

VIII. Final Report Upon Termination

Should either party terminate this Agreement, within forty-five (45) days after the termination, the Contractor will provide MDE/OGS with all financial performance and other reports required as a condition of this Agreement. MDE/OGS will make payments to the Contractor for allowable reimbursable costs not covered by previous payments. The Contractor will immediately refund to MDE/OGS any funds not authorized for use and any payments to the Contractor in excess of allowable reimbursable expenditures.

IX. Severability

If any provision of this Agreement or any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity will not affect other provisions of this Agreement.

X. Liability

- A. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in performance of this Agreement will be the responsibility of the Contractor, and not the responsibility of MDE/OGS, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Contractor, provided that nothing herein will be construed as a waiver of any government immunity that has been provided to the Contractor or its employees by statute or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by MDE/OGS in the performance of this Agreement will be the responsibility of MDE/OGS, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any MDE/OGS employee or agent, provided that nothing herein will be construed as a waiver of any governmental immunity by the State, its agencies (MDE/OGS) or employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and MDE/OGS in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage will be borne by the Contractor and MDE/OGS in relation to each party's responsibilities under these joint activities, provided that nothing herein will be construed as a waiver of any governmental immunity by the Contractor, the State, its agencies (MDE/OGS) or their employees, respectively, as provided by statute or court decisions.

XI. Availability of Funds

MDE/OGS's payment of Federal or State funds for purposes of this Agreement is subject to and conditional upon the availability of those funds for such purposes. No commitment is made by MDE/OGS to continue or expand activities covered by this Agreement. Funding for services to be provided beyond the end of the initial State fiscal year is dependent on legislative appropriation.

XII. Conflict of Interest

The Contractor and MDE/OGS are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 et seq., MSA 4.1700(51) et seq., and 1973 PA 196, as amended, MCL 15.341 et seq., MSA 4.1700 (71) et seq., and specifically, for CCDF, 2 CFR 200.112 and 45 CFR 75.112.

XIII. State of Michigan Agreement

This is a State of Michigan Agreement and is governed by the laws of Michigan. Any dispute arising, as a result of this Agreement, will be resolved in the State of Michigan.

XIV. Confidentiality

The Contractor and the State each acknowledge that the other possesses and will continue to possess confidential information that has been developed or received by it. The use or disclosure of information concerning services, applicants or recipients obtained in connection with performance of this Agreement will be restricted to purposes directly connected with the administration of the programs implemented by this Agreement.

ATTACHMENT A

- **ATTACHMENT A** - OVERVIEW OF STATEMENT OF WORK
- **ATTACHMENT A1** – CCDF STATEMENT OF WORK
- **ATTACHMENT A2** – INFANT TODDLER STATEMENT OF WORK
- **ATTACHMENT A3** – STATEWIDE ACTIVITY LEADS

ATTACHMENT A

OVERVIEW OF STATEMENT OF WORK

The statutory purposes of the Child Care Development Fund (CCDF) program are to better balance the dual purposes of promoting children's healthy development and school success and supporting parents who are working or in training/ education. CCDF funds are required to be used to:

- Allow each state maximum flexibility in developing child care programs and policies that best suit the needs of children and parents in that state
- Promote parental choice to empower working parents to make their own decisions regarding the child care services that best suit their family's needs
- Encourage states to provide consumer education information to help parents make informed choices about child care services to promote involvement by parents and family members in the development of their children in child care settings
- Assist states in delivering high quality, coordinated early childhood care and education services to maximize parents' options and support parents trying to achieve independence from public assistance
- Assist states in improving the overall quality of child care services and programs by implementing the health, safety, licensing, training, and oversight standards
- Improve child care and development of participating children
- Increase the number and percentage of low-income children in high-quality child care settings

For purposes of this document, the term "provider(s)" includes licensed and license-exempt child care providers and early childhood educators.

MDE/OGS, through federal grants, will provide the funding, the processes, and administration assistance to EUPISD. Continued services may include:

- Subcontracts for training and recruitment services,
- Other services, staffing or items as necessary to the continued administration of the EUPISD
- Included among the programs and services assigned to the EUPISD shall be:

In FY23 the ECSNs will:

- Establish FY23 contracts with current Great Start to Quality Resource Centers (RC) to carry out GSQ
 - Oversee RC work which includes lending libraries, helping parents find childcare, providing professional development for early learning providers and engaging providers in GSQ and improve their levels of quality
- Provide training and technical assistance to the Great Start Collaboratives (GSC), Great Start Parent Coalitions (GSPC) and RCs
- Provide quality improvement support to GSC, GSPCs and RCs
- Participate with other ECSNs for system building and shared learning to ensure a comprehensive statewide system of supports for children, families, and early learning providers
- Implement infant/toddler quality initiatives (including the Infant Toddler Learning Communities (comprised of providers of infant-toddler care and early education))

- Participate in conversations with MDE to identify modifications that are needed in the RC scope of work to meet the federal definition of a child care resource and referral agency.
- Other programs and services as agreed to by MDE/OGS and the Contractor and referenced in **Attachments A1 and A2**.

ATTACHMENT A1
CCDF FY23 Statement of Work

ECSN outcomes	Activities to support		Performance measures
1	Established Regional Early Childhood Support Network (ECSN)		
Develop Regional Action Plan	1.1	<p>The ECSN's with MDE will develop and implement a regional collective action plan which includes the five components of a successful plan as defined by MDE and Build (process, participants, region description, analysis and near term – two-year and far term five-year priorities).</p> <p>The plan will address the regional approach for implementing the collective action plan to coordinate with their governance structure. The plan will include annual updating and a continuous improvement approach.</p>	<p>Development and implementation of action plan that is data driven and updated annually to include new information and regional priorities.</p> <p>Plan will address system building in the region and include a systems approach to establishing regional needs for training and technical assistance expectations</p> <p>Plan due 12/1/22</p>
Use of Data in supporting Action Plan Implementation	1.2	<p>Annually ECSN will use data to identify regional data for Action Planning and for purposes of continuous improvement. Using data, plan should also include: data sources to be used; data targets, activities completed and achievements.</p> <p>An ECSN will contract with the Michigan League for Public Policy (MLPP) to compile the annual early childhood data set for FY23 and provide support in interpreting and using quantitative data in the work of the Great Start Collaborative and Parent Coalitions. To include:</p> <p>A minimum of 4 live webinars sharing the data, cocreating meaning and generating implications around using the data in the FY22 early childhood data set to inform the work in 2023.</p>	<p>ECSNs to use data template codesigned by ECSN and BUILD/MDE to be used during bi-annual reporting. Template might include for each partner</p> <ul style="list-style-type: none"> • Primary data sources • Secondary data sources • Data review schedule • Outcomes from Data Review • CQI impacts on the work, implications and next steps <p>The annual early childhood data set is compiled and delivered to Great Start Collaboratives and MDE by September 15 2022. Through an evaluation 75% of the Great Start Collaborative Directors and Parent Liaisons who participate in the quantitative data offerings will be able to offer specific examples of ways in which they will use what that they have learned in their roles.</p>
Supporting RC's GSCs, GSPCs with data use in their work	1.3	<p>ECSNs will support RCs, GSCs, and GSPCs with data collection, data analysis and facilitated conversations with partners to identify existing gaps and barriers within their service areas to meet SOW requirements and work plans.</p>	<p>Agenda items, decisions, identified gaps and barriers included in bi-annual report. Quarterly check in with RC's GSC and GSPC with identification of activities to be implemented in next quarter</p>
Regional Governance	1.4	<p>Establish and maintain a regional structure of Governance which is based on the uniqueness of each region that is made up of members that represent partners contributing to all four outcomes/mixed delivery system</p> <p>Determine annual meeting schedule.</p>	<p>Provide Biannual updates on activities of regional governance structure. overview of the regional structure (including any subcommittees or groups, purpose/goals, and meeting schedule).</p> <p>Provide a bi-annual update to OGS on the activities and impact of the regional governance structure. Update should include meeting agendas/minutes.</p>

ECSN outcomes		Activities to support	Performance measures
			Membership, and annual meeting schedule no later than December 1, 2022.
Great Start Network System Building Support	1.5	Convene quarterly system building meetings with regional Great Start Network. Base meetings on 4 outcomes, emerging system building issues, areas identified in their workplans and areas of challenge/opportunity. Other supports might include technical assistance, communities of practice or small group problem of practice meetings.	Provide report on the activities and impact (by outcome/theme) within the bi-annual report The status update should include the successes, challenges, and possible ways to overcome the challenges.
2		Strong local systems developed by the GS Collaboratives, GS Parent Coalitions, and GSQ Resource Centers	
Staff Turnover and Retention	2.1	Monitor staff changes and provide an updated list of GSC Directors, Parent Liaisons, and RC staff removing those who have departed and including those who are newly hired. Share analysis or insights about the reasons for turnover to assist in supporting and possible TA around staff retention.	Designated ECSN representative from the region will send all RC staff to ECIC and OGS within 10 days of staffing change. Provide OGS link to staff changes document.
Monitor Web and Media Presence	2.2	The ECSN will monitor the GSC/GSPC websites and social media within the region to ensure that the information provided is up to date, includes the correct contact information, is aligned with the purposes of the Section 32p funding, contains the approved logos only, and when applicable also includes the funding statement(s) required.	Inventory of all websites and social media will checked at the end of the first and third quarters. Inventory will be provided using a shared document that OGS has access to. The inventory will contain links to the websites and social media and what, if any, corrections need to be made for grant compliance and correction deadlines given GSCs.
Intentional support of Equity and Inclusion in PD/TA approach	2.3	ECSN's will co-create a biannual training and technical assistance plan with GSCs, PCs and RCs on the following topics as defined by needs identified in workplans/SOW and an understanding of what they are doing already to advance equity in all aspects of their work: <ul style="list-style-type: none"> • Diversity and equity • Inclusive practices in childcare • Part B/Section 619 of the IDEA to support Child Find, enrollment, and participation in IDEA-funded programs • Strategic Planning • Parent Café and Table setting 	ECSN will provide biannual training around equity and inclusion, and provide TA as requested. Status of trainings and t/a requests reported should be included in Biannual report. Report will include data to understand the usefulness in the participants work and impact for the individual. During training development ECSNs will provide MDE a detailed training and TA plan that includes content, definitions, and objectives of the learning engagement for the first half of the year. The monitoring plan for the should also be submitted December 1, 2022, prior to finalizing.
Training and Monitoring with Partners on Strategic Planning	2.4	ECSNs will develop an annual training schedule, timelines for activities and monitoring schedules for Cohort 2 GSCs/GSPCs conducting Strategic Planning in FY23.	Annual training schedule beginning in the second quarter will be submitted to MDE by December 1 for FY23. A contractor monitoring schedule will also be included.

