



Save the Children®

July 1, 2014

Brenda Blasingame  
Save the Children  
163 Old Todds Road, Suite 175  
Lexington, KY 40509

Dr. Donna Hargens, Superintendent  
Jefferson County Board of Education  
3332 Newburg Rd.  
Louisville, KY 40218

Dear Dr. Hargens:

Save the Children Federation, Inc. (hereinafter referred to as "SC" or "Grantor") hereby grants to Jefferson County Board of Education (hereinafter referred to as "Grantee"), the sum of \$ 35,000 to provide support for the program at Young as described in Attachment 1 of this Grant entitled "Terms and Conditions", and Attachment 2 entitled "Scope of Work and Additional Partnership Requirements."

This Grant is effective and funds are hereby committed in accordance with Attachment 1 section C.2 and is made as of the date of this letter and shall apply to commitments made by the grantee in furtherance of program objectives during the period beginning July 1, 2014 and ending June 30, 2015. SC shall not be liable for reimbursing the Grantee for any costs in excess of the committed amount.

This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in this cover letter and the following attachments, which are incorporated as part of this Grant Agreement:

- |              |   |
|--------------|---|
| Attachment 1 | Term and Conditions                                   |
| Attachment 2 | Scope of Work and Additional Partnership Requirements |
| Attachment 3 | Budget  |
| Attachment 4 | Child Safety Policy                                   |
| Attachment 5 | Financial Reporting Guidelines                        |
| Attachment 6 | Timesheet   |
| Attachment 7 | Program Progress Reporting (first year sites only)    |
| Attachment 8 | Zero Tolerance Fraud Policy                           |

Also attached to this Grant agreement are updated program description documents. These documents have been updated in order to adequately communicate the eligibility requirements for children requiring accommodations under Federal Law. This Grant is subject to SC's oversight to the extent necessary to ensure the appropriate use of funds, and as described in Attachments 1 and 2.

Please sign this letter to acknowledge your receipt and acceptance of the Grant. Retain one copy for your files and submit the original to the undersigned along with a copy of the certificate of Liability Insurance referenced in section I.3. Insurance.

Sincerely yours,

Brenda Blasingame, National Director, Program & Partnerships  
US Programs

Acknowledged and Agreed by: Grantee

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ATTACHMENT I**  
**Terms and Conditions**

**A. Purpose of Grant**

The purpose of this Grant is for SC to provide support to the Grantee, for the Scope of Work as described in Attachment 2 of this Grant Agreement. It is agreed that Grant funding will be used exclusively for achievement of program requirements and any additional requirements stipulated in these attachments.

**B. Period of Grant**

- 1) The term of this Grant is July 1, 2014 to June 30, 2015.
- 2) Funds committed hereunder are available for allowable program expenditures for the period beginning July 1, 2014 through June 30, 2015.

**C. Amount of Grant**

- 1) The total estimated amount of this Grant for the period shown in Section B.1 above is \$ 35,000.
- 2) SC hereby commits the amount of \$ 35,000 for program expenditures during the period set forth in Section B.2 above.
- 3) SC is actively pursuing gift-in-kind contributions to replace committed cash amounts included for the project budget. Should SC secure such contributions, they will be passed through to the partnering organization and the dollar amounts of said contributions will be removed from the committed cash amount of the project. SC will send a formal budget revision at that time.

**D. Grantee Contribution**

This Grant is subject to the following cost sharing requirement:

**CHECK AS APPROPRIATE**

☐ The budget for this Grant **INCLUDES** Cost Sharing. As per budget attached, Grantee agrees to contribute \$ to the project. It is expected that Grantee make every effort to meet this funding percentage during project implementation. SC recommends that Grantee track and document this contribution for their internal purposes, however is not required to report this to SC.

☒ The budget for this Grant **DOES NOT INCLUDE** Cost Sharing.

IMPORTANT NOTE: SC must be notified of any changes to partner cost share commitment.

**E. Terms of Payment**

1) Upon acceptance of this grant, Save the Children shall make periodic payments to the Grantee as detailed in the sections below. All payments to the Grantee will be made by check in the name of the Grantee as follows: Jefferson County Board of Education.

