

Illinois Preschool Expansion Program

Guidance on Agreements with Community Partners

Each grantee should develop a written contract or written formal agreement with each community partner. This document should be signed by the authorized official for each entity entering into the agreement.

Contracts or written formal agreements should specifically cover the following items:

- Number of children to be served by the community partner.
- Budget allocation to the community partner and allowable costs for those funds.
- Process for payment, including documentation to be submitted by community partner and timelines. Examples of a payment process include reimbursement of expenditures based on an invoice or a payment schedule.
- Services to be provided by the grantee to the community partner (i.e. instructional leader hired by the grantee who will support teachers in community sites, teachers hired by the grantee and placed in classrooms at community partner sites, etc.)
- Expectations of the community partner, including reporting and quality of services.
- Process for resolving disputes and non-compliance.

Please refer to the Preschool Expansion Monitoring plan for specific guidelines on compliance monitoring for all community partners.