GRANT MANUAL

https://www.oregon.gov/delc
Program Year 2023-2024
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About this Grant Manual

On behalf of Oregon Department of Early Learning and Care (DELC), this Grant Manual contains information and guidance to support the implementation and administration of the Early Childhood Equity Fund Program (ECEF) as agreed to per the signed Grant Agreement. This Grant Manual does not replace the Grant Agreement, but further explains the requirements and expectations of the Agreement.

The Grant Agreement is the binding legal document between DELC and the Grantee. The Agreement contains the description of the work and the terms and conditions that govern the work performed for DELC. Review the Grant Agreement for the current and accurate grant expectations and reporting requirements.

This Grant Manual is intended as a tool for grant recipient organizations and program staff responsible for enrolling and serving children, maintaining required documentation, submitting program reports, budgets, and fiscal information.

Program Overview

DELC operates programs for children birth-to-five and their families. These programs prioritize offering high-quality early care and education services to families who face systemic economic disparities and long-standing racial inequities.

The Early Childhood Equity Fund was created as part of the 2019 Student Success Act to support a broad range of culturally specific early learning, early childhood, and parent support programs, including: parenting education, parent-child interaction, kindergarten transition, and tribal language preservation and revitalization.

Moneys from the fund are meant to close opportunity gaps for children and families who experience systemic disparities because of any combination of factors, such as race, income, zip code, or language by funding early learning services rooted in culture, home language, and lived experience.

Equity Commitment

DELC has adopted a strong value and commitment to equity as follows,

> "We are committed to dismantling the systems of oppression that harm and create disparities for communities who are historically and institutionally excluded. We are adopting anti-racist principles, expanding access to services, and ensuring community representation and shared power in agency efforts. We are fostering a culturally responsive environment in which all individuals can experience a sense of belonging as they access programs, services, and resources. "

DELC is committed to providing all children and families spaces where they feel respected, valued, and have the best opportunities to thrive. Strength-based approaches and asset-based mindsets will support our efforts to institutionalize equity and help all families thrive. African Americans, Asians, Pacific Islanders, Latinos, Native Americans, rural communities, and families living in economic hardship are at the center of our work. This focus will ensure that all children arrive at kindergarten ready to succeed.

Points of Contact

DELC recommends that grantees understand the importance of having a good communication plan in place. Communication is the key to an effective and efficient grant process. Good communication needs to occur both internally and externally.

Internally, everyone involved with the grant should understand their role and how the grant requirements relate to their work. Regular internal meetings to discuss the program are recommended.

Externally, grantees are encouraged to have regular and frequent contact with DELC staff for all questions related to the ECEF grant and program. Ensure organization and program contact information is current with DELC program and grant staff to ensure timely and effective communication. DELC Program Manager will schedule a monthly or bimonthly check-in meeting with each grantee organization. Programs are encouraged to have all staff involved with this grant attend those meetings.

The main points of contact at DELC are the ECEF Program Manager and the ECEF Grant Manager:

ECEF Grant Manager is the primary contact for implementation of the terms and conditions of the Grant Agreement, including but not limited to:

- Budget approval and budget revisions
- Allowable and disallowable costs
- Payments
- Agency Grant Management System access and claims
- Monthly Expenditure reports
- Monthly Expenditure Report timeliness
- Fiscal monitoring

ECEF Program Manager is the primary contact for program service and quality requirements, including but not limited to:

- Technical Assistance
- Professional Development
- Program Quality Assurance
- Monitoring Programmatic Progress
- Review Monthly Report content
- Program Service Delivery Calendar
- Monthly/Bimonthly Check-Ins
- Program Evaluation

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Early Childhood Equity Fund Portal

The Early Childhood Equity Fund Portal is the primary source for information and communications. The site houses Agreement expectations, reporting requirements, project evaluations. It also includes, report submission links, document templates (i.e., demographic

report, enrollment form, program service delivery calendar), and other information to support the successful operation of the program.

If unable to access, Grantees may email ECEF@delc.oregon.gov to request reporting links, documents, or other resources.