- I. ☐ Reimbursement  
Partner will receive a reimbursement of expenses following the receipt of approved quarterly in-system reports.

Partners receiving quarterly reimbursements should submit quarterly in-system reports as follows:

Quarter 1 – July 1, 2014 to September 30, 2014 – report due **October 15, 2014**  
Quarter 2 – October 1, 2014 to December 31, 2014 – report due **January 10, 2015**  
Quarter 3 – January 1, 2015 to March 31, 2015 – report due **April 15, 2015**  
Quarter 4: Final Report – April 1, 2015 to June 30, 2015 – report due **July 20, 2015**

II. [X] Partner will receive advance payments as follows:

Advance payments: Save the Children will make four advance payments to the Grantee based on the approximate installment amounts and criteria below. These advances will normally be made on a quarterly basis. Advances are to total no more than the Grantee's quarterly cash requirements and will consider the balance of unspent funds from previous advances as evidenced by the Grantee's Quarterly Financial Reports. An acceptable balance of funds for the grantee will be a reasonable amount or no more than 20% of total program funds received to date. This will allow smooth program operations while the quarterly finance report and subsequent advance request is reconciled and reviewed. Total advances will not exceed 80% of the total grant amount.

(a) Advance installment 1:

SC will advance the first installment of 15% of the total budget (Attachment 3) upon receipt of the Grantee signed copy of this agreement and a copy of the Grantee certificate of liability insurance referenced in section I.3. Insurance. This payment is based on the expected financial needs in the first quarter of the program year.

(b) Advance installment 2:

SC will advance the second installment of 20% of the total budget (Attachment 3) provided that the Grantee has spent at least 80% of cumulative program funds received as evidenced by the first quarter financial report. This payment may be made upon receipt of the proper, Grantee signed, first quarter financial report due **October 15, 2014** as referenced in attachment 5.E. Financial Report Guidelines. This payment is based on the financial needs of the second quarter of the program year.

(c) Advance installment 3:

SC will advance the third installment of 25% of the total budget provided that the grantee has spent at least 80% of cumulative program funds received as evidenced by the second quarter financial report. This payment may be made upon receipt of the proper, Grantee signed, second quarter financial report due **January 10, 2015** as referenced in attachment 5.E. Financial Report Guidelines.

(d) Advance installment 4:

SC will advance the fourth installment of up to 20% (depending on previous %) of the total budget provided that the grantee has spent at least 80% of cumulative program funds received as evidenced by the third quarter financial report. This payment may be made upon receipt of the proper, Grantee signed, third quarter financial report due **April 15, 2015** as referenced in attachment 5.E. Financial Report Guidelines. This payment may not exceed 80% of the total amount of grant and is based on the financial needs of the Grantee through the end of the program year.

2) Final Payment: Release of the final installment to the Grantee will be made in the form of a reimbursement at the end of the project period after completion of all work needed and submission of final reports. If the partner is on an advance basis, a minimum amount of 20% of the total value of the Grant will be withheld until all work is completed and final reports are submitted. Partners on a reimbursement payment basis will be reimbursed according to the actual approved in-system report as described in previous section. The final payment will be a reimbursement of the balance of funding due to the Grantee based on the reported actual expenses for the period of grant up to the total budgeted amount.

3) Other Terms of Payment:

(a) Accounting for payments: Advances shall be deposited by the Grantee and maintained in a separate bank account unless the Grantee utilizes a segregated fund accounting system that tracks funds by grant and is acceptable to SC. If the Grantee does not have segregated fund accounting and a separate bank account is specifically excluded by legislative authority, then funding will be provided on a cost reimbursement basis.

(b) Unspent Balance: Any unspent balance of funds at the completion date of the agreement must be refunded back

to Save the Children and should be submitted along with the final financial report due **July 20, 2015** but no later than 30 days after the end of the grant period or July 31, 2015.

