



DEPARTMENT OF EDUCATION

The Townsend Building
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Dover, Delaware 19901-3639
DOE WEBSITE: <http://www.doe.k12.de.us>

Mark T. Murphy
Secretary of Education
Voice: (302) 735-4000
FAX: (302) 739-4654

June 16, 2015

Maria Matos
The Latin American Community Center
403 North Van Buren Street
Wilmington, DE 19805

Dear Maria:

The Interagency Resource Management Committee and the Department of Education has approved your request for continued funding for fiscal year 2016. You have approval to provide services to 34 children/families with a funding level of \$241,400. A signed original of your contract is enclosed.

Please remember that funding allocations are contingent on your submission of quarterly program reports and quarterly financial status reports.

If you have any questions, please contact my office at (302) 735-4295.

I look forward to working with your program in the coming year.

Sincerely,

A handwritten signature in black ink that reads "April Hill-Addison". The signature is written in a cursive style.

April Hill-Addison

AHA/mla

Enclosure

515-73

**AGREEMENT BETWEEN THE INTERAGENCY RESOURCE
MANAGEMENT COMMITTEE/THE
DELAWARE DEPARTMENT OF EDUCATION AND VENDOR**

Agreement made this July 1, in the year Two Thousand and Fifteen (2015) between the Interagency Resource Management Committee, the Delaware Department of Education and the Vendor:

The Latin American Community Center
403 North Van Buren Street
Wilmington, DE 19805

for Early Childhood Services for the Purpose of providing a comprehensive, Early Childhood Assistance Program using Head Start Performance Standards for *thirty-four* (34) four year old income eligible preschool children residing in Delaware.

The Interagency Resource Management Committee, the Delaware Department of Education and Vendor agree to the following:

The Contract consists of this Agreement and the specifications in the Continuation Funding Application (*FY 15-16*) and vendor's responses, to provide the above Early Childhood Assistance Program within the following budget:

FY 16 Allocation
\$ 241,400

The following conditions apply to this agreement:

1. The work to be performed or the materials to be supplied shall not be commenced until the Vendor receives the State of Delaware purchase order.
2. The Vendor agrees to provide an Early Childhood Assistance Program based on Head Start Performance Standards for a minimum of 17.5 program hours per week to total 640 contact hours per program year.
3. All services shall be completed and/or materials delivered by the Vendor on or before *June 30, 2016*.
4. The Vendor shall plan for, adhere to, and implement the current requirements of the Head Start Performance Standards.
5. The Vendor shall submit a quarterly report, including updated budget, and ECAP class rosters to the Delaware Department of Education c/o April Hill-Addison, by the 15th of the month. (Example: July -September due October 15). A final quarterly report will be submitted by June 30, 2016.
6. The Vendor will not be eligible for mini grants or other sub-grants as long as the reports in #5 are in arrears.