ECSN outcomes		Activities to support	Performance measures
Strategic Planning Framework Recommendations	2.5	Provide MDE with a recommendation for a system building framework to support the GSCs and GSPCs with strategic planning in FY 25.	By March 1, 2023
Support RC cost Study	2.6	ECSNs will participate in MDE cost study on RC funding reallocation.	Ongoing participation in FY 23 meetings/activities on this topic.
3	Coordinated Regional System to Implement Statewide Activities		
State-wide Convening	3.1	Organize a state-wide in person meeting in coordination with ECIC and MDE that includes Resource Center Directors/staff, GSC Directors, and Parent Liaisons during the fourth quarter to share updates, provide training to support the workplans/SOW, facilitate systems building, address identified regional challenges and ensure outcomes are met.	<p>Provide an evaluation summary to MDE no later than October 31 (of meeting possibly held in early August) submitted with Biannual report following annual convening. Evaluation summary should include participant training outcomes data and impact and recommended changes for the next state-wide meeting.</p> <p>Through an evaluation 75% of the Great Start Collaborative Directors, Parent Liaisons and Resource Center Directors who participate in technical assistance offerings that support the implementation of their work/roles will be able to offer specific examples of ways in which they will utilize items that they learned in their roles.</p>
Quarterly ECSN Meetings	3.2	<p>ECSN staff participate (as requested) in OGS Quarterly quality improvement and system building meetings that brings together various parts of the system for coordination and collaboration.</p> <p>Participate in stakeholder activities as requested by MDE/OGS.</p>	Participation in MDE required meetings.
Internal Network Site	3.3	<p>Maintain nonpublic Great Start Network site for:</p> <ul style="list-style-type: none"> • GS Network sharing and engagement • Access to documents created to support the work of the Great Start Collaboratives, Great Start Parent Coalitions, and the Great Start to Quality Resource Centers • Registration for all technical assistance and training offerings • Annual training calendar (indicating both regional trainings and statewide trainings) 	<p>ECSNS will maintain and host the nonpublic facing Great Start Network site.</p> <p>ECSNs will provide a mechanism for registering, participation and impact of training, technical assistance and peer to peer discussions offered to GSC Directors, Parent Liaisons, Great Start Resource Center Directors/staff, and/or GSC and GSPC members and tracking participation and impact and include the following conditions:</p> <ul style="list-style-type: none"> • ECSN will identify regional offerings to the Great Start Network site by November 15. • OGS will have access to all areas of the website. • ADA compliance (as defined by MDE to meet state standards) demonstrated.

ECSN outcomes		Activities to support	Performance measures
			<ul style="list-style-type: none"> A summary of the changes, supports provided and overall use of the site will be reported on a bi-annual basis.
Legislative Report	3.4	Coordinate and develop an annual legislative report with ECIC for review and submission by MDE to legislature.	Annual report draft to be submitted to MDE by December 1.
4		Regional Professional Learning and Technical Assistance System	
Policy around Regional T/TA	4.1	<p>Review and update-regional policy as needed that outlines how training and technical assistance offerings are determined for the region.</p> <p>Policy must include and describe:</p> <ul style="list-style-type: none"> how training and technical recommendations/requests are submitted and approved how emergent requests are identified and options for addressing rationale for any online offerings how data is collected and used <p>Distribute policy to all GSCs, GSPCs, and RCs within the region.</p>	<p>ECSN to provide updated policy to MDE and regional partners if changes are made.</p> <p>In the 4th quarter evaluate the annual regional training and technical assistance policy and identify any changes based on network feedback/evaluation.</p>
COI of Regional T/TA	4.2	<p>ECSNs conduct ongoing assessment, evaluation and CQI of regional training and technical assistance offered to GSCs and RCs.</p> <p>ECSN will conduct a review of each GSC workplan/RC SOW within the region and create a summary of themes in order to build training and technical assistance plan.</p>	<p>Summary of themes due to OGS by no later than December 1.</p> <p>Summary of training and technical assistance evaluations included in Biannual reports.</p> <p>75% of attendees report that the training supports the implementation of their work and can offer specific examples of ways in which they used technical assistance to improve their services.</p>
Emergent T/TA Identification	4.3	Quarterly review and assess the regional training calendar (by group) to determine, support and identify emergent TA needs, additional TA needs to support GSCs/GSPCs and RCs in meeting the workplan requirements across the 4 outcome areas, and adjust training calendar to meet needs for implementation of SOW.	<p>At the beginning of the quarter provide a revised regional training calendar to OGS with calendar modifications highlighted.</p> <p>Distribute modified regional training calendar to all groups.</p> <p>Bi-Annual reporting to MDE.</p>
Annual Training Calendar	4.4	<p>Develop an annual training calendar including a balance of in-person and virtual to meet regional needs for the RCs, GSCs/GSPCs within the region.</p> <p>Required training calendar elements for GSCs/GSPCs:</p>	<p>Submit annual training calendar (indicate audience for each training) to MDE no later than January 14.</p> <p>All training offerings to be reflected in biannual report.</p>

ECSN outcomes		Activities to support		Performance measures
		<ul style="list-style-type: none"> • System building meetings on each of the four outcomes • Specific training and technical assistance for GSCs/PCs/RCs as identified through emergent T/TA work, CCDF or other statewide or regional conversations at least once a quarter. • Training and technical assistance on the Action Learning/systems approach which will reinforce learning through ongoing system scanning, root cause analysis and adjusting the work through the FY. • Training for PLs in effectively implementing the parent led strategies and supporting the Parent Coalitions that have expressed interest in revising/completing a new Strengthening Families assessment. • Required for RCs: a variety of in person trainings, webinars and Learning Communities focused on the GSQ Resource Center SOW and monitoring it to ensure successful implementation. • Note if virtual or face to face training (face to face training is expected in FY23) 		
Coordination with ECIC on T/TA	4.5	<p>ECSN will coordinate with ECIC to provide RC Directors/staff with training and technical assistance to support GSQ 3.0.</p> <p>Training and technical assistance will be provided on a planned and emergent basis.</p>		<p>Emergent TA needs to be identified with roll-out of 3.0.</p> <p>Offerings to be included in biannual report.</p>
New GSC and PC Orientation	4.6	<p>Offer a comprehensive orientation session to all new GSC Directors and Parent Liaisons that will provide a foundation for the development of GSC and GSPC leaders.</p> <ul style="list-style-type: none"> • All new GSC Directors and GSPC Liaisons will receive MDE approved orientation training. • ECSNs will coordinate with MDE for the development of online orientation modules in FY23. • In addition to orientation modules new staff must also be offered: systems/community organizing trainings; cognitive coaching, parents for change training; and adaptive schools training 		<p>Orientations will be offered within 90 days of a new GSC Director and Parent Liaison being identified to the ECSN.</p> <p>Regional ECSN staff will reach-out to new hires within two weeks of notification to welcome, foster relationship building, and to answer questions.</p> <p>Updated MOU with ECIC and PLISG related to Parent Partnering for Change will be completed no later than December 15, 2022.</p> <p>100% of new staff have completed all orientation modules within 90 days of the new hire being reported to the ECSN.</p>
5		Established system to monitor and support GSQ Resource Centers		