#### **F. Budget and Budget Revision**

The budget is included in Attachment 3. Revisions to this budget shall be made only in the event of extraordinary circumstances and are subject to SC approval. Please note that SC allows 100% line item flexibility within the total amount of each program cost with the exception of the following budget categories and/or line items: personnel, and transportation. The program costs are defined as In-school, Afterschool Literacy, Afterschool Healthy Choices, SummerBoost, Early Steps to School Success, and Sponsorship Administration where applicable. This flexibility is allowed provided that any spending deviations from budget are only for the furtherance of direct implementation of program plans and not to supplement or supplant the existing or unforeseen costs of any of Grantee's non-SC programs. In the event that there is a modification to the total amount of this grant, a revised budget must be submitted for SC approval.

#### **G. Procurement**

The procurement requirements of this grant require that Grantees follow their organization policies and procedures for vendor selection and purchasing based on the Grantee Organization defined requirements. Save the Children in no way imposes procurement requirements on Grantees that are not in support of the Grantees policies and procedures.

1) In the event that the Grantee Organization does not have an established Procurement Policy, Save the Children requires that procurement of goods and services of single transactions costing more than \$1,000 be supported by documentation of at least three written bids from potential vendors and a written statement by the Grantee listing the reasons for selecting the chosen supplier of such goods or services. Exceptions to this requirement are if the chosen supplier is approved by SC.

2) **IMPORTANT NOTE:** Procurement of program materials and computers per the budget (Attachment 3) must be completed by October 31, 2014 as these items are to be available to the program participants (students) for this grant period. Failure to complete the procurement of these goods by September 30, 2014 will likely result in the deduction of those funds from this Grant by SC which will include a budget revision and grant modification.

3) **IMPORTANT NOTE:** Because of the crucial nature of these staff positions, Literacy, Healthy Choices, and Early Steps to School Success Coordinators as applicable and as listed in the Scope of Work and Additional Partnership Requirements (Attachment 2) and budget (Attachment 3) must be formally employed by the Grantee by the grant start date. Failure to complete the formal hiring of these staff positions by the grant start date will likely result in the deduction of funds from this Grant by SC in the amount of budgeted funds per day not worked which will include a budget revision and grant modification.

4) **IMPORTANT NOTE:** This grant should not be used to fund the purchase of capital assets with a value of \$5,000 or greater.

5) **IMPORTANT NOTE:** Because of the high level of accountability, any procurement and resulting expenditure towards this grant that is deemed to be inappropriate according to the Scope of Work and Additional Partnership Requirements, budget, and/or generally accepted accounting principles will result in the deduction of those funds from this Grant by SC which will require reclassification of such expenditures from the Save the Children grant and documentation in support of the accounting adjustment.

## **H. Reporting**

### **1) Financial Reporting**

(a) Quarterly in-system financial reports (further defined in Attachment 5) should be uploaded to the Partner Reporting Portal by the **15<sup>th</sup> day of October 2014, the 10<sup>th</sup> day of January 2015, and the 15<sup>th</sup> day of April 2015**. The final quarterly financial report will be due **July 20, 2015**.

(b) The quarterly in-system financial reports shall be provided in the format outlined in Attachment 5 Financial Report Guidelines. The reports will be checked and approved by Save the Children program and finance staff before any subsequent payments are issued. This may require a review of the documentation supporting expenditures reflected on the Grantee's quarterly in-system financial report.

(c) If adjustments to the Grantee's accounting of this grant occur after the end of the period of grant or beyond June 30, 2015 thus reducing the final in-system financial report of expenditures, then SC requests that the Grantee provide a revised final in-system financial report by no later than 30 days of the close of the month in which the adjustment occurred along with payment to Save the Children for the balance of any unspent grant funds.

### **2) Program Progress Reporting**

Program Reporting is the sole responsibility of the partner. Save the Children maintains an internet based Monitoring and Evaluation system to capture program data for Literacy, Healthy Choices, and Early Steps to School Success. This data must be updated by the partner at least weekly when the program is active.

In addition to updating the Monitoring and Evaluation system, all sites implementing Literacy programming must submit Accelerated Reader Diagnostics to Save the Children on the first working day of each month.

