



# NEVADA SUBGRANTEE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between **NEVADA DEPARTMENT OF EDUCATION (Lead Agency)** and **State Public Charter School Authority (Subgrantee)**. The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the State and in its implementation of the federal grant award approved for the Nevada Ready! High-Quality Pre-K Development Grant Plan, referred to from this point forward as the Nevada Ready! Pre-K Grant.

## I. ASSURANCES

**The Subgrantee hereby certifies that it:**

- 1) Agrees to implement those portions of the Nevada Ready! Pre-K Grant Scope of Work, **Exhibit I**.
- 2) The applicant designated below hereby applies for a subgrant of the Preschool Development Grant. The local board of Trustees has authorized me to file this application and such action is recorded in the minutes of the agency.
- 3) Has all requisite power and authority to execute and fulfill the terms of this MOU;
- 4) Is familiar with the Nevada Ready! Pre-K Grant application and is supportive of and committed to working on all applicable portions of the Plan;
- 5) Will implement the Scope of Work in Exhibit I consistent with the Budget included in section VIII of the Nevada Ready Pre-K Grant Plan (including existing funds, if any, that the Subgrantee is using for activities and services that help achieve the outcomes of the Nevada Ready! Pre-K Grant); and
- 6) Will comply with all of the terms of the Nevada Ready! High-Quality Pre-K Development Grants, this agreement, and all applicable Federal and State laws and regulations, including laws and regulations applicable to the Pre-K Development Grant, and the applicable provisions of EDGAR (34 CFR Parts 75, 77, 79, 80, 82, 84, 86, 97, 98 and 99), and the suspension and debarment regulations in CFR Part 3485. 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 7) Funds that are provided to SUBGRANTEES to implement and sustain High-Quality Preschool Programs must be used for the direct provision of High-Quality Preschool Programs for eligible Children, and may include the following operational costs; staff salaries and benefits; instructional supplies, food, and building operations and maintenance; in-service training and professional development; individualized accommodations and supports for Eligible Children with Disabilities; Comprehensive Services; and program administration.
- 8) As specified in Program Requirement (I) funds, including any matching funds, cannot be used for construction, renovation, modernization, or other facilities-related activities. However, construction does not include “minor remodeling” as defined in 34 CFR 77.1(c). Under that definition, “minor remodeling” means, in general, minor alterations to a previously completed building. “Minor remodeling” does not include building maintenance and repairs and is an allowable expenditure to the extent it is necessary and reasonable for grant purposes. E.g. to ensure safe and appropriate environments for preschoolers.
- 9) Supplement-not Supplant: This program involves supplement-not supplant funding requirements. Funds made available under this grant must be used to supplement, not supplant, any Federal, State, or local funds (e.g. IDEA, title I, Head Start, CCDF, and any matching funds included as part of Competitive Preference Priority 2) that, in the absence of the funds awarded under this grant, would be available for

improving the quality of State Preschool Programs and increasing access to High-Quality Preschool Programs.

- 10) Indirect Costs: A subrecipient may charge indirect costs to their Preschool Development Grant awards, subject to the limitations of applicable Federal and State rules regarding indirect costs. LEA may charge indirect costs to its Preschool Development Grant subaward under the LEA's indirect cost rate, which is approved annually by the SEA. If a subrecipient other than an LEA has an indirect cost rate approved by the cognizant Federal agency or approved by the State then it would apply the approved rate. If a subrecipient does not have an approved indirect cost rate, the State must ensure that the indirect costs the subrecipient proposes to charge are reasonable and necessary to the subrecipients performance under the Preschool Development Grant, and comply with all applicable State and Federal rules.

Subrecipients must show the amount of funds allocated through contracts with vendors for products to be acquired and/or professional services to be provided. You may apply its indirect cost rate only against the first \$25,000 of each contract, and only under circumstances that require meaningful administrative support in distributing and handling the contracted funds.