ECSN outcomes		Activities to support	Performance measures
Approve SOW and Budget for RC's	5.1	Review and approve the FY23 SOW, RC training plan and budget for all RCs within the region using approved RC SOW for FY23.	All RC SOW, budgets and training plans from the region are approved and submitted to OGS by December 1.
Monitoring Plan	5.2	Implement monitoring plan for each RC in the region that includes all elements of the RC SOW, including approval of annual training plan-that includes a mix of face-to-face offerings and virtual offerings RC delivery of IT focused training, TA and coaching, IT Specialist Model requirements, process for reviewing performance, metric obtainment, budget expenditures, and correction of performance that does not meet expectations.	Bi-annual written report to include any updates to monitoring plan, monitoring activities and results for each RC, including outcome data.
Monitor RC Provider Training Requirements	5.3	Monitor and support RC development and delivery of training and professional development for licensed early learning development programs and license exempt subsidized providers serving children birth through 12 years of age, or similar sectors, including CCDF required RC trainings (McKinney Vento homeless trainings; Child Care Center Administration Business Series for Centers and the Child Home Based Business Series; face to face ongoing health and safety trainings, 45 I/T course.	<p>A minimum of two McKinney Vento homeless trainings offered by each RC to meet the needs of providers.</p> <p>A minimum of one full series for centers and one full series for homes offered by each RC.</p> <p>Ensure RCs provide a minimum three face to face ongoing health and safety trainings in FY23.</p> <p>Report to OGS bi-annually to meet the needs of legislative/federal requirements for reporting with data elements to include: number of participants enrolled, provider-types, format of training, and percentage of providers attending the trainings</p>
RC Compliance with Trainer/Training Approval Process	5.4	Monitor RC implementation of MiRegistry including 100% compliance with the statewide trainer and training approval process, basic provider messaging, system training, online registration and stripe account utilization, and report utilization.	<p>Bi-Annual updates will be provided in writing to OGS during bi-annual monitoring meeting between ECSN /OGS that indicate emergent technical assistance needs, needed provider messaging, training needs, report needs and system updates for ongoing Registry support.</p> <p>100% of RCs utilize Online Registration and Stripe Accounts.</p> <p>Report to OGS Bi-annually to meet the needs of legislative/federal requirements for reporting on utilization of online registration and stripe accounts.</p>
RC Social-Emotional Consultation	5.5	Provide support to RCs to continue implementation of Specialized Consultation referrals processes for Social-Emotional Consultation, as applicable within the region.	<p>In FY23, ensure applicable RCs implement the identified referral process for Specialized Consultation.</p> <p>Bi-annual updates will be provided in writing to OGS during bi-annual monitoring meeting between ECSN /OGS that indicate activities within the region to support social emotional consultation.</p>

ECSN outcomes		Activities to support	Performance measures
Monitor and Support RC Quality Improvement Consultation	5.6	Monitor and support delivery of quality improvement consultation with early learning and development programs within the service area to achieve and maintain the highest level of quality as measured by GSQ self-assessments, QIPs, and assessments.	ECSN provides training and TA to quality improvement staff at a minimum quarterly and reports offerings and outcomes to MDE.
6		Families have access to an adequate supply of High-Quality Child Care	
Supporting Licensing Coordination	6.1	ECSN supports regional opportunity for GSQ and child care licensing coordination and collaboration.	ECSN includes summary of meetings and outcomes in bi-annual report to OGS.
Marketing and Engagement strategies for diverse constituents	6.2	Support RCs, GSCs/GSPCs practices with outreach, marketing, and engagement practices to ensure representatives of diverse cultures, languages, ethnicities, and sexual identities.	Review materials and documents quarterly. Provide resources to support diverse cultures, languages, ethnicities, and sexual identities. Describe collaboration in sharing ideas/materials between ECSNs.
Support RCs to promote accessible child care	6.3	Support RCs to develop definitions, identify factors, review and analyze statewide and local data to identify barriers, challenges and successes in order to have a robust, proactive early childhood system. The goal is to develop and determine actionable steps to ensure childcare is accessible by all.	Ensure RC's have supports necessary for success. Document conversations from RC meeting agendas and meetings.
Support Child Find Activities	6.4	Collaborate with the GSCs, GSPCs, and other community partners to partner with Part C and Part B/Section 619 of the IDEA to support Child Find, enrollment, and participation in IDEA-funded programs, in alignment with federal and state requirements.	Provide evidence of collaboration, education and participation in conversations, projects, and activities.

ATTACHMENT A2

Infant Toddler FY23 Statement of Work

Purpose:		Activities to Support	Timelines
To maintain consistent implementation, fidelity to the model and to ensure consistent communication between the Regional Resource Centers (RCs), Early Childhood Support Networks (ECSNs) and the Infant Toddler Learning Community (ITLC) projects across the state.			
	1	Leadership Team Purpose, Structure and Composition	
Leadership Team Purpose, Structure, Composition	1.1	The IT Statewide Team Lead will be selected by the ECSNs.	Every three years
Leadership Team Purpose, Structure, Composition	1.2	The ECSNs will present their recommendation to the Michigan Department of Education, Office of Great Start (MDE OGS) for approval	
Leadership Team Purpose, Structure, Composition	1.3	The IT Statewide Leadership Team is made up of one (1) ECSN representative from each region and one (1) Infant Toddler Specialist (ITS) for each region for a total of eight (8) members	
Leadership Team Purpose, Structure, Composition	1.4	ECSN will identify two people from their region with expertise in infants/toddlers to participate in the IT Leadership Team with the following qualifications: IT background and expertise Understanding of the work, expectations and fidelity of the model and can support region in meeting requirements of the model Ability to monitor delivery of the model within the ECSN region, such as checking in with ITS' and keeping the work/requirements on course This individual can be an RC Director, ITS or ECSN Staff.	
Leadership Team Purpose, Structure, Composition	1.5	IT Leadership Team Representatives will serve a term of no longer than 3 years.	
Leadership Team Purpose, Structure, Composition	1.6	Meeting dates and times will be shared with MDE	11/1/2022
	2	Leadership Team Key Activities	
Leadership Team Key Activities	2.1	Collaborating with MDE on the development and implementation of the professional learning/development for providers related to IDEA funded programs as well as PDG Birth through Five Grant initiatives such as the B-5 integration project.	Ongoing
Leadership Team Key Activities	2.2	Updating ITLC Guidance Document to be consistent with changes/modifications for the FY and be distributed to RCs to ensure implementation fidelity.	11/1/2022
Leadership Team Key Activities	2.3	Review of the annual ITLC survey as part of Continuous Quality Improvement (CQI) including recommendations to MDE OGS about revisions to the survey and model.	11/1/2022

Leadership Team Key Activities	2.4	Ensure consistent use and review of ITLC Cohort learning tools including Mi-AIMH membership and Mi-AIMH endorsement.	Ongoing
Leadership Team Key Activities	2.4.1	Maintain consistent implementation and communications at all levels of ITLC project across the state	
Leadership Team Key Activities	2.4.2	Develop and implement a communications plan	
Leadership Team Key Activities	2.4.3	Review and discuss issues across regions, share information from other regions within region	
Leadership Team Key Activities	2.4.4	Act as points of contact for ITS' within the region to ensure statewide coordination of the model.	
Leadership Team Key Activities	2.4.5	Ensure statewide continuity and fidelity to learning community model	
	3	IT Statewide Team Lead Key Activities	
IT Statewide Team Lead Key Activities	3.1	IT Statewide Team Lead is responsible for ensuring complete membership from each region	
IT Statewide Team Lead Key Activities	3.1.1	If a vacancy is created the IT Statewide Team Lead will work with the Regional ECSN IT Point of Contact to identify a replacement that meets the membership criteria	
IT Statewide Team Lead Key Activities	3.1.2	The IT Statewide Team Lead will meet with MDE OGS to provide an update of the IT Specialist Leadership Team's work and bring forward any items for review and approval	Monthly
IT Statewide Team Lead Key Activities	3.1.3	The IT Statewide Team Lead will participate in the Region V Network Technical Assistance meetings and report findings back to MDE to inform future decision making	
IT Statewide Team Lead Key Activities	3.1.4	The IT Statewide Team Lead will coordinate and lead the ITS Statewide COP meetings	
IT Statewide Team Lead Key Activities	3.1.4.1	Reflective practices will be used to support the sharing of strategies and recommendations related to the ITLC during regularly scheduled meetings	3 face-to-face meetings and 1-2 virtual.
IT Statewide Team Lead Key Activities	3.1.4.2	MDE OGS will be provided a schedule of meetings	11./1/2022
IT Statewide Team Lead Key Activities	3.2	IT Statewide Team Lead will identify additional training, coaching and consultation opportunities to further develop the role of the ITS and support ITLC work	
IT Statewide Team Lead Key Activities	3.3	IT Statewide Team Lead will develop a transition plan using the format developed by the Michigan IT Leadership Team to transition the existing ITLC Cohort from the model while recruiting for the next ITLC Cohort	
IT Statewide Team Lead Key Activities	3.4	The IT Statewide Team Lead will ensure the following:	
IT Statewide Team Lead Key Activities	3.4	45-hour Infant Birth to Three Foundational Training Series are offered as a statewide network. (One full series prior to online/on-demand offerings becoming available in quarter 4.)	

IT Statewide Team Lead Key Activities	3.4.2	<p>IT Statewide Team Lead will evaluate 45- hour Birth to Three Foundational Training Series to develop an online/on-demand delivery.</p> <ul style="list-style-type: none"> • Review and update existing 45-hour IT Foundational series content. • Develop a plan for online course development with I/T Specialist contact/facilitation as part of the 45 hours of content. • Once plan is determined, prepare storyboards (can be PPTs with script) for each course to share with Michigan Virtual. • Serve as the project lead with Michigan Virtual throughout course development. • Host courses (training) in Michigan Virtual by quarter 4. 	Quarterly
4 ECSN Roles and Responsibilities			
ECSN Roles and Responsibilities	4.1	The role of the Regional ECSNs is to lead the regional IT teams, make recommendations to IT Leadership Team for strengthening and improving implementation of the IT Model, report to OGS on implementation of the IT Model, and to ensure fidelity of implementation by RCs.	
ECSN Roles and Responsibilities	4.2	Regional ECSN IT Leadership must:	
ECSN Roles and Responsibilities	4.2.1	Have an IT background and expertise	
ECSN Roles and Responsibilities	4.2.2	Understand the work, expectations and fidelity of the model and can support region in meeting requirements of the model	
ECSN Roles and Responsibilities	4.2.3	Be capable of monitoring delivery of the model within the ECSN region, checking in and keeping the work/requirements on course	
ECSN Roles and Responsibilities	4.3	ECNS will conduct the following activities:	
ECSN Roles and Responsibilities	4.3.1	ECSNs will name an IT Point of Contact for their Region	
ECSN Roles and Responsibilities	4.3.2	ECSNs will provide reflective practices for ITS' as follows:(a) Support the ITS as they work with their cohort, (b) Engage in reflective practices through the use of coaching and/or supervision to support ITS' growth and change in individual practice, (c) Utilize the updated ITLC Guidance to ensure fidelity of implementation through monitoring.	
ECSN Roles and Responsibilities	4.3.3	Work in collaboration with RC to complete all required reporting	
5 Resource Centers and Infant Toddler Specialists Roles and Responsibilities			
RC and ITS Roles and Responsibilities	5.1	The role of the RC is to provide oversight and supervision of the ITS and to ensure that the IT model is implemented with fidelity. The role of the ITS to provide content expertise and technical assistance support to ITLC and other providers within their region.	
RC and ITS Roles and Responsibilities	5.2	RC will ensure appropriate staffing and budgeting for IT related work	