Continued

7. Representatives and employees of the Department of Education may conduct periodic and unannounced site visits.
8. The Vendor shall complete an annual self-assessment, using any instrument that includes the components of the ECAP monitoring instrument. The Vendor shall complete an annual self-assessment and report results of the assessment and any actions required to the Delaware Department of Education, Early Childhood Office, by March 15, 2016. Included will be a plan to address those areas that are identified as findings.
9. The Vendor shall plan for and implement a developmentally appropriate early childhood curriculum that is aligned with the Delaware Early Learning Foundations. The curriculum shall include a child development checklist, and method for individualized instruction.
10. The Vendor shall plan for and implement a family partnership process that will focus on assisting families in identifying goals and objectives, assisting families in meeting those goals and objectives, and following-up with family's outcomes.
11. The Vendor shall hire staff that meets the qualifications and requirements as set in the Head Start Performance Standards and Head Start Act and Delaware Department of Education.
12. The Vendor shall plan for and implement health services, abide by screening and deadline dates, follow-through with recommended health services, and record and track health services.
13. The Vendor shall make at least 10% slots available to children with disabilities.
14. The Vendor shall participate with the on-site monitoring process, to be completed by the Delaware Department of Education using the Head Start monitoring process, comply with monitoring activity requirements, and respond to the monitoring report requirements within a reasonable time, which in no event shall be more than 90 days.
15. The Vendor shall plan for and implement transition activities for children moving from their program into their local kindergarten program.
16. The Vendor shall plan for and implement shared decision-making program governance structures and procedures, including but not limited to a Policy Council. At least 51% of the members of the Policy Council shall be parents of children enrolled in the program. The other members of the Policy Council shall be community members who are familiar with resources and services for low-income children and families.
17. Technical assistance will be provided by the Delaware Department of Education and other support and resource agencies. A minimum of 1 Technical Assistance visit must be completed annually
18. The Vendor shall follow the guidelines for using the state web-based progress monitoring and assessment system for collected and reporting child outcomes data. The Vendor shall allow the Department of Education access to child outcome data.
19. The Vendor shall participate in all activities that involve connection with the Delaware Department of Education's Pupil Accounting System. This will include the transfer of relevant enrollment data and active use of the Head Start Family Information System or other data management program.

20. The Vendor shall participate in the Head Start Collaboration Project, including collaboration with local child care providers to facilitate quality full day services for children and families as needed.
21. All goods, supplies, equipment, instructional materials, motor vehicles and other personal property acquired solely or partly with the State funds is the property of the State of Delaware. Unless the Delaware Department of Education agrees in writing to the contrary, Vendor shall use such property solely for this Program and shall return it to the Delaware Department of Education upon termination of funding. Vendor shall submit an updated inventory with its final quarterly report.
22. The Vendor is expected to adhere to the approved budget submitted on the above date. A written request to move funds from one line item to another or to over expend a line item by 10% or more shall be forwarded to the Delaware Department of Education c/o Early Childhood Specialist prior to reallocating funds.
23. The Vendor shall provide proof of insurance (fire and theft and replacement) for real property and vehicles (liability and replacement). Send copies of such to Delaware Department of Education c/o Early Development and Learning Resources Office.
24. The Vendor shall provide proof of child care licensure.
25. The Vendor is expected to develop collaboration agreements, with their local LEAs and federal Head Start programs in their service area.
26. The Vendor shall enroll only those children who will be four years old by August 31, 2015.
27. The Vendor shall conduct an annual audit of the Early Childhood Assistance Program. Audits will be made by an independent auditor. The Report will be submitted to the Delaware Department of Education c/o Early Development and Learning Resources Office.
28. The Vendor shall follow all regulations as documented in the ECAP 2015-2016 application. Attachment A documents the regulations.
29. The Vendor will get any new ECAP Director approved, prior to completing hiring process by DOE ECAP Manager.
30. The Vendor will have an appropriate cost allocation plan for ECAP funds.
31. The Vendor shall use an approved child data tracking system.
32. The Vendor must submit a Program Information Report (PIR) to DOE and HSES by August 31, 2016

This Agreement executed the day and year first written above.

VENDER

Latin American Community Center
Vendor Maia Mats

5-19-15
Date


Please include your Federal Employer's Identification number 23-7047048

and your current Delaware Business License Number N/A

SDM

WEN

DELAWARE DEPARTMENT OF EDUCATION



David Blowman
Deputy Secretary



Date



Mark Murphy
Secretary of Education

Date

ECAP Vendor Contract - Attachment A

The State of Delaware continues to be committed to providing comprehensive early childhood services to 4-year-old children who live in poverty, including services in support of their families. The State of Delaware, through legislation (Amended HB 483, Sub I - see Appendix B 1.g and Amended Title 14, Chapter 30, Section 3001 - see Appendix B 2.g), has established the State Early Childhood Assistance Program to support this effort. The Department of Education is authorized to provide such services through contracts with public and private providers (including, but not limited to, those programs administering Federal Head Start programs).