Budget Guidance

Grant funds may only be used for costs that are reasonable, necessary, and directly related to the project activities. Expenses must support the Agreement to accomplish the work of the grant. Please use the table below to determine if pre-approval from DELC and/or grant manager is necessary before spending or has been obtained before spending.

Additionally, grant funds may only be used for goods and services that will be received during the grant performance period. Grantees should be in communication with the Agency and the Grant Manager when questions arise regarding the allowability of costs.

The following table explains the expectations surrounding budgets, including how to obtain the needed approvals to expend funds and general budget guidance to assist in budget preparation and management:

Beginning of the grant period	
Budget Approvals	● The budget template is available on the ECEF Portal and can be submitted through the provided requests and submissions link. ● To claim funds, Grant Manager's written approval of the submitted budget is required. ● Budget must be separated by program model (KT, PCI, PE) based on Grantee's chosen cost allocation method. Tribal Language Revitalization and Preservation may be embedded into any of the program models.
During the grant period	
Budget Revisions *Requests can be made through the provided requests and submissions portal.*	● Approved budget may be revised when there is a reason to believe a revision or modification will be necessary to complete the work of the Grant Agreement. ● If a budget revision is necessary, submit a detailed explanation for the requested budget adjustment

Requests for Prior Approval *Requests can be made through the provided requests and submissions portal.*	• Request approval for equipment purchases of a single item costing $5,000 or more not included in the initial program year budget. Include a detailed explanation for the requested purchase.
Monthly Expenditure Reports and Claims Submit via *ECEF Portal and Award Management System*	• Monthly Expenditure Reports must be submitted through the ECEF Portal. • Claims in the Agency Award Management System must match the monthly expenditure report to receive approval and timely processing.
End of Grant Period *Submit through the provided requests and submissions portal.*	• Budget reconciliation to be submitted. Include actual expenditures by program model.
General Guidance	
Definitions	**Supplies*** are tangible units costing under $5,000. **Equipment**** is an article of tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. **Administrative expenses** are costs required to administer a business that are often called indirect expenses or overhead expenses because they do not contribute directly to the delivery of goods or services. Another way of describing these costs is that the expenses would still be incurred even in the absence of the goods or services. **Budget Reconciliation** is a budget which includes the actual expenditures by program model at the end of the grant period.
Cost allocation plan	**Cost allocation plan** is a written procedure that explains how a recipient organization allocates the costs of shared resources/expenses between two or more programs. **Grantees should include their cost allocation plan with the final budget submitted at the beginning of the grant period.** ECEF grantees operating multiple programs (i.e., KT and PCI) will follow a cost allocation plan. This could be based on the number of children in each program model, the amount of FTE time, etc.

	Please note that grantee organizations may have more than one cost allocation plan based on the type of expenditure. Note: Grantees will use their cost allocation plan to formulate the official budget and budget reconciliation.

The following table contains a list of common costs considered allowable or unallowable. This list is not all-inclusive. A cost not listed does not mean it is either allowable or unallowable. For questions about allowable or unallowable costs, reach out to the ECEF Grant Manager listed in the Grant Agreement.

Example Costs (non-exhaustive)	Allowable
General	
Gift Cards (including gift cards for gas)	No
Fines, penalties, damages, and other legal settlements or bad debts (including losses arising from uncollected accounts), interest charges	No
Cash assistance, rent or utility payments or items that are purchased for specific families on an ongoing basis	No
Cash incentives or any other participation incentive that is not tied directly to a program-specific activity	No
Idle facilities, goods, and equipment (space and/or items not in use) are unallowable except to the extent that they are necessary to meet workload requirements that may fluctuate and are allocated appropriately to all benefiting programs	No
Personnel	
Salaries and fringe benefits for educators, support staff and other personnel supporting the program	Yes
Consultant, Professional, or Contractual Services	
Professional Services costs directly related to the program	Yes
Audit services	Yes
Operational Costs	
Rent/lease of space or vehicles directly relating to the program	Yes
Purchase of land, buildings, or vehicles	No
Insurance and indemnification	Yes
Printing and preparing publications, reports, manuals benefitting the program	Yes