RC and ITS Roles and Responsibilities	5.3	Each RC will have the equivalent of at least one full-time ITS dedicated to supporting infant-toddler work. If the I/T Specialist FTE is filled by more than one individual the RC must first provide a rationale, including how the work will be divided, prior to splitting the role, and present this rationale annually to the ECSN.	ITS Identified to ECSN/MDE by 11/1/22
RC and ITS Roles and Responsibilities	5.4	The ITS will have a Quality Improvement Caseload (QIC) that not only supports the ITLC within the region, but will also support other providers who are not participating in the ITLC who need support with IT Quality Improvement Plans (QIPs)	
RC and ITS Roles and Responsibilities	5.5	RCs will cover the following fees on behalf of ITS': (a) Annual membership fee to Mi-AIMH for the ITS) and (b)Application fee for Mi-AIMH endorsement process for ITS	
RC and ITS Roles and Responsibilities	5.6	RC will support new cohort development and transition of existing cohorts	
RC and ITS Roles and Responsibilities	5.6.1	RCs will work with their ITS and regional ECSN to prepare a written transition plan for new ITLC Cohorts, based on the 21-month transition schedule of each cohort	
RC and ITS Roles and Responsibilities	5.6.2	The written transition plan will include activities/plans for continued intentional follow up and support with the previous Cohort as part of the transition	
RC and ITS Roles and Responsibilities	5.6.3	RCs have flexibility regarding proposing overlapping cohorts but must provide rationale for the approach and how it will benefit both Cohort groups. The regional ECSN must approve the recommendation.	
RC and ITS Roles and Responsibilities	5.7	The RC will recruit/retain between 10-20 members for the ITLC	
RC and ITS Roles and Responsibilities	5.7.1	Preferred ITLC Cohort members are those who are engaged in GSQ, however the RC can request from their regional ECSN to engage providers not participating in GSQ and serving subsidy children with the intention of the provider engaging and participating in GSQ within six months	
RC and ITS Roles and Responsibilities	5.7.2	Not more than three members of the group can be non-GSQ providers	
RC and ITS Roles and Responsibilities	5.7.3	Members can be from the same center/classroom	
RC and ITS Roles and Responsibilities	5.7.4	If the RC is having trouble recruiting providers to participate in the ITLC Cohort they can request an exception to the cohort size through the ECSN and OGS. RCs will need to provide rationale for the request to reduce numbers, attempts that were made to meet the required cohort size and whether or not use of creative technology opportunities has been explored.	
RC and ITS Roles and Responsibilities	5.7.5	RCs must monitor cohort participation. If a provider drops out of the cohort, RCs must work with their regional ECSN to determine next steps for adding a new provider.	
RC and ITS Roles and Responsibilities	5.7.6	RC will include a plan for implementation of new ITLC Cohort into their SOW/plans with the ECSN	
RC and ITS Roles and Responsibilities	5.7.7	RC will support current and exiting ITLC cohort	
RC and ITS Roles and Responsibilities	5.7.8	RC will include a plan for implementation for current and exiting ITLC Cohort into their SOW/plans with the ECSN.	
RC and ITS Roles and Responsibilities	5.7.9	RC will utilize the updated IT Learning Community Guidelines to ensure fidelity of implementation for FY.	
RC and ITS Roles and Responsibilities	5.8	RC will provide oversight and supervision of the following training and technical assistance activities provided by ITS:	
RC and ITS Roles and Responsibilities	5.8.1	Ensure IT specific training within the region	

RC and ITS Roles and Responsibilities	5.8.2	15% of all annual RC training must be IT specific and approved in MiRegistry	
RC and ITS Roles and Responsibilities	5.8.3	One 45-hour Infant Birth to Three Foundational Training Series will be offered as a statewide network. RCs will ensure that there is available to deliver their assigned sessions. Online/on-demand offering begins quarter 4.	
RC and ITS Roles and Responsibilities	5.8.4	ITS' may lead or contract with a trainer to provide training for the ITLC members	
RC and ITS Roles and Responsibilities	5.9	Engaging infant toddler teachers in improving the quality of care	
RC and ITS Roles and Responsibilities	5.9.1	Support and ongoing learning connections for previous ITLC Cohort members.	
RC and ITS Roles and Responsibilities	5.9.2	Support Reflective practice and coaching for ITLC members.	
RC and ITS Roles and Responsibilities		PITC Modules and PITC Six Essential Practices	
RC and ITS Roles and Responsibilities	5.10.1	PITC modules must be used by ITS within the ITLC they lead	
RC and ITS Roles and Responsibilities	5.10.2	PITC Six Essential Practices must be used and may be offered either through the Birth to Three Foundational training or a standalone training	
RC and ITS Roles and Responsibilities	5.10.3	PITC Modules must be housed within MiRegistry and ITS must be listed as an approved trainers	
RC and ITS Roles and Responsibilities	5.11	Ensure ITS participates in required training and technical assistance opportunities, and assist ITS in evaluating optional training opportunities	
RC and ITS Roles and Responsibilities	5.11.1	New ITS must connect with IT Statewide Lead to review onboarding checklist within 30 days of hire	
RC and ITS Roles and Responsibilities	5.11.2	ITS must attend ToTs or other IT specific content trainings as identified and required by ECSNs or MDE OGS	
RC and ITS Roles and Responsibilities	5.11.3	ITS must attend regularly scheduled IT Statewide COP lead by IT Statewide Team Lead by phone, webinar and/or in person	
RC and ITS Roles and Responsibilities	5.11.4	ITS must attend one comprehensive regional or national training opportunity (to be included in the RC budgeted allotment for IT spending)	
RC and ITS Roles and Responsibilities	5.11.5	ITS may participate in optional training opportunities offered by MDE OGS or ECSNs as budget allow	
RC and ITS Roles and Responsibilities	5.12	Support ITS in Cohort Leadership and Management	
RC and ITS Roles and Responsibilities	5.12.1	Support ITS in leading their local learning communities/cohorts	
RC and ITS Roles and Responsibilities	5.12.2	Ensure ITS presents/offers four trainings annually within their RC/cohort.	
RC and ITS Roles and Responsibilities	4.12.3	Work plan, including ITS training details, must be submitted to ECSN.	11/1/2022
RC and ITS Roles and Responsibilities	5.12.4	Support ITS in implementing transition plans for existing cohorts as defined by RC	
RC and ITS Roles and Responsibilities	5.12.5	Support ITS in implementing intentional learning connections with eligible licensed providers who were active participants in previous ITLC Cohorts	
RC and ITS Roles and Responsibilities	5.13	RC will work in collaboration with ECSN to complete the following (minimum) reporting requirements for MDE OGS:	Biannually
RC and ITS Roles and Responsibilities	5.13.1	Overview of Statewide Activities including the work of the IT Statewide Team Lead, IT Specialist Leadership Team, and Learning Community Activities	
RC and ITS Roles and Responsibilities	5.13.2	Participant demographic data	

RC and ITS Roles and Responsibilities	5.13.3	Attendance	
RC and ITS Roles and Responsibilities	5.13.4	Participant program type	
RC and ITS Roles and Responsibilities	5.13.5	Participant role within the program	
RC and ITS Roles and Responsibilities	5.13.6	Program demographic information	
RC and ITS Roles and Responsibilities	5.13.7	Number and ages of children impacted by the IT Learning Communities	
RC and ITS Roles and Responsibilities	5.13.8	Number of children served by child care subsidy	
RC and ITS Roles and Responsibilities	5.13.9	Learning Community Activities including feedback from participants, attendance at monthly ITLC	
RC and ITS Roles and Responsibilities	5.13.10	ITS Training and Technical Assistance Activities including Event, date, how they utilized training in their work	
RC and ITS Roles and Responsibilities	5.13.11	ITLC Cohort Reflections	
RC and ITS Roles and Responsibilities	5.13.12	Recommendations from the Michigan IT Leadership Team related to learnings from the work	

ATTACHMENT A3
FY23 Statewide Activity Leads

	Northern ECSN	Western ECSN Base	Eastern ECSN Base	Southeastern ECSN Base Amount
Infant/Toddler	Lead		(supporting role)	
MLPP Data Set			Lead	
Annual Convening			Lead	
Strategic Planning (ABLE)		Lead		
Parents Partnering for Change				Lead
Great Start Network Site		Lead		
GSC Orientation		Lead		
Project Management - Contractor to Facilitate Coordination across ECSNs		Lead		

ATTACHMENT B

FY23 BUDGET

- **ATTACHMENT B1** - CCDF FY23 BUDGET
- **ATTACHMENT B2** – CCDF STATEMENT OF EXPENDITURES
- **ATTACHMENT B3** - CCDF INDIRECT CALCULATION

