

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF TEACHING AND LEARNING**



**Quality Enhancement Grant Program  
School Readiness Municipalities  
July 1, 2012, to June 30, 2013**

The purpose of the Quality Enhancement Grant Program (QEGP) is to provide funding for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families.

Legislative Authority  
Section 17b-749c of the 2012 Supplement to the General Statutes

Application Due Date  
**On or before September 28, 2012**



**STEFAN PRYOR  
COMMISSIONER OF EDUCATION**

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Levy Gillespie  
Equal Employment Opportunity Director  
Title IX /ADA/Section 504 Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2071

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

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## Part I. Overview

### Purpose:

The Commissioner of Education shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement grants to providers of child day care services or providers of school readiness programs pursuant to C.G.S. Sections 10-16p and 10-16u to enhance the quality of early childhood education programs. Child day care providers, school readiness programs in priority school districts, and competitive school readiness municipalities may apply for a quality enhancement grant. These applicants must use their local School Readiness Council to review and recommend projects for funding.

The purpose of the QEGP is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. C.G.S. Section 17b-749c identifies the following as appropriate use of grant funds:

1. Help providers who are not accredited by the National Association for the Education of Young Children to obtain such accreditation;
2. Help directors and administrators to obtain training;
3. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs; and provide information concerning access when needed to a speech and language therapist;
4. Purchase educational equipment;
5. Provide scholarships for training to obtain a credential in early childhood education or child development;
6. Provide training for persons who are mentor teachers, as defined in federal regulations for the Head Start program, and provide a family service coordinator or a family service worker as such positions are defined in such federal regulations;
7. Repair fire, health and safety problems in existing facilities and conduct minor remodeling to comply with the Americans with Disabilities Act; train child care providers on injury and illness prevention; and achieve compliance with national safety standards;
8. Create a supportive network with family day care homes and other providers of care for children;
9. Provide for educational consultation and staff development;
10. Provide for program quality assurance personnel;
11. Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i (as amended by PA 11-44 sections 98 through 101);
12. Establish a single point of entry system; and
13. Provide services that enhance the quality of programs to maximize the health, safety and learning of children from birth to three years of age, inclusive, including, but not limited to, those children served by informal child care arrangements. Such grants may be used for the improvement of staff to child ratios and interaction, initiatives to promote staff retention, pre-literacy development, parent involvement, curriculum content and lesson plans.

**Eligible Applicants:**

Eligible applicants are municipalities, pursuant to CGS 10-16p, that currently receive funding from either the Priority School Readiness Grant Program or the Competitive School Readiness Grant Program.

**Priorities for Funding:**

This grant should not duplicate program accreditation or training activities that are generally available at the local or regional level. Additionally, funds cannot be used for increasing staff salaries or for administrative or planning functions. This is a one-year grant based on the availability of funds.

**Priorities for Funding (Priority School Readiness Grant Recipients):**

The purpose of the Quality Enhancement Grant Program is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. Proposals must address:

- Activities that focus on supporting the School Readiness quality components outlined in C.G.S. 10-16q and in the Connecticut School Readiness Preschool Program Evaluation (CSRPPES). Particular attention should be given to: including all early care and education providers within the municipality in the proposed activities and a regional approach across municipalities leveraging resources to extend activities beyond town borders.
- The measures used to evaluate the activities described in the application.

**Priorities for Funding (Competitive School Readiness Grant Recipients):**

The purpose of the Quality Enhancement Grant Program is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. Applicants must use funding in the following ways:

- Specifically, funds from this grant should be used to contract with consultants having expertise with coaching teachers on the use of the *Connecticut Preschool Curriculum and Assessment Frameworks* for monitoring classroom practices and overall program quality.
- Funds from this grant should be used to provide financial incentive to advance undergraduate degrees aligned with current School Readiness legislation (Public Act 12-50)<sup>1</sup>.
- Create a supportive network with family day care homes and other providers of care for children

If the Competitive School Readiness Grant applicant believes they have satisfied the requirements described above and wish to fund other activities, then the application may address how the proposed projects focus on supporting the School Readiness quality components outlined in C.G.S. Section 10-16q and in the CSRPPES. Particular attention should be given to: including all early care and education providers within the municipality in the proposed activities and a regional approach across municipalities leveraging resources to extend projects beyond town borders.

In addition, each proposal must address the measures used to evaluate the activities described in the application.