Postage, freight, and other shipping costs	Yes
Meetings (e.g., rental of equipment/space, transportation) directly related to the program	Yes
Advertising costs are generally unallowable except in instances that have a specific programmatic purpose (such as promotional items directly related to a project, such as t-shirts for field trip participants) or when prior written approval from the Agency has been obtained	No
Prizes and promotional items and memorabilia, such as give-a-ways, gifts, and other swag	No
Property Services	
Building improvements (in some cases, minor repairs or renovations may be allowable)	Yes
New construction and design costs	No
Professional Development	
Professional development and training staff directly supporting the program.	Yes
Travel	
Transportation for children enrolled in the program (including mileage reimbursement for families, although grantee organization must have a policy in place)	Yes
Travel related to the program (may not exceed GSA rates without prior approval: www.gsa.gov)	Yes
Supplies* and Equipment**	
Classroom supplies* and provisions to support quality and inclusive activities	Yes
Curriculum and assessment materials	Yes
Computers and technology for program use	Yes
Materials and supplies* directly related to the program	Yes
Consumable materials provided during program activities such as diapers, wipes, formula, crafts, etc.	Yes
Equipment** necessary to complete the work of the grant	Yes
Food	
Food and food supplies directly related to project implementation	Yes
Food for staff	No (except if on travel status or would impose arduous conditions if not provided, or with prior approval by DELC)
Other	

Health support services for enrolled children	Yes, (only with prior approval by DELC)
Memberships in business, technical, and professional organizations directly related to early care and education (excluding costs associated with lobbying)	Yes
Entertainment costs and any costs directly associated with such costs (e.g., alcohol, food, lodging, rentals, transportation, and gratuities)	No
Promotional items and memorabilia, such as give-a-ways, gifts, and other swag	No
Memberships, goods, or services for personal use	No
Political activities	No

Required Reports

DELC will provide reporting tools and templates as necessary and requested. Reports inform DELC about the status of grant expectations, reporting requirements, project evaluations and timelines in relation to the scope of work of the signed Agreement, appropriate spending patterns, and provide insight to identify areas of strength as well as areas of necessary support for each grantee. If grantees experience difficulties or barriers in meeting the expectations, reporting requirements, project evaluations and timelines of the Grant Agreement, DELC staff are available to provide technical assistance and support.

In case of unavoidable circumstances, grantees may submit a written deadline extension request to DELC Grant and Program Managers at least 5 business days prior to the report due date through the provided submissions link.

Program Service Delivery Calendar

At the beginning of the program period, Grantees will develop and include yearly and monthly SMART goals in their Program Service Delivery Calendar (PSDC). These goals will provide a path to meeting the intended service numbers. The PSDC template is available on the ECEF Portal and can be submitted via the provided submission link.

If goals need to be adjusted, grantee should notify and resubmit an updated PSDC to the Program Manager.

Monitoring

Fiscal monitoring is performed by DELC to ensure funds are spent as intended for meeting the objectives of the grant, including a review of annual budgets, budget revisions, and monthly expenditure reports. The purpose of fiscal monitoring is to ensure funds are spent only on items that are reasonable, necessary, allowable, and adherent to the program guidelines, grant conditions, policies, and procedures. Fiscal monitoring, in addition to actions listed above, may include an in-depth review of the reported expenditures and associated back-up documentation on a recurring basis.

Programmatic monitoring will occur through monthly or bimonthly check-ins and attendance to ECEF monthly webinars. If there are delays in planned services, Grantee may notify the Program Manager detailing the change and have a plan to serve the targeted number of children and families.

Monthly Webinar and Monthly Check-ins

Grantee attendance to the monthly webinars and monthly/bimonthly check-ins is recorded. If unable to attend a webinar or check-in, notify the DELC Program or Grant Manager in advance. During the regular check-ins, the DELC Program Manager will check on the developments of achieving the monthly goals entailed in the Grantee's Program Service Delivery Calendar and the Grantee can provide program updates on current activities and services.

