

**LOCAL PARTNERSHIP PERFORMANCE**  
**Minimum Qualifications for State Grant Funding, FY25**

Annually, South Carolina.8 (u)-4FRi7.1 (lrs(t)w-9)-4FRr9(S)-5.8 ate| áu€— )qÁ çÿt)ùX@sç# ^ç.§WX "ô w ñ‡ ...

**Composition**

- x Appointed members shall comprise a voting majority of the board.
- x Elected Members:
  - o No more than four (4) may be elected members.
- x County Delegation Appointments:
  - o Each county delegation shall appoint six (6) members.
  - o Each county delegation shall appoint members from the local coverage area for DSS, c6orecommendation c

library staff.

Board Appointments:

public school district board shall appoint one of its employees to serve as a

rs include a Chair, Vice Chair, Secretary, and Treasurer

ed members have not served more than 8 consecutive years (two 4-year-  
rd service must be at least six (6) months.

oard Chair has not served in this office for more than 4 consecutive years (four

ts: Board Vice Chair has not served in this office for more than 4 consecutive  
ns)

quirement: Meetings with a quorum, are held at least quarterly, including a  
eting

endance policy (no more than 3 consecutive unexcused absences) enforced  
mbers in violation of attendance policy were removed/replaced

s: Board Minutes for the prior fiscal year must be submitted as part of the  
uly 15

ts  
s follow FOIA requirements

ard follows the COI Policy contained in the current year's grant agreement,  
s reported in board minutes

**OPERATIONS & ACCOUNTABILITY**

- x Resources Assessment:
  - o Submit every 3 years a local (county level) needs and resources assessment. Completed in FY23.
- x Comprehensive Strategic Plan:
  - o Submit for publication to the SCFS website

- o Participate and fully cooperate with all internal and independent evaluations of the First Steps initiative (Child Care Scholarships in 2023).
- x Grant Application:
  - o Submit a complete and accurate Formula Funding Grant Application by the published deadline (FY23: May 3)
- x Data Collection:
  - o Enter data in First Steps Data Collection system for each required strategy, following the data requirements and deadlines contained in the First Steps Partnership and Program and Operational Guidelines Deadline: July 15
- x Annual Report:
  - o Submit for publication to the SC First Steps website a complete and accurate partnership Annual Report
- x Meeting Attendance:
  - o Regularly attend Partnership Director meetings and webinars hosted by SC First Steps.
- x HR Practices:
  - o Be familiar with and comply with all federal and state laws and First Steps policies pertaining to hiring, discrimination, workplace policies, nepotism, dual employment, conflict of interest, whistleblower, and confidentiality of client information.
- x Insurance Requirement:
  - o Maintain continuous Directors and Officers (D&O) liability insurance. Liability should be added beginning FY20

## FISCAL & RESOURCE DEVELOPMENT

- x Stewardship:
  - o Exercise appropriate fiscal stewardship at the staff and board level, including adhering to policies and procedures outlined in the SC First Steps Operations Manual and SC First Steps legislation.
- x Administrative Overhead:
  - o Do not exceed the maximum administrative overhead rates for local partnerships, set by the SC First Steps Board of Trustees effective July 1, 2017 as 13% of expenditures of state funds allocated to the local partnerships by SC First Steps. Per the South Carolina First Steps to School Readiness Act § 59-152-70(A): "Once the overhead rates are established, the rates may not be amended or revised for at least five years, and the board may not grant a waiver from this provision to the local partnership. Local partnerships that are not part of a multicounty partnership and exceed the overhead cost rate are ineligible to receive state funds."
- x Core Function:
  - o Limit expenditures of state funds for Core Functions to no more than 12% of total state fund expenditures within a fiscal year.
- x Evidence-Based Programming:
  - o Within expenditures of state funding for programs, a minimum of 75% is spent for programs designated by the SC First Steps Board of Trustees as evidence based.
- x Match Requirement:
  - o Document a minimum 15% match (cash and/or in-kind) to state funds appropriated to the partnership by SC First Steps.
- x Carry Forward:
  - o Limit carry forward percentage of state funds to 15% or less.
- x Compliance with Deadlines:
  - o Comply with fiscal year-end deadlines for obligating funds (June 30), submitting invoices and reallocations (July 31), and documenting in-kind match (July 31).
- x Audit Review:
  - o Comply with annual financial and compliance audit conducted by independent auditors to include implementing a corrective action plan to address issues, concerns, or recommendations in the identified area of partnerships activities as called for in the



- x Provider Quality:
  - o Child care providers serving scholarship children must be rated B or higher by ABC Quality or participate in the partnership's QE strategy, unless a waiver is obtained by SCFS.
- x Scholarships:
  - o All DSS scholarship recipients must be enrolled in an SCFS defined Evidence-Based Program.
- x Dolly Parton Imagination Library:
  - o 1) At least 87% of strategy funds must be spent on the purchase of books. 2) At least 25% of strategy funds must be non-state funding.

## CORE FUNCTIONS

- x Partnership comprehensive strategic plan includes the following core functions:
  - o Serve as a local portal connecting families of preschool children to community-based services they may need or desire to ensure the school readiness of their children.
  - o Serve as a community convener around the needs of preschool children and their families.
  - o Support state-level school readiness priorities as determined by the State Board.
- x Comprehensive Strategic Plan:
  - o The partnership's Comprehensive Strategic Plan includes objectives, success metrics, and action items for Core Functions.
- x Numbers Served:
  - o The partnership documents numbers served for Core Functions reported in the Numbers Served Spreadsheet submitted as part of the partnership's Annual Report.
- x KRA Results:
  - o The partnership shares local school district Kindergarten Readiness Assessment (KRA) results with stakeholders, including teachers and parents of programs supported with First Steps funds, each year.
- x First Five:
  - o Encouraging families to utilize First Five SC to access publicly funded resources that promote the well-being of children
  - o Utilizing First Five county level log-ins to respond to all applications within five (5) business days and identify potential clients to increase enrollment for First Steps programs .