<sup>1</sup> <http://www.cga.ct.gov/2012/ACT/PA/2012PA-00050-R00SB-00039-PA.htm> (Public Act 12-50)

**Funds Available:**

The total amount of \$1,100,678 is anticipated to be available between July 1, 2012, and June 30, 2013. All grants shall be funded within the limits of available appropriations. Tables 1 and 2 are proposed grant allocations for the Priority School Readiness and Competitive School Readiness grant recipients respectively.

Table 1: Priority School Readiness Grant Recipients  
Proposed Quality Enhancement Grant Allocations

Ansonia	\$6,447
Bloomfield	\$8,035
Bridgeport	\$134,851
Bristol	\$25,024
Danbury	\$33,206
East Hartford	\$28,340
Hartford	\$150,125
Meriden	\$37,807
Middletown	\$25,380
New Britain	\$53,271
New Haven	\$108,583
New London	\$17,226
Norwalk	\$50,282
Norwich	\$20,120
Putnam	\$6,447
Stamford	\$65,335
Waterbury	\$100,918
West Haven	\$33,318
Windham	\$13,963
Total	\$918,678.00

Table 2: Competitive School Readiness Grant Recipients  
Proposed Quality Enhancement Grant Allocations

Andover	\$4,000	Milford	\$4,000
Ashford	\$4,000	Naugatuck	\$4,000
Beacon Falls	\$4,000	North Canaan	\$4,000
Brooklyn	\$4,000	Plainfield	\$4,000
Canterbury	\$4,000	Plainville	\$4,000
Chaplin	\$4,000	Plymouth	\$4,000
Coventry	\$4,000	Scotland	\$4,000
Derby	\$4,000	Seymour	\$4,000
East Haven	\$4,000	Shelton	\$4,000
Eastford	\$4,000	Sprague	\$4,000
Ellington	\$3,000	Stafford	\$4,000
Enfield	\$4,000	Sterling	\$4,000
Greenwich	\$4,000	Stratford	\$4,000
Griswold	\$4,000	Thomaston	\$4,000
Groton	\$4,000	Thompson	\$4,000
Hamden	\$4,000	Torrington	\$4,000
Hampton	\$4,000	Vernon	\$4,000
Killingly	\$4,000	Voluntown	\$3,000
Lebanon	\$4,000	West Hartford	\$4,000
Ledyard	\$4,000	Winchester	\$4,000
Lisbon	\$4,000	Windsor	\$4,000
Manchester	\$4,000	Wolcott	\$4,000
Mansfield	\$4,000	Total	\$182,000

## **Part II: Application Requirements**

### **Cover Sheet**

The format for the cover sheet appears on page 8 of this document. The cover sheet must be signed by the Town Chief Elected Official and the Superintendent of Schools. The cover sheet must be signed by the fiscal agent currently administering the School Readiness Grant.

### **Statement of Need, Goals and Indicators**

Describe the need for the proposed activities, the intended goals and the indicators of achievement that will be used to measure the success of the activity. Please provide a narrative description for each activity in the format provided on page 9 and complete the summary chart on page 10.

### **Evaluation**

Using the chart on page 10, describe the methods and procedures that will be used to determine if, and to what extent, the objectives of the grant proposal have been achieved. A narrative page may be added if the applicant needs to provide greater detail than the chart allows. The Connecticut State Department of Education (CSDE) may use data collected from your evaluations in a report to the Commissioner describing the use of the Quality Enhancement funds and the impact of the activities toward the intended goals of the grant. The CSDE requires an evaluation at the end of the fiscal year for the activities funded through this grant. A reporting form will be provided electronically after January 1, 2013. Funding for subsequent years is contingent upon successful completion and submission of the final report.

### **Budget Forms and Access to Funds**

Using the appropriate form(s) on pages 12 through 16, indicate how the grant funds will be expended through June 30, 2013. There are no administrative, indirect costs or carryover funds allowed. The fiscal agent may request funds through the online prepayment grant system. Depending on the availability of funds, from July 1, 2012, through September, 2012, 25 percent of your allocation will be available for request. From October 2012 through December 2012, 50 percent of your allocation will be available for request. From January 2013 through May 2013, 100 percent of your allocation will be available for request.

### **Budget Justification**

Provide detailed explanation of each line item expenditure in your proposed budget. Separately, if applicable, describe any funds used from local sources to support the implementation of the Quality Enhancement Grant activities.