## **II. PROJECT ADMINISTRATION**

### **A. SUBGRANTEE RESPONSIBILITIES**

In assisting the Lead Agency in implementing the tasks and activities described in the Nevada Ready! High-Quality Pre-K Development Grant application, the Subgrantee will:

- 1) Implement the Subgrantee Scope of Work as Identified in **Exhibit I** of this agreement, and included in the Nevada Ready! High-Quality Pre-K Development Grant Application;
- 2) Implement High-Quality Pre-K programs through Early Learning Providers and will monitor such entities;
- 3) Abide by the State's Budget included in section VIII of the Nevada Ready! Pre-K Grant Plan (including the existing funds from Federal, State, private and local sources, if any that the Subgrantee is using to achieve the outcomes in the Nevada Ready! Pre-K Grant) and with the Subgrantee's Budget included in **ePAGE**;
- 4) Actively participate in all relevant meetings or other events that are organized or sponsored by the State, by the U.S. Department of Education ("ED"), or by the U.S. Department of Health and Human Services ("HHS");
- 5) Post to any Web site specified by the State, ED, or HHS, in a timely manner, all non-proprietary products and lessons learned developed using Federal funds awarded under the United States Department of Education, CFDA 84.419A, Pre-K Development Grants-Development, New Award, Discretionary, Award No.S419A150004, also referred to as the Nevada Ready! Pre-K Development Grant;
- 6) Participate, as requested, in any evaluations of this grant conducted by the State, ED, or HHS;
- 7) Certify that all participant have signed the data sharing agreement (for longitudinal data)
- 8) Be responsive to State , ED, or HHS requests for project information including on the status of the project, project implementation, outcomes, and any problems anticipated or encouraged, consistent with the applicable local, State and Federal privacy laws;
- 9) Provide appropriately approved researchers with access, consistent with requirements of all applicable Federal, State, and local privacy laws, to available data regarding the enrollment and school readiness of the Eligible Children in State-Funded Pre-K programs, as required by the United States Department of Education;
- 10) Implement culturally and linguistically responsive outreach and communication efforts to enroll isolated or hard to reach families; help families build protective factors; and engage parents and families as decision makers in their children's education;
- 11) Minimize local administrative costs; and
- 12) Partner with Local Education Agencies (LEA) or other Early Learning Providers, as appropriate, to carry out activities that will provide children and their families with successful transitions from Pre-K into kindergarten.

## **B. LEAD AGENCY RESPONSIBILITIES**

In assisting the Subgrantee in implementing their tasks and activities described in the Nevada Ready! Pre-K Development Grant application, the Lead Agency will:

- 1) Work collaboratively with the Subgrantee and support the Subgrantee in carrying out the Subgrantee's Scope of Work, as identified in **Exhibit I** of this agreement and as defined in the Nevada Ready! High-Quality Pre-K Development Grant Application;
- 2) Award in a timely manner the portion of the Nevada Ready! Pre-K Development Grant funds designated for the Subgrantee in the Plan during the course of the project period and in accordance with the Subgrantee's Scope of Work, as identified in **Exhibit I**, and in accordance with the Subgrantee's Budget, as approved in ePAGE, and in accordance with the Nevada Ready! Pre-K Grant;
- 3) Provide feedback on the Subgrantee's status updates, and interim reports, and project plans and products;
- 4) Keep the Subgrantee informed of the status of the Nevada Ready! Pre-K Development Grant project(s) and seek input from the Subgrantee, where relevant to the portion of the Nevada Ready! Grant plan the Subgrantee is implementing;
- 5) Facilitate coordination across Subgrantees, where relevant to the portion of the Nevada Ready! Grant Plan;
- 6) Identify sources of technical assistance for the project; and
- 7) Monitor Subgrantee's Implementation of High-Quality Pre-K Programs.

## **C. JOINT RESPONSIBILITIES**

- 1) The Lead Agency and the Subgrantee will implement the Nevada Ready! State Grant plan consistent with the description of the roles and responsibilities outlined in the State grant application and in the Scope of Work in **Exhibit I** and Grant Application;
- 2) The Lead Agency and the Subgrantee will each appoint a key contact person for the Nevada Ready! Pre-K Development Grants;
- 3) These key contacts from the Lead Agency and the Subgrantee will maintain frequent communication to facilitate cooperation under the MOU, consistent with the State Grant Plan and governance structure;
- 4) Lead Agency and Subgrantee personnel will work together to determine appropriate timeliness for project updates and status reports throughout the grant period;
- 5) Lead Agency and Subgrantee personnel will negotiate in good faith toward achieving the overall goals of the Nevada Ready! State Pre-K Development Grant, including when the State Grant Plan requires modifications that affect the Subgrantee, or when the Subgrantee's scope of work requires modifications;
- 6) The Lead Agency and the Subgrantee will devise plans to sustain High-Quality Pre-K Programs after the grant period, including any non-Federal support that the State or Subgrantees plan to contribute;
- 7) The Lead Agency and the Subgrantee will coordinate plans related to assessments, data sharing, instructional tools, family engagement, cross-sector and comprehensive services efforts, professional development, and workforce and leadership development; and
- 8) The Lead Agency and the Subgrantee will coordinate, but not supplant, the delivery of High-Quality Pre-K Programs funded under this grant with existing services for Pre-K aged children including, if applicable, programs and services supported through title I of the ESEA, part C and section 619 of part B of IDEA, subtitle VII-B of the McKinney-Vento Act, the Head Start Act, and the Child Care and Development Block Grant Act.

