

ATTACHMENT B: CONDITIONS OF AWARD

I. PROGRAM SUMMARY

The grantee agrees to provide services as detailed in the FY09 Alaska Head Start Application, which is considered an essential part of this grant agreement. In addition, the grantee's Head Start work plans for early childhood development and health services, family and community partnerships, and program design and management, are expected to be updated yearly and approved by the policy council.

II. PROCEDURES AND GUIDELINES

The grantee agrees to follow the Revised Federal Program Performance Standards 45 CFR, 1301, 1302, 1303, 1304, 1305, 1306, 1308 and the guidance for Alaska Head Start program money provided by the department. See Attachments C & D.

A. ASSURANCE

Administrative Costs

Costs which are directly associated with Alaska Head Start administration, supervision, program management, and program development. Costs which are not directly associated with the required program components of education, nutrition, health services, social services, and parent involvement.

Administrative costs may not exceed 15% of the total state GF grant. Additionally, the ratio of administrative costs must be tied to program expenditures.

The approved administrative, supervisory, administrative staff support, program management, and program development costs shall include, but not be limited to, the costs of organization-wide planning, coordination, program management, review of general program direction, administrative and supervisory training, administrative support, and the costs of occupying, operating and maintaining the space utilized for these purposes.

Administration costs may be charged as direct costs under an indirect cost rate, but only up to the 15% limit. If a grantee proposes to charge administration and development costs under an indirect cost rate, the grantee must submit a copy to the department of its federally approved indirect cost rate.

B. SPECIAL PROVISIONS

1. All meetings, if any state GF funds are used (in personnel, travel and/or other costs), are open to the public. Excepted subjects are specified in the Standards and Procedures.
2. State GF funds are to be used during the period of performance and may not be carried over.
3. State funds for lobbying activities before the Alaska Legislature are prohibited.
4. The grantee may vary the expenditure between existing line items in Program or Development/Administration, so long as the change *does not exceed 10 percent*, without, requesting an amendment.
5. The purchase of equipment which has a life expectancy of longer than one year and a cost of \$5,000 or more must be approved and accounted.
6. The grantee will pay per diem for travel at the State rate or less.

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III. PERSONNEL

The grantee agrees to:

- a. Secure, at its own expense, all personnel required to perform the services under this grant. Such personnel shall not be employees of nor have any contractual relationship with the department.
- b. Perform all services required by this grant. All personnel engaged in the work will be fully qualified.
- c. Notify the department within five days of change of the Head Start Director supervising the services required by this grant.

IV. FORMS

Formats for forms required by the department for administering this program will be furnished to the grantee, without charge, by the department.

V. BUDGET EXPLANATION

The grantee's approved budget documents are included as part of this agreement.