**ATTACHMENT B1
CCDF FY23 Budget**

FY 2023 CCDF EXPENDITURE DETAIL					Enter Indirect Rate Here	15%
Eastern Upper Peninsula ISD						
Child Care and Development Fund (CCDF)	Quality	Infant/Toddler	ARPA	Totals		
FY 2023 CCDF Budget Line Item Descriptor	Budget	Budget	Budget	Budget		
<u>Personnel</u>	\$ 255,868.25	\$ 51,479.75	\$ -	\$ 307,348.00		
Jessica Savoie, EUPISD Director and Project Lead	\$ 25,190.00					
Alicia Lawlor, ECSN Compliance, Monitoring & Contract Administrator	\$ 90,180.00					
Robin Hornkohl, ECSN Training & Technical Assistance Administrator *REGIONAL (.5 FTE)	\$ 38,050.25	\$ 6,714.75				
Robin Hornkohl, ECSN Training & Technical Assistance Administrator *STATE LEAD(.5 FTE)		\$ 44,765.00				
Rachael Birgy, Training & Technical Assistance Specialist	\$ 53,737.00					
Cara Lafaver, EUPISD/NECSN Administrator	\$ 25,711.00					
Katie Lohff, Compliance Specialist	\$ 23,000.00					
<u>Fringe Benefits</u>	\$ 163,885.18	\$ 30,975.83	\$ -	\$ 194,861.00		
Jessica Savoie, EUPISD Director and Project Lead	\$ 18,563.00					
Alicia Lawlor, ECSN Compliance, Monitoring & Contract Administrator	\$ 54,210.00					
Robin Hornkohl, ECSN Training & Technical Assistance Administrator *REGIONAL (.5 FTE)	\$ 22,895.18	\$ 4,040.33				
Robin Hornkohl, ECSN Training & Technical Assistance Administrator *STATE LEAD(.5 FTE)		\$ 26,935.50				
Rachael Birgy, Training & Technical Assistance Specialist	\$ 38,018.00					
Cara Lafaver, EUPISD/NECSN Administrator	\$ 15,404.00					
Katie Lohff, Compliance Specialist	\$ 14,795.00					
<u>Supplies</u>						
<u>Consumable Supplies</u>						
General Office Supplies	\$ 2,000.00			\$ 2,000.00		
Meeting/Training Supplies	\$ 2,500.00			\$ 2,500.00		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		

ATTACHMENT B2
FY23 Statement of Expenditures

Eastern UP ISD		ORIGINAL OGS/CDC RECEIPT DATE (For CDC Use Only)		Contract Number		
STATEMENT OF EXPENDITURES - FY 2023						
MDE / Office of Great Start / Child Development and Care						
SECTION I - Contractor Information			SECTION II - CDC Approval Signatures			
Contractor Name and Address: Eastern Upper Peninsula ISD 315 Armory Place Sault Ste. Marie, MI 49783			Contract Administrator Signature			
Telephone Number: 906-632-3373		Federal ID Number: 38-1719560	Approval Date			
Voucher Description: CCDF Expenditure Reporting			Authorized CDC Approval Signature			
SECTION III - Statement Period and Billing Type			Authorized CDC Approval PRINTED		Approval Date	
Period Covered by Statement:			Lisa Brewer-Walraven			
From:	To:					
XX - ORIGINAL	REVISED	FINAL	ESTIMATED	ADDITIONAL		
SECTION IV - CCDF Dollars Expended to Support Activities						
MDE DOLLAR AMOUNT						
LISTED LINE ITEM BUDGET <small>(Listed as specified in approved Grant Agreement.)</small>	CCDF FY23 Budget	Expenses This Period	Previously Reported Expenses	Total Expenses To Date	Budget Balance	Percentage Spent
Personnel	\$ 307,348.00	\$ -	\$ -	\$ -	\$ 307,348.00	0%
Fringe Benefits	194,861.00	-	-	-	194,861.00	0%
Supplies	4,500.00	-	-	-	4,500.00	0%
Travel/Transportation	10,000.00	-	-	-	10,000.00	0%
Contracted Services	1,859,129.00	-	-	-	1,859,129.00	0%
Miscellaneous/Other	2,440.00	-	-	-	2,440.00	0%
Indirect Cost Expenses (capped at 10%)	100,537.25	-	-	-	100,537.25	0%
Totals	\$ 2,478,875.25	\$ -	\$ -	\$ -	\$ 2,478,875.25	0%
SECTION V - Coding for Dollars Expended to Support Activities						
	Appropriation Year	Program Code	Grant Agreement Total	Expended this Period	Previously Reported Expenses by Index	Balance
CCDF Quality Discretionary (and Indirect Costs)	2023	2231QA	1,605,968.68	-	-	1,605,968.68
CCDF Infant/Toddler	2023	2231TA	834,116.58	-	-	834,116.58
CCDF ARPA Discretionary	2023	2131AR	38,790.00	-	-	38,790.00
			\$ 2,478,875.25	\$ -	\$ -	\$ 2,478,875.25
SECTION VI - Contractor Certification and Signature						
CERTIFICATION: I certify that the expenditures as stated in Section IV, V and VI represent actual expenditures made in accordance with the approved Grant Agreement budget. The information on this report is true and correct to the best of my knowledge.			Authorized Contractor Signature		Date:	
			(Printed)			

Revised September 2016

**ATTACHMENT B3
FY23 CCDF INDIRECT CALCULATION**

FY 2023 Indirect Calculation - CCDF				
		FY2023		Remaining
General Fund		CCDF Budget	Exclusions	CCDF Budget
Personnel		307,348.00		307,348.00
Fringe Benefits		194,861.00		194,861.00
Supplies		4,500.00		4,500.00
Travel		10,000.00		10,000.00
Contracted Services		1,859,129.00	1,707,629.00	151,500.00
Other		2,440.00		2,440.00
		2,378,278.00	1,707,629.00	670,649.00
				15.00%
				100,597.35
		Budget		Indirect
		Amount	Exclusions	Threshold
Contracted Services:				
Northwest Education Service Agency	*	27,445.00	2,445.00	25,000.00
UP Resource Center	*	684,602.00	659,602.00	25,000.00
NW Resource Center	*	578,542.00	553,542.00	25,000.00
NE Resource Center	*	515,341.00	490,341.00	25,000.00
Adaptive Schools	*	6,500.00	-	6,500.00
Strengthening Families	*	1,500.00	-	1,500.00
Cognitive Coaching	*	1,000.00	-	1,000.00
Emergent Regional T&TA	*	5,000.00	-	5,000.00
#REF!	*	5,000.00	-	5,000.00
Communications	*	26,699.00	1,699.00	25,000.00
Northwest Education Service Agency	*	7,500.00	-	7,500.00
0	*	-	-	-
0	*	-	-	-
0	*	-	-	-
0	*	-	-	-
0	*	-	-	-
0	*	-	-	-
0	*	-	-	-
		-	1,707,629.00	151,500.00

ATTACHMENT C
MONITORING/REPORTING DOCUMENTS

- **Attachment C1** – CCDF SOW Key Terms
- **Attachment C2** - EUPISD Performance-Progress Report Requirements
- **Attachment C3** – EUPISD Reporting Requirements (CCDF)
- **Attachment C4** –Subrecipient Monitoring Plan
- **Attachment C5** – Non-State Employee Travel Policy and Rates

ATTACHMENT C 1

CCDF SOW for MDE-OGS Key Terms to Grant Agreement FY23

Key Terms

The CCDF FY23 Scope of Work consists of the following focus areas: Professional Development, Resource Center Contract Management, Infant and Toddler, Orientation/Foundational and Implementation Support of the Great Start Collaborative and Parent Coalitions, Data, Strengthening Families and assisting Resource Centers with Evaluations. Within each focus area there are specific desired outcomes indicated as "what is to be achieved". In order to achieve these desired outcomes, EUPISD and MDE-OGS have agreed to a specific list of key activities within each focus area. Each key activity is associated with one or more metrics. As a part of implementing the key activities, EUPISD has a work plan that is documented and will be updated as the work progresses.

Reporting

Written Quarterly Report

EUPISD will provide two written bi-annual written regional reports that summarize all tasks activities for the year. It is a narrative describing noted items will include an update on progress, successes, challenges, lessons learned, and/or recommendations or revisions for consideration for each of the following areas of work:

- An established regional Early Childhood Support Network (ECSN) that facilitates a cross-sector collaboration fostering a coordinated, easy-to-navigate early childhood system for providers and families, and maximizes federal, state, and local resources to promote quality childcare and equitable access to early childhood support and services.
- A strong local system developed by the Great Start Collaboratives, Great Start Parent Coalitions, and Great Start to Quality Resource Centers to engage multi-disciplinary partners and families that identify, plan, and implement system change to strengthen families and improve child outcomes.
- A coordinated regional system to implement statewide activities.
- Regional professional learning and technical assistance system for the Great Start to Quality Resource Centers, Great Start Collaboratives, and Great Start Parent Coalitions that increases knowledge, skill, and capacity.
- Established system to monitor and support GSQ Resource Centers to complete their scope of work.
- Families have access to an adequate supply of high-quality child care.

This is a written report that identifies and highlights the regional work of the ECSN. It is both quantitative and qualitative in a narrative form providing metric updates and covers the recent quarter. Each report should also identify the training and technical assistance provided within the region (based on annual plan). In addition, it should identify training and technical assistance plans that will be modified or adjusted in the next quarter based on regional needs. This report is due April 30 and October 31.

The written reports for noted items will include an update on progress, successes, challenges, lessons learned, and/or recommendations or revisions for consideration.