## **D. STATE RECOURSE IN THE EVENT OF SUBGRANTEE'S FAILURE TO PERFORM**

If the Lead Agency determines that the Subgrantee is not meeting its goals, timelines, budget, or annual targets, or is in some other way not fulfilling applicable requirements, the Lead Agency will take appropriate enforcement action, which could include initiating a collaborative process by which they attempt to resolve the disagreements between the Lead Agency and the Subgrantee, or initiating such enforcement measures as are available to the Lead Agency, under applicable State or Federal law.

## **III. MODIFICATIONS**

This Memorandum of Understanding may be amended only by written agreement signed by each of the parties involved, in consultation with the United States Department of Education.

**IV. DURATION**

This Memorandum of Understanding for Year 3 funding shall be effective, beginning with the date of the last signature hereon and ending on June 30, 2018- the expiration of the Year 3 Federal Funds awarded under the United States Department of Education, CFDA 84.419A, Pre-K Development Grants-Development, New Award, Discretionary, Award No. S419A150004 also referred to as the Nevada Ready! Pre-K Development Grant, project period.

**V. SIGNATURES**

**Authorized Representative of Subgrantee:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
District/Organization

**Authorized Representative of Lead Agency:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Dr. Steve Canavero, Superintendent of Public Instruction

## Exhibit I

### STATE LEAD AGENCY and SUBGRANTEE SCOPE OF WORK Cover Page

**Lead Agency Name:** *Nevada Department of Education*

**Sub-grantee Name:** *State Public Charter School Authority*

The State Lead Agency and Subgrantee hereby agree to participate in the State Plan, as described in the State’s application, and more specifically commit to undertake the tasks and activities described in detail below. In addition, the Lead Agency and Subgrantee will collaborate to establish Performance Measures for any aspects of the State Plan that the Subgrantee is implementing.

Selection Criterion	Participating Party	Type of Participation	Performance Measure (if applicable)
<b>A(1); A(2); A(3); D(4); D(4)(b)(i), (ii); D(5)</b>	<i>Sub-grantees, as identified in the Nevada Ready! Pre-K Grant Application</i>	Provide 320 full day, High Quality pre-K seats (see quality elements, Exhibit II); as defined by Subgrantee in projection worksheet submitted on 6/14/17.	1) # slots maintained 2) # new seats (by Count); 3) % meeting proposed plan (by Sub-grantee and County’s identified as high-need)
<b>D(4);</b>	<i>State Lead Agency; Sub-grantees</i>	Work with Sub-grantees to develop implementation plans of Sub-grantee specific proposed new seat development by timeline; each year; and Sub-grant not less than 75% of the federal grant award to each of the subgrantees identified-	1) Development of plan with each Sub-grantee on needs for expanding and/or enhancing seats with reporting form that meets the timeline proposed on page 49 of the grant; 2) Monthly, % of seats met in proposed timeline plan for expansion; and 3) Monthly, % of seats met in proposed timeline for new seats; 4) Sub-grant not less than 75% of the federal grant award determined annually.
<b>B(4); D(4)</b>	<i>State Lead Agency; Sub-grantees</i>	Provide Coaching to public, private, non-profit, or faith based early childhood classrooms or settings to increase quality rating in state’s tiered program; Actively participate in all components of QRIS.	1) % of schools or programs with increased rating; 2) # schools or programs identified as working through QRIS program; 3) % of total schools or programs in each county working through QRIS program; 4) Ratio of trained and available coaches to classrooms.
<b>C(2); D(4)</b>	<i>State Lead Agency</i>	Onsite training/support to meet Pre-K standards and Pre-K requirements.	1) # trainings; 2) visits; 3) % of staff participating at each site; 4) % of sites meeting at least 90% of standards and requirements.
<b>D(5); G(3)</b>	<i>State Lead Agency and Sub-grantees</i>	Sustainment of Nevada Ready! Pre-K	Policy Development
<b>E(1); B(4); C(2);</b>	<i>State Lead Agency</i>	Develop and implement	1) Development plan; 2)