The Interagency Resource Management Committee has administrative responsibility for all appropriations supporting this program. The mission of the Interagency Resource Management Committee (IRMC) is to insure that all of Delaware's young children, and their families have access to high quality, well coordinated public and private services. The IRMC supports a partnership with families, government, schools and the private sector to meet the needs of young children.

The Department of Education (DOE) and the Interagency Resource Management Committee (IRMC) requires continuation grant applications to continue the implementation of comprehensive early childhood education programs for 4-year-old children living with families with incomes that meet federal Head Start eligibility requirements. Such comprehensive services must include:

- Education and early childhood development (As stated in the Head Start Performance Standards 45-CFR 1304.21).
- Family partnerships (As stated in the Head Start Performance Standards 45-CFR 1304.40).
- Community partnerships (As stated in the Head Start Performance Standards 45-CFR 1304.41).
- Nutrition (As stated in the Head Start Performance Standards 45-CFR 1304.23).
- Child health and safety (As stated in the Head Start Performance Standards 45-CFR 1304.20).

- Program governance (As stated in the Head Start Performance Standards 45-CFR 1304.50).
- Child mental health (As stated in the Head Start Performance Standards 45-CFR 1304.24).
- Services for children with disabilities (As stated in the Head Start Performance Standards 45-CFR 1308).
- Transition Services (As stated in the Head Start Performance Standards 45-CFR 1304.41).
- Management systems and procedures (As stated in the Head Start Performance Standards 45-CFR 1304, 1304.51, 1305).
- Human resources (As stated in the Head Start Performance Standards 45-CFR 1301.52).
- Facilities, materials, and equipment (As stated in the Head Start Performance Standards 45-CFR 1304.53).
- Minimum of 20 program hours per week for a total of 640 contract hours per program year.

ECAP programs must assure their ability to meet those criteria established in the federal Head Start Performance Standards and State of Delaware DELACARE Child Care Center licensing regulations. Each funded classroom must meet the DELACARE criteria, enclosing a copy of the most recent license(s) in the appendix if appropriate. These guidelines are available at <http://kids.delaware.gov/occl/occl.shtml>

The Department of Education will support this initiative through programmatic technical assistance, facilitation of community collaborative initiatives, cooperative and coordinated training, transition facilitation, program evaluation/feedback and management. The other members of the IRMC (Department of Health and Social Services, Department of Children

Youth and their Families, The Budget Office, and the Controller General's Office) will also support this program through technical assistance.

Grantees in operation more than two years will be monitored by the Department of Education (DOE) on a triennial basis. **New grantees (defined as those in operation one year), will receive two reviews, including a comprehensive annual program review visit conducted by the DOE.** All reviews will be guided by the Office of Head Start Monitoring Protocol, a tool designed to evaluate a program's compliance with the Head Start Performance Standards.

The IRMC is responsible for the assurance that all services under the State Early Childhood Assistance Program are in agreement with the criteria identified above. In addition, the IRMC has set the following guiding principles for programs serving children birth to age five:

- Family Centered Focus - Delaware has a commitment to strengthening and supporting families. The family is the primary influence in the child's life and the most knowledgeable source of information about his/her needs; programs and policies will enhance and build the capacity of the family to meet its own needs, and be sensitive to the family's right to privacy and multi-cultural differences.
- Community Integration/Inclusion of Services - The diverse needs of children and their families require varying resources and supports from different agencies; therefore, services will need to be planned using a collaborative, interagency approach. Existing services and programs, both private and public, should be supported and appropriate linkages should be promoted.
- High Quality Services - All policies and services should strive to assure a high level of quality in program development and delivery.

- Cost Effectiveness - The delivery of services should be focused on deriving the maximum benefit from available state, federal, local, and private funding while avoiding duplication.
- Transition - All transitions activities should provide a seamless system of services for children, birth to kindergarten. A transition process should be established between agencies referring children to community early childhood programs and/or their local school buildings. The transition process needs to also involve the family and include strategies to promote continued parent involvement in their children's education.