

## **SUBGRANTEE MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is entered into by and between Montana Office of Public Instruction (“Lead Agency”) and \_\_\_\_\_ (“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 in its implementation of an approved Preschool Development Grants – Development Grant.

### **I. ASSURANCES**

The Subgrantee hereby certifies and represents that it:

- 1) Agrees to implement the Subgrantee Scope of Work in Exhibit I consistent with the attached Budget;
- 2) Has all requisite power and authority to execute and fulfill the terms of this MOU;
- 3) Is familiar with the State’s Preschool Development Grants--Development Grants application and is supportive of and committed to working on all applicable portions of the Plan; and
- 4) Will comply with all of the terms of the Preschool Development Grants – Development Grant, this agreement, and all applicable Federal and State laws and regulations, including laws and regulations applicable to the Montana Preschool Development Grant.

### **II. PROJECT ADMINISTRATION**

#### **A. SUBGRANTEE RESPONSIBILITIES**

In assisting the Lead Agency in implementing the tasks and activities described in the State’s Preschool Development Grants--Development Grants application, the Subgrantee will:

- 1) Implement the Subgrantee Scope of Work as identified in Exhibit I of this agreement;
- 2) Make arrangements for High-Quality Preschool programs to be provided by Early Learning Providers and will appropriately monitor such entities;
- 3) Abide by the attached Budget;
- 4) Actively participate in all relevant meetings or other events that are organized or sponsored by the State;
- 5) Participate, as requested, in any evaluations of this grant conducted by the State;
- 6) Be responsive to State requests for project information including on the status of the project, project implementation, outcomes, and any problems anticipated or encountered, consistent with applicable local, State and Federal privacy laws;
- 7) Provide 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 Eligible Children enrolled in grant funded classrooms;
- 8) 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;
- 9) Minimize local administrative costs; and
- 10) Partner with LEAs or other Early Learning Providers, as appropriate, to carry out activities that will provide children and their families with successful transitions from preschool into kindergarten.

#### **B. LEAD AGENCY RESPONSIBILITIES**

In assisting the Subgrantee in implementing their tasks and activities described in the Preschool Development Grants – Development Grants 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;
- 2) Award in a timely manner the portion of Preschool Development Grants funds designated for the Subgrantee in the Plan during the course of the project period and in accordance with the Subgrantee Scope of Work, as identified in Exhibit I, and in accordance with the Subgrantee's attached Budget;
- 3) Provide feedback on the Subgrantee's status updates, any interim reports, and project plans and products;
- 4) Keep the Subgrantee informed of the status of the State's Preschool Development Grants project and seek input from the Subgrantee, where relevant to the portion of the State plan that the Subgrantee is implementing;
- 5) Facilitate coordination across Subgrantees necessary to implement the State Plan;
- 6) Identify sources of technical assistance for the project; and
- 7) Monitor Subgrantee's Implementation of High-Quality Preschool Programs.

### **C. JOINT RESPONSIBILITIES**

- 1) The Lead Agency and the Subgrantee will implement the State's plan consistent with the description of the roles and responsibilities outlined in the State's application and in the Scope of Work in Exhibit I;
- 2) The Lead Agency and the Subgrantee will each appoint a key contact person for the Preschool Development Grants;
- 3) These key contacts from the Lead Agency and the Subgrantee will maintain frequent communication to facilitate cooperation under this MOU, consistent with the State Plan and governance structure.
- 4) Lead Agency and Subgrantee personnel will work together to determine appropriate timelines 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 State's Preschool Development Grants, including when the State 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 Preschool 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 Preschool Programs funded under this grant with existing services for preschool-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 ED.

**IV. DURATION**

This Memorandum of Understanding shall be effective, beginning with the date of the last signature hereon and ending upon the expiration of the Preschool Development Grants--Development Grants project period.

**V. SIGNATURES**

**Authorized Representative of Lead Agency:**

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

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

**Authorized Representative of Subgrantee:**

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

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

**EXHIBIT I –SUBGRANTEE SCOPE OF WORK**

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
(D) (4)	Subgrantees	Subgrantees agree to share essential data which includes; <ul style="list-style-type: none"> <li>•Program level data on the program’s structure, quality, child suspension and expulsion rates, staff retention, staff compensation, work environment, and all applicable data reported as part of the State’s Tiered Quality Rating and Improvement System</li> <li>•Child-level program participation and attendance data</li> <li>•Early childhood educator demographic information, including data on educational attainment and State credentials or license held, as well as professional development information</li> <li>•Child and family demographic data</li> <li>•Measures of Environmental Quality</li> <li>•Measures of Quality of Adult-Child Interactions</li> </ul>	<ul style="list-style-type: none"> <li>•Annual External Evaluation Report</li> <li>•Program Assessment Plan</li> </ul>
(D) (4) (a)	Subgrantees	Subgrantees will work in collaboration with Local Best Beginnings Coalitions to conduct a needs assessment to identify eligible children in their communities and will determine annual target goals for increasing number of eligible children served in their community.	<ul style="list-style-type: none"> <li>•Needs Assessment Results</li> <li>•Action Plan</li> </ul>
(D) (5)	Subgrantees	Subgrantee commits to participating in the Continuous Improvement Plan that includes ongoing use of data to inform decision making for program implementation.	<ul style="list-style-type: none"> <li>•Program Self-Assessment Report-Fall, Winter, and Spring</li> <li>•Monthly Updated Action Plan</li> <li>•Archived Action Plan</li> <li>•Program School Readiness Plan</li> </ul>
(E) (1)	Subgrantees and State Implementation Team	Subgrantees agree to collaborate with the State Implementation Team through on-site visits and ongoing training and meetings to implement grant activities.	<ul style="list-style-type: none"> <li>•Attendance Records at Meetings</li> <li>•Monthly Updated Action Plan</li> <li>•Archived Action Plan</li> </ul>