### **Competitive Application Requirement**

A Local Request for Proposals (RFP) will be available for use when soliciting applications for activity implementation. The local proposal framework will be sent to the applicant electronically and the School Readiness Council may conservatively add further requirements. The general public, including contractors, must be notified of the opportunity to bid on the implementation of the proposed activities. Include a copy of the public notice with this application. The School Readiness Council will collect, review and score the applications. Approved applications will be forwarded to the CSDE.

### **Date of Board Acceptance**

**IF** the submission of the application for the Local RFP for the Quality Enhancement Grant Program requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, then the official Board approval or like document should be sent under separate cover, no later than October 31, 2012.

**Statement of Assurances**

The Statement of Assurances must be signed by the community authorities and each subcontractor in their individual application for funds.

**Affirmative Action Packet**

In accordance with the regulation established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action Packet on file with the CSDE. This grant application contains the “Affirmative Action Certification Form” certifying that an Affirmative Action Plan is on file with the CSDE. The individual authorized to sign on behalf of the applicant must sign and return the Affirmative Action Certification Form and submit such form with the grant application.

## Part III: Application Process

### Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60, 4a-60a and 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

### Freedom of Information Act

All of the information contained in a proposal submitted in response to this RFP is subject to the Freedom of Information Act Sections 1-200 et seq. (FOIA). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect and receive a copy of such records.

### Management Control of the Program and Grant Consultation

The Grantee must have complete management control of this grant. While the CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

### State Monitoring

The State may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative act.

### Due Date

Grant applications (the original plus one copy), **IRRESPECTIVE OF POSTMARK DATE, must be received by 4:00 p.m. on or before Friday, September 28, 2012.** The original grant application must bear an original signature of the authorized representative of the applicant. Faxed copies of the application will not be accepted.

### Mailing and Delivery Information for Proposals from both Priority School Readiness and Competitive School Readiness Grant Recipients

Mailing Address:	Delivery Address:
Amparo García Lead Planning Analyst Connecticut State Department of Education P.O. Box 2219 Hartford, CT 06145-2219	Amparo Garcia Lead Planning Analyst Connecticut State Department of Education 165 Capitol Avenue, Room 215 Hartford, CT 06106

### Review of Proposals and Grant Awards

The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, applicants should submit proposals that present the activities in the most favorable light from both technical and cost standpoints.

Amparo Garcia, Lead Planning Analyst, will be available to answer questions concerning this RFP. The CSDE will review proposals according to the application requirements. The Commissioner of Education reserves the right to not fund an applicant if it is determined that the School Readiness Council is not able to manage the grant or that an award to a particular grantee is not in the best interest of the State or most consistent with the priorities set out in this RFP.

### Other Program Requirements

Within sixty (60) days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the CSDE on such forms as the CSDE may require.

**Part IV: Application**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

**QUALITY ENHANCEMENT GRANT PROGRAM**

School Readiness Municipalities

**Grant Period: July 1, 2012, to June 30, 2013**

**Grant Cover Sheet  
To Be Completed and Submitted with the Grant Application**

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax)	<u>LOCAL PROGRAM TITLE:</u>  <u>PROGRAM FUNDING DATES:</u> <b>From July 1, 2012, To June 30, 2013</b>
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, Fax)	<u>ESTIMATED FUNDING:</u>

We, \_\_\_\_\_, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature (Chief Elected Official):** \_\_\_\_\_  
**Name (typed):** \_\_\_\_\_  
**Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature (Superintendent):** \_\_\_\_\_  
**Name (typed):** \_\_\_\_\_  
**Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE SIGNED BY THE FISCAL AGENT CURRENTLY ADMINISTERING THE SCHOOL READINESS GRANT PROGRAM**

**Signature (Fiscal Agent):** \_\_\_\_\_  
**Name (typed):** \_\_\_\_\_  
**Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Statement of Need, Goals and Indicators of Progress**

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

<b><u>Town:</u></b>
<i><u>Name of Activity:</u></i>
<i><u>Expected Cost:</u></i>
<i><u>Possible Resources:</u></i>
<i><u>Population (number of children, staff, and programs served by this activity):</u></i>
<i><u>Statement of Need:</u></i>
<i><u>Goals:</u></i>
<i><u>Indicators of Progress:</u></i>
<i><u>Plan for Activity Evaluation:</u></i>

### Summary of Need, Goals, and Indicators

Please summarize each activity description clearly and concisely. This chart may be used as a grant summary for the CSDE and externally for program evaluation purposes.