		on-site monitoring plan that aligns with QRIS	Timeline; 3) Communication plan; 4) Schedule of on-site compliant
<b>Selection Criterion</b>	<b>Participating Party</b>	<b>Type of Participation</b>	<b>Performance Measure (if applicable)</b>
<b>C(1)</b>	<i>State Lead Agency, Sub-grantee (Children's Cabinet) Wrap Around Supports</i>	Identify Community Case Managers, through Children's Cabinet contracts	1) Identify Service Providers for case management; 2) # of referrals to case manager; 3) % families referred to case manager; 4) Rating of Case Manager Services.
<b>C(1)</b>	<i>State Lead Agency (with Children's Cabinet)</i>	Develop community specific communication plan(s) that includes all Pre-K partners, wraparound services; community partners; detail of each specific community outreach.	1) Communication plan and timeline; 2) Multi-cultural and linguistic measures; 3) Materials in English and Spanish; 4) % of partners receiving communication onetime/year.
<b>B(1)</b>	<i>State Lead Agency with Stakeholders</i>	Pre-K standards aligned to adopt the next generation science standards.	Approval of aligned standards, as per page 8 of the grant application.
<b>Grant Application</b>	<i>State Lead Agency with support of all community partners</i>	All elements of the proposed grant proposal-in support of the Pre-K program for Nevada.	Number of measures met in totality with the grant application; corrective actions to meet goals; evaluation of challenges; number of measures updated or changed based on implementation; best practices identified through grant implementation.

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Signature (Authorized Representative of Sub-grantee)

Date

## Exhibit II

### Nevada Ready! Pre-K Program Requirements



#### Nevada High-Quality Pre-Kindergarten (Pre-K) Program

Throughout the development of the High-Quality Pre-K Program, it has been determined, either through legislation or best practice and research, that certain components are necessary and required for effective outcomes for our children.

Required Program Elements	
Teacher Qualifications	Each Early Childhood Education (ECE)/Pre-K teacher responsible for providing direct instruction to early childhood students must fulfill the licensure requirements for teaching the Pre-K population, including an Early Childhood teacher's license (requiring a Bachelor's in education) or an ECE endorsement on a teacher's license and must be paid a salary comparable to K-12 instructional staff.
Eligibility	Children enrolled in the program must be 4 years old by September 30 and families determined to be income eligible below 200% of poverty level
Intensity	All programs must provide a minimum of 5 hours per day or 25 hours per week of Pre-K class time and follow the attendance policy of the local school board.
Curriculum	Programs must utilize the Nevada Pre-K Content Standards, revised and adopted by the Nevada State Board of Education. Programs must implement developmentally appropriate, research-based curriculum and participate in the birth to third grade continuum alignment.
Class Size/Ratio	Class sizes and child/staff ratios must not exceed the following: <ul style="list-style-type: none"> <li>• Classrooms will have no more than 20 children with 2 adults.</li> <li>• The referenced 2 adults will be               <ol style="list-style-type: none"> <li>1) An appropriately certified and licensed teacher, and</li> <li>2) An appropriately certified teaching assistant.</li> </ol> </li> </ul>
Evaluation	<p>Programs must participate in the annual and longitudinal statewide program evaluation system. This includes using outcome indicators described in the Early Learning Development Standards (ELDS) and reporting required data to the Pre-K education evaluator and the Nevada Department of Education.</p> <p>Program quality will also be assessed by a valid and reliable assessor using the Early Childhood Environment Rating Scale, Third Edition (ECERS-3) and the Classroom Assessment Scoring System (CLASS).</p> <p>Programs must comply with health and safety standards.</p>
Parent Involvement	Parental involvement must be evaluated in conjunction with the Pre-K program. Longitudinal data to determine effectiveness of parental involvement will be used for program improvement.
Comprehensive Services	Programs must demonstrate coordination with existing community services through collaborative and cooperative efforts.
Inclusion	The percentage of eligible children with disabilities served is not less than either the percentage of four-year-old children served statewide through part B, section 619 of IDEA (8.7 %), or the current national average, whichever is greater, and is no more than 50% per classroom. Individualized accommodations and supports ensure access and participation for all children.
Equal Access	Each child applicant will have equal access to the same extent as other children, (e.g. homeless, foster, military, tribal) even for those lacking initial enrollment documents.