Montana Preschool Development Grant—MOU and SOW

(E) (2), (E) (4)	Subgrantees and State Implementation Team	Subgrantees agree to implement the Montana Preschool Education Standards. Subgrantees agree to collaborate with the State Implementation Team to utilize data to continually improve the implementation of these standards.	<ul style="list-style-type: none"> <li>•Monthly Updated Action Plan</li> <li>•Archived Action Plan</li> </ul>
(E) (3)	Subgrantees	Subgrantees will minimize local administrative costs.	Subgrantee Budget and Budget Narrative
(E) (5)	Subgrantees and State Implementation Team	The State and 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.	<ul style="list-style-type: none"> <li>•Monthly Updated Action Plan</li> <li>•Archived Action Plan</li> </ul>
(E) (6)	Subgrantees	Subgrantee will coordinate, but not supplant, the delivery of High-Quality Preschool Programs funded under this grant with existing services for preschool-aged children. Subgrantees must describe how they are currently coordinating with existing programs and how the new grant program will not replace any existing services. They will describe how the new grant program will add to the services provided by existing programs that are funded wholly or partially with other funding sources.	Subgrantee Budget and Budget Narrative
(E) (7)	Subgrantees and State Implementation Team	Subgrantees will serve children from families with incomes below 200 percent of the Federal Poverty Line in High-Quality Preschool Programs for Eligible Children within economically diverse, inclusive settings. Subgrantees will; <ul style="list-style-type: none"> <li>•participate in ongoing professional learning through on-site support, June PLT meetings, and annual summer institutes;</li> <li>•systematically collect and report student data in the Essential Domains of School Readiness in the fall, winter, and spring each year;</li> <li>•review screening and formative assessment data regularly to provide appropriate differentiation of instruction to ensure each child attains the skills and knowledge outlined in the Montana Early Learning Standards.</li> </ul>	Annual External Evaluation Report
(E) (8)	Subgrantees	Subgrantees agree to address the needs of Eligible Children who may be in need of additional supports including children who have disabilities or developmental delays, children who are English Learners, children	•Demographics reported in the Annual External Evaluation Report

Montana Preschool Development Grant—MOU and SOW

		who reside on Indian Lands, children who are homeless, children who are involved in the child welfare system, and children who are from military families.	<ul style="list-style-type: none"> <li>•Monthly Updated Action Plan</li> <li>•Archived Action Plan</li> </ul>
(E) (9)	Subgrantees	Subgrantees will hire a Family Engagement Coordinator who will help implement culturally and linguistically responsive outreach and communication efforts to enroll children from families with Eligible Children to help families build protective factors, and to engage parents and families as decision-makers in their children’s education through regular and ongoing communication with families.	<ul style="list-style-type: none"> <li>•Family and Community Engagement Plan</li> <li>•Child and Family Survey Results as reported in the Annual External Evaluation Report</li> </ul>
(E) (10)	Subgrantees	Subgrantee will carry out activities that provide children and their families with successful transitions from preschool into kindergarten that will be outlined within their Family and Community Engagement Plan.	<ul style="list-style-type: none"> <li>•Family and Community Engagement Plan</li> <li>•Child and Family Survey Results as reported in the Annual External Evaluation Report</li> </ul>
(E)(10)(b) (vi)	Subgrantees and Local Education Agency	Subgrantee will coordinate and collaborate with LEAs in developing and implementing a systematic procedure for sharing data and other records consistent with federal and state law. Subgrantees will coordinate and collaborate with LEA’s to implement the new Montana Preschool Education Standards.	<ul style="list-style-type: none"> <li>•Family and Community Engagement Plan</li> <li>•Child and Family Survey Results as reported in the Annual External Evaluation Report</li> </ul>
(E)(10)(b) (vii)	Subgrantees	Subgrantee will coordinate and collaborate with LEAs or other Early Learning Providers by utilizing community-based learning resources, such as libraries, arts and arts education programs, and family literacy programs by requiring PLTs to coordinate with area library and community arts programs and promote involvement and participation of families.	<ul style="list-style-type: none"> <li>•Family and Community Engagement Plan</li> <li>•Child and Family Survey Results as reported in the Annual External Evaluation Report</li> </ul>
(F) (1)	Subgrantees and local Best Beginnings Coalitions	Subgrantees will collaborate with Best Beginnings Coalitions to ensure system linkages as part of the Family and Community Engagement Plan with the support of the Family Engagement Coordinator.	<ul style="list-style-type: none"> <li>•Family and Community Engagement Plan</li> </ul>
(F) (2)	Subgrantees and Local Education Agency	Subgrantees will expand collaboration among preschool teachers and local kindergarten teachers as part of the Family and Community Engagement Plan with the support of the Family Engagement Coordinator.	<ul style="list-style-type: none"> <li>•Family and Community Engagement Plan</li> </ul>