**TOWN:**

Activity Cost Resources	Statement of Need	Goals	Indicators of Progress
Activity Name: Cost: Resources: Population: Contractor:			

**Evaluation**

Please document the grant objectives outlined on pages 1 and 2 of this RFP that align with each proposed activity and the evaluation methods you will use to measure the extent each activity will meet the objectives. A year-end report will be sent to the applicant electronically where results of the evaluation will be reported to the CSDE.

**TOWN:**

<b>Grant Objectives Addressed</b>	<b>Activity</b>	<b>Evaluation</b>

## Budget

ED 114 BUDGET FORM: FISCAL YEAR 2013

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE:	<b>Quality Enhancement Grant Program</b>		
PROJECT TITLE:	<b>Quality Enhancement Grant Program</b>		
ACCOUNTING CLASSIFICATION:	FUND: 11000	SPID: 17097	YEAR: 2013
	PROG: 82079	CF1: 170018	CF2:
GRANT PERIOD: <b>07/01/12 – 06/30/13</b>	AUTHORIZED AMOUNT:		
AUTHORIZED AMOUNT BY SOURCE:	CURRENT DUE:		
LOCAL BALANCE:	CARRY-OVER DUE:		
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>	
119	Other		
322	In-service (Professional Development)		
323	Pupil Services		
324	Field Trips		
325	Parent Activities		
330	Other Professional Technical Services		
400	Purchased Property Services		
510	Pupil Transportation		
530	Communications		
580	Travel		
590	Other Purchased Services		
611	Instructional Supplies		
612	Administrative Supplies		
690	Other Supplies		
700	Property		
	<b>TOTAL</b>		

\_\_\_\_\_ Original Request Date

\_\_\_\_\_ Revised Request Date

\_\_\_\_\_  
*State Department of Education  
 Program Manager Authorization*

\_\_\_\_\_  
 Date of Approval

## Competitive Grant Budget

ED 114 BUDGET FORM: FISCAL YEAR 2013

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE:	<b>Quality Enhancement Grant Program</b>		
PROJECT TITLE:	<b>Quality Enhancement Grant Program</b>		
ACCOUNTING CLASSIFICATION:	FUND: 11000	SPID: 17097	YEAR: 2013
	PROG: 82079	CF1: 170035	CF2:
GRANT PERIOD: <b>07/01/12 – 06/30/13</b>	AUTHORIZED AMOUNT:		
AUTHORIZED AMOUNT BY SOURCE:	CURRENT DUE:		
LOCAL BALANCE:	CARRY-OVER DUE:		
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>	
119	Other		
322	In-service (Professional Development)		
323	Pupil Services		
324	Field Trips		
325	Parent Activities		
330	Other Professional Technical Services		
400	Purchased Property Services		
510	Pupil Transportation		
530	Communications		
580	Travel		
590	Other Purchased Services		
611	Instructional Supplies		
612	Administrative Supplies		
690	Other Supplies		
700	Property		
	<b>TOTAL</b>		

\_\_\_\_\_ Original Request Date

\_\_\_\_\_ Revised Request Date

\_\_\_\_\_  
*State Department of Education  
 Program Manager Authorization*

\_\_\_\_\_  
 Date of Approval

**Budget Justification**

1. Use this page to justify the use of proposed line item expenditures to implement the Local RFP for the Quality Enhancement Grant Program.

**For Example:**

<b>322</b>	<b>Workshop on Developmentally Appropriate Materials 10 hours at \$100.00 per hour</b>	<b>\$1000.00</b>
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## **APPENDIX A: Budget Object Codes**

### **Budget Object Codes**

#### **SALARIES (100)**

- 111B Teachers:** Salaries for employees providing direct instruction/therapy to pupils/clients. This category is used for both pupil personnel staff and teachers. Include all salaries for these individuals while they are on the grantee payroll, including overtime salaries or salaries of temporary employees. Substitute teachers or those hired on a temporary basis to perform work in positions of either a temporary or permanent nature are reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A Education Aides:** Salaries for employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll, including overtime salaries or salaries of temporary employees.
- 112B Clerical:** Salaries for employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll, including overtime salaries or salaries of temporary employees.
- 119 Other:** Salaries for any other employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators, salaries, and food service personnel.