Statewide End of Year Report

Calhoun ISD, collectively with the other ECSNs, will provide a written narrative report at year-end that meets the requirements for the legislative boilerplate report. This report will be reflective of regional efforts and statewide efforts of the ECSNs and will be created in coordination with ECIC.

Attachment C2

EUPISD PERFORMANCE-PROGRESS REPORT REQUIREMENTS

- A. The Contractor shall submit agreed upon written reports within agreed upon timeframes. Reports will include detailed information as agreed to by the Contractor and MDE/OGS and be submitted on agreed upon template.
- B. CCDF reports and information as specified under **Attachment A** shall be submitted to the MDE/OGS via email to EUPISD.
- C. The MDE/OGS will evaluate the reports submitted as described under **Attachment C** for their completeness and adequacy and provide feedback within no more than twenty-five business days.
- D. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise regarding the subject matter of this Agreement shall be deemed or exist to bind any of the parties.
- E. The MDE/OGS performance monitoring of subrecipients for CCDF will result in one or more of several possible outcomes:
 - The monitoring will not identify any concerns;
 - The monitoring will identify concerns of a minor nature resulting in recommendations for the subrecipient to modify existing project plans or expenditure processes; and/or
 - The monitoring will identify substantial concerns resulting in a report and possible MDE/OGS response of financial penalties if satisfactory corrective action is not taken in a timely manner.

If corrective action is needed, the OGS, along with the subrecipient, will develop a quality improvement plan to support compliance with contract requirements within 10 days of the issuance of the monitoring report.

Upon approval of the corrective action plan by MDE/OGS, the subrecipient will update MDE/OGS bi-weekly with progress. The correction must be completed within the approved timeframe. If this is not completed MDE/OGS will discuss identified obstacles to determine whether or not an additional extension is warranted.

On site monitoring verifying concerns have been addressed will occur within 30 days of completion, unless desk monitoring of supporting documentation can verify the improvements.

- F. **Financial Penalties for Failure to Take Corrective Action**
Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this Contract. Penalties may be imposed for failures to implement a correction action plan or to make acceptable progress on such corrective action plans. The increments of penalty imposition that shall apply, unless the Department determines that extenuating circumstances exist, shall be based upon the severity of the noncompliance, nonperformance, or unacceptable performance that generated the need for corrective action plan. The penalty, if imposed, shall not exceed ten percent (10%) of the designated funds during the period in which the corrective action plan has not been implemented or in which acceptable progress toward implementation has not been made. The deadline for payment shall be as stated in the Order imposing the financial penalties. In the event of non-payment, the Department may deduct the amount of the penalty from invoices submitted by the Subrecipient.

The Contractor shall permit MDE/OGS or its designee to visit the EUPISD offices to review and evaluate the project as determined by the MDE/OGS Contract Manager.

Attachment C3
EUPISD Reporting Requirements (CCDF)

Reports and Recommendations	Due	Format	MDE Response time
Regionally Written Bi-Annual Reports	4/28 10/31	Narrative (see format below)	30 days
Statewide Infant Toddler Specialized Consultation Model Report	4/30 10/31	Narrative	30 days
Statewide End of Year Report (statewide legislative boilerplate report in coordination with ECIC)	12/1	Narrative	30 days
Annual TA Plan	12/1	Calendar Format	30 days
Identification of Workplan/SOW Themes	12/1	Narrative	30 days
Revised Quarterly TA Plan	Quarterly	Narrative	30 days
Statewide Recommendation on Framework to Support GSC/GSPC Strategic Planning	3/1	Narrative	30 days
Regional TA Evaluation	4 th quarter	Narrative	30 days
Regional Collective Action Plan	12/1	Narrative	30 days
Statewide Evaluation of Great Start Annual Convening	10/31	Narrative	30 days
Monthly Regional SOE	15th monthly	Statement of Expense Template	10 days
July End of Year Expenditure Regional Estimate	7/1	Template (provided)	10 days
Event	Schedule	Method	Time
Bi-Annual Report Presentation to OGS	Regional written report to be submitted to MDE two weeks prior to scheduled meeting	TEAMS	2 hours
Bi-Monthly Regional Conversations with OGS	TBD regionally	TEAMS	1 hour
Statewide Quarterly Quality Meetings	November, March, June, September	TBD	2 hours
Statewide Quarterly Meetings (OGS/ECSNs and other stakeholders as needed) Focus: Systems Building Work	Jan., April, July, Oct.	In Person	Full day
Org Lead TA Meeting	Monthly	TEAMS	1 hour

ECSN

1. **Bi-Annual Written Reports:** ECSN will provide two (2) written, bi-annual regional reports that summarize all tasks and activities for the year. It is a narrative describing noted items will include an update on progress, successes, challenges, lessons learned, and/or recommendations or revisions for consideration for each of the following areas of work:
 - An established regional Early Childhood Support Network (ECSN) that facilitates a cross-sector collaboration fostering a coordinated, easy-to-navigate early childhood system for providers and families, and maximizes federal, state, and local resources to promote quality childcare and equitable access to early childhood support and services.
 - A strong local system developed by the Great Start Collaboratives, Great Start Parent Coalitions, and Great Start to Quality Resource Centers to engage multi-disciplinary partners and families that identify, plan, and implement system change to strengthen families and improve child outcomes.
 - A coordinated regional system to implement statewide activities.
 - Regional professional learning and technical assistance system for the Great Start to Quality Resource Centers, Great Start Collaboratives, and Great Start Parent Coalitions that increases knowledge, skill, and capacity.
 - Established system to monitor and support GSQ Resource Centers to complete their scope of work.
 - Families have access to an adequate supply of high-quality child care.

This is a written report that identifies and highlights the regional work of the ECSN. It is both quantitative and qualitative in a narrative form providing metric updates and covers the recent quarter. Each report should also identify the training and technical assistance provided within the region (based on annual plan). In addition, it should identify training and technical assistance plans that will be modified or adjusted in the next quarter based on regional needs. This report is due April 30 and October 31.

Process: ECSN will send the report to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff for review two weeks prior to quarterly monitoring meeting for MDE review. ECSN will be responsible for required follow up (as requested).

2. **Statewide Infant Toddler Specialized Consultation Model Report:** ECSNs will provide two (2) written, bi-annual reports that summarize the work of the Infant Toddler Specialists. At a minimum the report(s) will include:
 - Overview of Statewide Activities
 - Including the work of the Michigan IT Specialist Leadership Team and Team Lead
 - Learning Community Activities
 - Participant demographic data
 - Attendance
 - Participant program type
 - Participant role within the program
 - Program demographic information
 - Number and ages of children impacted by the IT Learning Communities
 - Number of children served by child care subsidy
 - Learning Community Activities

- Feedback from participants
- Infant Toddler Specialists Training and Technical Assistance Activities
- Cohort Reflections
- Recommendations from the Michigan IT Leadership Team related to learnings from the work

Process: ECSN will send the report to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff for review and comment. ECSN will be responsible for required follow up (as requested).

3. **Statewide End of Year Report:** ECSNs will provide a written narrative report at year-end that meets the requirements for the legislative boilerplate report. This report will be reflective of regional efforts and statewide efforts of the ECSNs and will be created in coordination with ECIC.

Process: ECSNs will send the full report to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions/comments within thirty days. ECSNs will be expected to respond to comments within 10 days.

4. **Annual TA Plan:** ECSN will provide MDE with an annual training plan for the region, which minimally includes training topic, primary audience, expected date of training and format of training.

Process: ECSN will send the report to MDE contract administrator by the deadline. Contract administrator will send to appropriate MDE staff for review and comment. ECSN will be responsible for required follow up (as requested).

5. **Identification of Workplan/SOW Themes:** ECSN will conduct a review of each GSC workplan/RC SOW within the region and create a summary of themes in order to build training and technical assistance plan.

Process: ECSN will send the regional summary to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions/comments within thirty days. ECSNs will be expected to respond to comments within 10 days.

6. **Revised Quarterly TA Plan:** Quarterly the ECSN will review and assess the regional training calendar (by group) to determine, support and identify emergent TA needs, additional TA needs to support GSCs/GSPCs and RCs in meeting the workplan requirements across the 4 outcome areas, and adjust training calendar to meet needs for implementation of SOW.

Process: ECSN will send the adjusted training calendar to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions/comments within 30 days. ECSNs will be expected to respond to comments with 10 days.

- 7. Statewide Recommendation on Framework to Support GSC/GSPC Strategic Planning:** Provide MDE with a recommendation for a system building framework to support the GSCs and GSPCs with strategic planning in FY 25. At a minimum, the recommendation should include information about the framework, research supporting the use of the framework and why the ECSNs are recommending the framework.

Process: ECSNs will send the recommendation to the MDE Contract Administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions within thirty days. ECSNs will be expected to respond to comments within 10 days.

- 8. Evaluate Effectiveness of Regional Technical Assistance Opportunities for FY23 through the 3rd Quarter:** ECSNs will provide a written report that evaluates the effectiveness of the regional technical assistance offerings within the region. At a minimum, the report should include how stakeholders were engaged in identifying technical assistance offerings, the offerings, and documented evidence of how the training supported the implementation of their work and how the technical assistance was used to improve their services.

Process: ECSNs will send the full report to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions/comments within thirty days. ECSNs will be expected to respond to comments within 10 days.

- 9. Regional Collective Action Plan:** ECSNs will provide a written collective action plan including the five components of a successful plan identified by MDE that is data driven and updated annually to include new information and regional priorities.