Monthly Reports

As established in the Grant Agreement, Monthly demographic and performance reports are required. Reporting forms and templates are provided by DELC and can be submitted via the ECEF Portal. The reports record grantee activities, number of children and families served and narratives about program development and outcomes.

Upon receipt of each monthly report, the DELC Program Manager will review and contact Grantee if corrections or further explanations are needed.

The reports consist of the following:

Monthly Performance Report:

- Total number of children and families served under each activity
- Total number of children and families served each month – new and ongoing
- Narrative questions including:
    - Updates on outreach and recruitment
    - Surfaced patterns and themes in grantee communities
    - Description of program activities

Monthly Demographics Report (Children):

- Demographics data for all children that joined ECEF activities
- Demographics data for all new children that joined each month

Note: This report should not include duplicated children from previous months

Monthly Demographics Report (Parents):

- Demographics data for parents served under Parenting Education activities
- Demographics data for all new parents that joined each month

Note: This report should not include duplicated parents from previous months

Monthly Expenditure Report

Grant Funds will be paid out using the DELC Awards Management System. Expenditure Reports are submitted through the provided SmartSheet link found on the ECEF Portal.

Payments will be made for the months of July and August within 30 days of an approved budget. All subsequent payments will be made monthly pending submission and approval of required reports.

Prior to approving claims in the DELC Management System, Grant Manager will review grantee monthly expenditure reports. For questions around the expenditure report, the Grant Manager may ask for additional information, including but not limited to receipts, purchase orders…

For issues or questions regarding a payment request, please contact the Grant Manager listed in the Grant Agreement.

Insurance

For submission of insurance documents or inquiries about insurance on file, please email delc.insurance@delc.oregon.gov. Exhibit B of the Grant Agreement contains further information regarding insurance requirements.

Subcontracting

A request to subcontract can be submitted through the provided Requests and Submission link, if not already approved on the grantee's continuation grant application or other application process prior to grants being awarded, unless there is a significant change in the scope of work unless a new subcontractor has been added, and only when the subcontractor is responsible for delivering the work of the grant as detailed in the Grant Agreement.

The request to subcontract must include:

  a. Grantee information (name, site, type of Grantee and contact);
  b. Subcontractor information (name, type of contractor and contact, start and end date);
  c. Scope of Work for Subcontractor. Details on how Grantee intends to sub-contract, including all known/planned processes, and how services will be implemented and monitored.

Monitoring Programmatic Progress

Monitoring is used to determine grantee level of alignment and progress towards the requirements of the Grant Agreement, and adherence to applicable state laws and regulations.

In addition, DELC may conduct additional monitoring visits or request information on the quality of the program at any time. Additional monitoring visits or requests for documentation may occur as a result of internal or external complaints or concerns related to the quality of the program, including from staff or families.

DELC will provide Grantees with any tools utilized for monitoring prior to the monitoring visits. Monitoring will occur via reviews of documents and other evidence items and through on-site visits to observe the program and to talk directly with staff and families as needed.

DELC will send the results of the monitoring visit within 30 days. Results may include amending the Grantee's technical assistance plan, adjustments to funding, or follow-up monitoring visits.

Program Requirements

Eligibility

Grantees should have written, transparent processes for determining eligibility of children to participate in the program. Eligibility process and determinations should align with the parameters set by the model(s) being implemented.

Eligibility criteria can include aspects specific to the model or to the population whom the program seeks to serve. For example, to be eligible for a parent-child interaction model, parents or other family members may need to indicate availability and interest in participating.

At the discretion of DELC, DELC staff or independent third-party contractor can conduct site visits to monitor through announced visits with at least 24-hour notice and unannounced visits with up to one hour notice.

Models

To make a change to the program models or targeted numbers awarded use the provided submissions link to obtain approval from the Grant and Program Managers.

Links

Please note, the links listed below are subject to change. Downloadable templates including the Program Service Delivery Calendar and Budget Workbook are also available on the ECEF Portal.

ECEF Grantee Portal

Requests and Submission Portal

Monthly Performance Report

Monthly Demographics Report- Children

Monthly Demographics Report - Parenting Education

Monthly Expenditure Report