#### **PURCHASED SERVICES (300)**

- 322 In Service (Instructional Program Improvement Services):** Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Service (Non-Payroll Services):** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, etc.
- 324 Field Trips:** Cost incurred for conducting educational activities off site, including admission costs.
- 325 Parent Activities:** Expenditures related to services for parents, including workshop presenters, baby-sitting services and overall seminar/workshop costs.

- 330** **Other Professional/Technical Services:** Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc.

#### **PURCHASED PROPERTY SERVICES (400)**

- 400** **Purchased Property Services:** Expenditures for services to operate, repair, maintain and rent property owned or used by the grantee. These are payments for services performed by persons other than employees of the grantee.

#### **OTHER PURCHASED SERVICES (500)**

- 510** **Pupil Transportation:** Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting children with disabilities.
- 530** **Communications:** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, FAX services, postage and postage machine rental.
- 580** **Travel:** Expenditures for transportation, meals, hotel and other expenses associated with staff travel, including conference or workshop fees. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are included.
- 590** **Other Purchased Services:** All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 510, 530, or 580. These include printing and advertising costs.

#### **SUPPLIES (600)**

- 611** **Instructional Supplies:** Expenditures for consumable items purchased for instructional use.
- 612** **Administrative Supplies:** Expenditures for consumable items directly related to program administrative (non-instructional) activities.
- 690** **Other Supplies:** Allowable expenditures for any other supply which is not instructional or administrative in nature including assessment instruments.

## **PROPERTY (700)**

**700** **Property:** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment. For most grants, only equipment such as computers, duplicating machines, furniture and fixtures is allowable and the line item description on the budget will read Property/Equipment only.

Other items, which could be included in this category, if allowable under grant legislation, are expenditures for the acquisition, but not rental, of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations and for the initial or additional installation of heating and ventilating systems, fire protection systems and other service systems in existing buildings are recorded under Object 400: Purchased Property Services.

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$1,000.00 and the useful life of more than one year.

**APPENDIX B: Affirmative Action Plan**

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE AFFIRMATIVE ACTION PACKET AND SUBMIT AS PART OF THE PROPOSAL.

**CERTIFICATION THAT A CURRENT  
AFFIRMATIVE ACTION PLAN IS ON FILE**

I, the undersigned authorized official, hereby certify that the current Affirmative Action Plan of the applying organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is, by reference, part of this application.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Official

## **APPENDIX C: Statement of Assurances and Signature Page**

PROJECT TITLE: Quality Enhancement Grant Program

THE APPLICANT \_\_\_\_\_ HEREBY ASSURES THAT  
(Insert applicant name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;
- L. **REQUIRED LANGUAGE (NON-DISCRIMINATION)**
  - 1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions

shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. **OTHER ASSURANCES**

The grant award is subject to approval of the State Departments of Education and Social Services and the availability of state and/or federal funds;

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference;

- O. Grant funds should not be committed until an official grant award letter is received;
- P. The grantee agrees to other attestations and special assurances, particular to the requirements of Connecticut General Statutes section 17b-749c for grantees or state agencies that require grantee or subgrantee participation or compliance.
- Q. The signature of the chief elected officials on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the chief elected official of the town must be identified on a separate sheet with a rationale for the disagreement.
- R. The State Department of Education and Social Services reserve the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.
- S. The Grantee/applicant acknowledges that funds supporting this contract may be provided by various Federal agencies, including but not limited to the US Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Social Services Block Grant ("SSBG"), Child Care and Development Block Grant (CCDBG) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance (CFDA) number, which provides relevant information about federal requirements specific to each block grant. The CFDA numbers are as follows: SSBG - 93.667, CCDBG - 93575 and TANF - 93.558. The Grantee (or Applicant) agrees that it shall communicate the above language to all sub-contractors that perform services as delineated in a subcontract agreement. The Grantee (or Applicant) agrees that it shall also maintain and require all sub-contractors to maintain any necessary data and documentation required for auditing of any of the grant funds.

## Statement of Assurances Signature Page

I, the undersigned authorized official, do hereby certify that these assurances shall be fully implemented.

**Signature of Authorized Official:** \_\_\_\_\_

Name (please type) \_\_\_\_\_

Title (please type) \_\_\_\_\_

Date: \_\_\_\_\_

### Signature of the Fiscal Agent

**Signature of Fiscal Agent:** \_\_\_\_\_

Name (please type) \_\_\_\_\_

Title (please type) \_\_\_\_\_

Date: \_\_\_\_\_