Process: ECSNs will send the full report to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions/comments within thirty days. ECSNs will be expected to respond to comments within 10 days.

- 10. Statewide Evaluation of Great Start Annual Convening:** Provide MDE with one written evaluation of the annual Great Start convening. At a minimum, the report should include how stakeholders were engaged in identifying topics/sessions for the convening, the offerings, attendance information, and documented evidence of how the training supported the implementation of their work and how the technical assistance was used to improve their services.

Process: ECSNs will send the recommendation to the MDE contract administrator by the deadline. Contract Administrator will send to appropriate MDE staff. MDE will respond with questions/comments within thirty days. ECSNs will be expected to respond to comments within 10 days.

Bi-Annual Report Format

The content of the Narrative report will include the following information:

1. What is the metric(s) for this outcome? What was the baseline of this metric at the start of the reporting period? What is the metric as of the date of this report? Was the metric achieved Y/N? If not achieved at this point in the agreement, is it on track to be met by the end of the contract?
2. Identify the factors that contributed to success and/or failure and/or partial achievement. Provide a rationale as to why these were the factors. Describe what, if anything, remains unclear and/or unknown.
3. Describe what has been learned and/or come to be understood.
4. Describe what, if anything, will be or already has been, improved and/or changed as a result of what was learned.
5. Describe ECSN next steps and/or needed actions/recommendations for MDE-OGS.

Monthly Expenditures

1. **Monthly Statement of Expense (SOE):** This is the template MDE created from the ECSN's approved budget.

Process: The ECSN adds expenditures to all appropriate sheets, then sends to MDE Contract Administrator along with a .pdf of the signed cover sheet. These usually come to MDE around the 15th of the month, but there is no deadline – except for the final SOE. There will be repeated notification of that deadline.

MDE fiscal team and Contract administrator will review and approve. If there are questions, the SOE will be sent back to the ECSN prior to approval by the MDE Contract Administrator.

2. **July End of Year Expenditure Estimate:** This is to update MDE on the ECSN's fiscal expenditures compared to approved budget.

Process: No later than July 1, ECSN will use template provided and predict remaining expenses through end of year (Sept. 30)

Meetings

1. **Bi-Annual ECSN Regional Monitoring Meeting:** This is a two-hour conference call scheduled on a preset day of the quarter.

Process: ECSN will submit bi-annual written report two weeks prior to the scheduled meeting and be prepared to do a presentation of the report during the meeting. MDE will

ask questions throughout the presentation and/or about the report during the call. The ECSN will be responsible for addressing any follow up questions after the call within 10 days.

2. **Bi-monthly Regional Conversations:** This is a one-hour meeting with MDE and the regional team to discuss areas of work and identify collaborations, best practices, and barriers.

Process: ECSNs will submit topic areas to MDE one week prior to the meeting. MDE will confirm topic areas and make any additions 3 days prior to the meeting.

3. **Quarterly ECSN/MDE/BUILD Meeting:** This is an in-person or virtual (full day or two half day event that will include all ECSNs).

Process: The agenda will be set by MDE prior to the meeting and will include topics relevant to ECSN performance. ECSNs can also request agenda topics two weeks prior to the meeting. The meeting will take place at a location to be determined by MDE.

4. **Quarterly Quality Meeting:** This is an in-person or virtual event (2 hours) that will include a variety of quality partners to ensure a coordinated quality improvement system for providers.

Process: The agenda will be set by MDE/LARA prior to the meeting and will include topics relevant coordinating a comprehensive system of quality improvement. Participants to be determined based on meeting needs.

ATTACHMENT C4
SUBRECIPIENT MONITORING PLAN



Michigan Department of Education – Office of Great Start Subrecipient Monitoring Plan

As the lead agency for Child Care Development Fund (CCDF) block grant, the Michigan Department of Education – Office of Great Start (OGS) will lead the implementation of Michigan’s project plans as outlined in our grant agreement. Embedded in an outcome-based accountability system, this subrecipient monitoring plan will ensure successful execution of project plans and will support our collective achievement of identified performance metrics. This results-based accountability framework will also help to ensure that grant resources are maximized and targeted toward the attainment and completion of identified goals and activities.

Accountability Framework

Michigan’s accountability framework design includes the following seven key elements which are intentionally integrated across our subrecipient monitoring plan.



Michigan's CCDF Subrecipient Monitoring Plan includes two main components: monitoring and reporting; and data and performance. The design of these two components is reflective of the seven elements of the accountability framework detailed above.

Monitoring and Reporting

The Michigan Department of Education – Office of Great Start (OGS) will monitor subrecipients/partners utilizing the three accountability elements --project plans, progress monitoring meetings, and reporting --as key mechanisms for tracking progress and the provision of on-going support. Subrecipients/partners will include other government agencies as well as non-governmental organizations (as listed in last section of plan). A detailed description of the protocols used for monitoring contracts is offered below:

- ✓ **Project plans (SOW):** Utilizing approved scope/s of work (SOW) as a framework, OGS will hold each subrecipient/partner responsible for creating, implementing, and managing a detailed project plan that includes (at minimum): activities, tasks, milestones, deliverables, deadlines, and person(s) responsible. Developed plans will also need to be compatible with quarterly/annual reporting templates provided by OGS reflective of SOW details and timelines. Each subrecipient/partner is responsible for updating their respective project plan prior to scheduled progress monitoring meetings and/or in compliance with established reporting schedule.
- ✓ **Progress Monitoring Meetings:** OGS will maintain a monitoring calendar of quarterly in person and/or phone check-ins and reporting deadlines for each subrecipient/partner to ensure sufficient tracking of progress against the project plan and SOW, as well as to strategize against upcoming milestones and deliverables. OGS will also conduct regular quarterly meetings with subrecipients to ensure activities are occurring according to the relevant agreement/s and project plan/s. Ad hoc meetings will also be scheduled with subrecipients and OGS as needed.
- ✓ **Reporting:** OGS will utilize subrecipient updates to the detailed project plan and SOW to satisfy quarterly reporting requirements. Annual reporting requirements include utilizing a common template (Attachment A) for each subrecipient/partner that incorporates relevant activities, tasks, timelines, deliverables, and milestones from approved scope/s of work. The subrecipient/ partner will also report on project budgets with each billing cycle (monthly or quarterly), accounting for projected and actual expenditures including personnel, fringe

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benefits, travel, equipment, supplies, training, funds distributed to localities, contractual, and other costs. Reflective of each subrecipient's role and body of work, these reports will be utilized to measure progress, complete grant reporting requirements, and to share information publicly and transparently.

Data and Performance

As OGS is ultimately responsible for the success of each of the projects, a data-driven, performance-based infrastructure will be utilized to create accountability across projects and inclusive of all partners. This component of the subrecipient monitoring plan is based on the following four accountability framework elements:

- ❖ **Strategies for Fostering Accountability:** With the success of each CCDF project reliant on interdependencies between subrecipients/partners and OGS will hold all subrecipients/partners accountable. Scopes of work for each project, detailed project plans, and quarterly and annual reports will be updated ongoing.
- ❖ **Performance Metrics:** Subrecipients/partners will be required to provide evidence of adequate progress against relevant performance measures.
- ❖ **Reporting and Tracking:** Subrecipients will be required to self-monitor and communicate progress demonstrated toward identified activities, tasks, and milestones in SOW on an ongoing basis.
- ❖ **Performance-based Contracts:** Full payment will not be made to subrecipients unless OGS is satisfied with the quality of the deliverable and/or progress demonstrated toward identified activities, tasks, and milestones. Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance for subrecipients. Penalties may be imposed for failures to implement or to make acceptable progress on such corrective action plans.

Summary of Performance Monitoring

Each subrecipient/partner will participate in the co-development of an individualized monitoring plan/schedule that ensures OGS has regular opportunities to gauge progress, provide feedback, and engage in discussion about upcoming deliverables and performance targets. Key contact personnel will be identified within both OGS and the subrecipient organization to facilitate coordination of the grant. Project budgets will also be evaluated consistently with the understanding that payments will be delivered based on demonstrated progress toward/delivery of agreed upon milestones and deliverables. Either OGS or the subrecipient may propose amendments to the monitoring plan, but both parties must agree to the proposed changes.

Performance monitoring of subrecipients will result in one or more of several possible outcomes:

- The monitoring will not identify any concerns;
- The monitoring will identify concerns of a minor nature resulting in recommendations for the subrecipient to modify existing project plans or expenditure processes; and/or
- The monitoring will identify substantial concerns resulting in a monitoring report and possible OGS response of financial penalties if satisfactory corrective action is not taken in a timely manner.

If corrective action is needed, OGS contract monitor/s, along with the subrecipient, will develop a corrective action plan to support compliance with contract requirements within 10 days of the issuance of the monitoring report. Upon approval of the corrective action plan by OGS, the subrecipient will update OGS bi-weekly with progress. The correction must be completed within the approved timeframe. If this is not completed, OGS will discuss identified obstacles to determine whether or not an additional extension is warranted. On-site monitoring verifying concerns have been addressed will occur within 30 days of completion, unless desk monitoring of supporting documentation can verify the improvements.

Penalties may be imposed for failures to implement a corrective action or to make acceptable progress on such corrective action plans. The increments of penalty imposition that shall apply, unless the Department determines that extenuating circumstances exist, shall be based upon the severity of the noncompliance, nonperformance, or unacceptable performance that generated the need for corrective action plan. The penalty, if imposed, shall not exceed ten percent (10%) of the total contract payments during the period in which the corrective action plan has not been implemented or in which acceptable progress toward implementation has not been made. The deadline for payment shall be as stated in the Order imposing the financial penalties. In the event of nonpayment, the Department may deduct the amount of the penalty from invoices submitted by the Subrecipient.

While OGS will work diligently and consistently with subrecipients to provide technical assistance and support the successful completion of project plans, OGS is prepared to take necessary actions if deliverables and/or milestones are not met. OGS will clearly communicate to a subrecipient when performance goals are not being met and co-collaborate to identify and resolve those shortfalls as detailed above. However, as outlined in the previous section, all contracts are performance-based, and OGS retains the right to reduce payment to a subrecipient if requirements are not met. Payment

will be approved upon receipt and approval by OGS of adequate progress and/or specified deliverables.

Subrecipients that expend more than \$750,000 in a year must have audits conducted in accordance with OMB circular A-133. Per MDE protocol, OGS will conduct an annual risk assessment for each subrecipient. The risk assessment will weigh a number of factors, including but not limited to: potential for fraud, volume of financial and non-financial transactions, program staff training, number of program staff, outside reliance, sensitivity of information, regulatory/legal requirements, and prior audit findings.

Questions about Michigan's Subrecipient Monitoring Plan should be directed to:

Lisa Brewer Walraven
Director, Child Development and Care
Michigan Department of Education, Office of Great Start

Brewer-walravenl@michigan.gov

517-241-6950

ATTACHMENT C5

Grantee will utilize their own travel policy, or in the absence of a travel policy will use this one.

Commented [BWL(1): replace with FY23

SUBJECT: Non-State Employee Travel Expense Reimbursement
PROGRAM AREA: Financial Management
PROGRAM OFFICE RESPONSIBLE: Accounting
EFFECTIVE DATE: 8/25/06
REVISION DATE: 1/27/20

POLICY:

These procedures provide the necessary information for processing payments to non-state employees for travel expenses incurred while serving the Department of Education. This does not include Special Personal Service Employees, which are subject to the same travel regulations and rates as classified employees.

GENERAL INFORMATION:

I. REGULATIONS

- A. Reimbursement of travel expenses should be processed on Form [2211, Non-State Employee Travel Expense Reimbursement Request](#), and approved by the Program Office.
- B. Requests for travel reimbursement should be completed according to the rules established within the Standardized Travel Regulations. Travel expenses for each day should be reported on a separate line using columns for various types of expenditures.
- C. Out of State travel to or from Michigan for non-state employees must be requested through Form [2202, Out of State Travel Approval](#), and approved by the Office Director prior to the event.

II. GUIDELINES

- A. Personal Car Mileage
Such mileage must be computed from point to point and will be allowed on the basis of the current State of Michigan map, [MapQuest.com](#) (set the parameters at the fastest route) or Lansing to... Mileage Chart. Mileage not shown on the chart or map must be computed by using the most direct route on the State Highway map. Vicinity mileage MUST be shown separately, and if it exceeds 50 miles in any one day, an itinerary with full explanation must be included. The rate of reimbursement is set by the Office and may be allowed up to the current premium mileage rate.
- B. Lodging and Meals
 1. An agenda must be attached to the voucher when attending conferences.
 2. When reimbursing consultants, board members or advisors; the Department will reimburse actual expenses, or other negotiated rates not in excess of actual costs. It is recommended that Offices use current standardized travel rates when developing agreements in this area.
 3. When reimbursing candidates for executive or professional positions, current standard travel rates must be used.

In both instances supporting receipts must be provided.

- C. Parking
Parking expenses may only be claimed when the non-state employee is away from his/her immediate work station locale. Charges incurred while he/she is

at work in his/her assigned building are not reimbursable. Receipts should be attached to the voucher for parking expenses. Metered parking is an exception, since there are no receipts, but must be identified as such on the voucher.

D. Commercial Transportation

Whenever possible commercial transportation should be arranged by the Office through the existing contracted travel agency, [Conlin Travel](#). However, commercial transportation will be reimbursed on Form 2211, Non-State Employee Travel Reimbursement Request, when necessary. Ticket stubs are required for the reimbursement. Rental cars are considered uneconomical and are discouraged. However, there may be specific instances where an Office Director would authorize a rental car.

E. Tips

Tips for each day in a hotel or motel where porter service is regularly provided will be reimbursed at the current Civil Service rate.

F. Miscellaneous Expenses

Items such as registration fees, cab fares, etc., must be fully explained on the voucher. This may be done by employing the use of an asterisk and explanation in the description area. Receipts must be attached as required by the Standardized Travel Regulations.

PROCEDURES:

Responsibility/Action

I. PROCEDURES

I I

A. Office:

1. Complete section 16 except for the Program Office approval signature and coding block.
2. Forward original to non-state employee.
3. Retain a copy.

B. Non-State Employee:

1. Complete section 1 through 15.
2. Forward original form and accompanying receipts, to Office contact person.
3. Retain a copy.

C. Office:

1. Review for validity and agreed limitations, if any.
2. Complete coding block on form.
3. Obtain Program Office approval signature.
4. Enter direct voucher into MAIN.
5. Submit original form and copy of MAIN direct voucher header to OFM.
6. Retain copy.

D. OFM:

Process payment according to existing guidelines.

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET, VEHICLE AND TRAVEL SERVICES SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
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MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$51.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
Per Diem Total	\$92.50	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$51.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
Per Diem Total	\$101.50	

Incidental Costs Per Day (with overnight stay) \$5.00

Mileage Rates	Current
Premium Rate	\$0.625 per mile
Standard Rate	\$0.440 per mile

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.somtravel.com

SELECT CITY LIST
 SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED
 EMPLOYEES
 Effective October 1, 2022

Michigan Select Cities/Counties		
	CITIES	COUNTIES
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	CITIES	COUNTIES
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

ATTACHMENT D

MEMORANDUM

DATE: July 29, 2019

TO: ESCN Fiduciaries

FROM: Dr. Scott M. Koenigsnecht, Deputy Superintendent

SUBJECT: ECSN Consortium Designation, Procurement and Subrecipient Designation

Thank you again for the continued dialogue on the transition of current Child Care Development Fund (CCDF) work into the new regional Early Childhood Support Network (ECSN). As mentioned in the meeting held Thursday, July 25 between representatives of MDE and representatives of ISDs there will continue to be many transitions as the Department works to fully implement the new structure to meet the needs of the federal funding and program goals and your partnership is appreciated.

In response to the questions raised at the meeting the Department has determined:

- MDE will accept a memo from each grantee that clarifies a clear consortium agreement between the original parties listed in the applications received by the Department. This memo should be generated from the fiduciary applicant entity, include the following and be addressed to the Director of the Child Development and Care Program.
 - It should list all consortium members (from the original application).
 - It should acknowledge that all procurement policies for contracts beyond the consortium will be bid following the fiduciary's procurement policies.
- According to Uniform Guidance 2 CFR 200.330 and 45 CFR 75.351 (subrecipient and contractor determinations) the Department (as the passthrough entity) has the ability to make case by case determinations as to whether the entity receiving the funds is a subrecipient or a contractor. In this instance the Department has identified the ECSNs as a subrecipient who are responsible for adherence to applicable Federal program requirements specified in the Federal award; and in accordance with the agreement with the Department, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
 - In addition to the transition of the CCDF work that was laid out by the Department during the request for proposal process and during subsequent ECSN meetings the Department will allow the RCs to also be considered a subrecipient and not be rebid during FY20.
 - The rationale for this decision is based on the previous bidding of the RC scope of work (2012), the desire to have no interruption to Great Start to Quality, and the Department's intent to incorporate CCDF

child care resource and referral duties into the next RC center scope of work.

- At such time that the Department identifies the next RC scope of work these contracts will then be bid and will become contractors of the ECSNs. The Department expects the bidding of the RC scope of work no later than the end of FY21.
- As was stated in the FAQ following the release of the request for proposals (January 2019) the Department gave guidance on how a consortium would need to handle current Resource Center (RC) contracts in the event they were selected as an ECSN. The following information should be considered to document any unique oversight responsibilities for RCs operating within the Consortium.
 - An entity that is part of a consortium application as the fiduciary and is the current fiduciary/organizational lead of the RC will need to transfer fiduciary, oversight, and contract management of the Resource Center to another consortium member before September 30, 2019. Please confirm this transfer of fiduciary, oversight, and contract management by notifying the Department in writing through a letter or memo which may be transmitted electronically to the Director of Child Development and Care.
 - Any member identified as part of a consortium application as a co-lead that is the current fiduciary/organizational lead of the RC the fiduciary of the consortium must also transfer fiduciary, oversight, and contract management of the Resource Center to another consortium member before September 30, 2019. Please confirm this transfer of fiduciary, oversight, and contract management by notifying the Department in writing through a letter or memo which may be transmitted electronically to the Director of Child Development and Care.

As the lead agency and recipient of the CCDF funding in MI, MDE will continue to set CCDF policy, priorities, and the scope of work for each fiscal year. In addition to the guidance above, all other Uniform Guidance requirements shared via the Office of Child Care Program Instruction: CCDF-ACF-PI—2015-01, provided to the fiduciary of each ECSN on July 1, 2019, must be followed.

Please return the memo identified in this email, the ECSNs transition budget and ECSNs scope of work no later than noon on Friday, August 2. Reimbursement for work beginning July 1, 2019, cannot be made until the Department has approved a budget and scope of work.

For those needing to address a Resource Center transition please provide that information before September 30, 2019.

If you have additional questions, please reach out to Lisa Brewer Walraven.

ATTACHMENT E

CONSORTIUM MEMBERS

TRAVERSE BAY AREA INTERMEDIATE SCHOOL DISTRICT (TBAISD)