Should program progress reports be missing from the Monitoring and Evaluation system, Save the Children reserves the right to delay advance or reimbursement payments.

### **3) Other Reporting**

Interim financial and/or program progress reports may be requested by Save the Children to meet the reporting requirements of funding source(s) supporting this Grant. Save the Children will make every effort to provide sufficient notice to the Grantee in the event that interim reporting is required.

## **I. SC Program Involvement**

1) The Grantee will implement this project as per the attached Scope of Work and Additional Partnership Requirements (Attachment 2) and budget (Attachment 3). Any modification to Attachment 2 will need prior written approval from Save the Children. Modifications to Attachment 3 may be subject to SC approval as per section E. Budget and Budget revision.

2) In addition to reviewing and approving the program reports described above, Save the Children will engage in other monitoring activities necessary to effectively manage this grant. Monitoring activities may include on-site visits to program activities, periodic implementation meetings and other measures necessary to monitor activities under this Grant. Grantee programs will be periodically monitored through SC visits to selected sites, with a minimum of one week prior notification when possible. Save the Children reserves the right to conduct unannounced site visits if it is deemed necessary to ensure program operations and effectiveness.

**J. Special Provisions**

1) **TIME SHEETS:** Save the Children requires that all time worked by employees of the Grantee that is charged to this Grant are made against Employee signed and Supervisor Approved time sheets showing the actual time spent working on Grant activities. If the Grantee does not utilize timesheets as the basis of tracking time worked on this grant then the Grantee is required to implement the use of the timesheet found in Attachment 6. When documentation of personnel costs charged to this grant is reviewed by SC Finance Staff, timesheets must be on file with appropriate signatures. Failure to use timesheets to document allowable and allocable time worked on this grant will likely result in the deduction of funds from this grant in the amount of unsupported time worked which will include a budget revision and grant modification.

2) **SUB-GRANTS/SUB-CONTRACTS:** The Grantee shall not enter into any sub-grants or sub-contracts using SC Grant funds without the prior written authorization and approval of Save the Children.

3) **INSURANCE:** The Grantee agrees to provide Save the Children a certificate of Liability Insurance listing Save the Children as a Certificate Holder for the period of this Grant. **A copy of this Certificate is to be sent to Save the Children as described in the cover letter of this grant.**

4) **APPLICABLE LAW:** This agreement shall be governed by the laws of the State of Connecticut, USA, but may be enforced in the other forty nine states.

5) **COPYRIGHT AND TRADEMARK.** Grantee may establish, without any prior approval from SC, the claim to copyright in any materials first produced in the performance of this Agreement. SC hereby transfers and gives to Grantee any and all claims of ownership that it may now or hereafter acquire, to the materials first produced in the performance of this Grant Agreement. Grantee grants to SC, a non-exclusive, worldwide license in the copyrighted material to reproduce, prepare derivative works and/or display publicly the materials so produced. Grantee shall be identified as the owner of the material as may be appropriate. SC shall be acknowledged as a donor and research collaborator for any such work.

6) **FINANCIAL LIABILITY:** Save the Children has the right to terminate this Grant Agreement and seek legal recourse for the total or partial repayment of the Grant, in addition to any accrued interest, in the case of violations of any of the aforementioned conditions by the Grantee.

7) **STUDENT DATA:** The Grantee must provide access to student data for all children benefitting from SC programs to SC. The Grantee is responsible for acquiring appropriate permissions regarding confidentiality of student data from student parents or legal guardians as necessary. First year sites must sign attachment 7-Standard Data Release Agreement. Save the Children will not share, distribute, or disseminate identifiable student data to any third party.

8) **ORDER OF PRECEDENCE:** In case of a conflict of terms, the following shall be the order of precedence:

1. The Cover Letter and Attachment 1 Terms and Conditions
2. Attachment 2 Scope of Work and Additional Partnership Requirements
3. Attachment 3 Budget

**K. Title, Use and Disposition of Property**

Title of property purchased by the Grantee under this Grant shall be vested with the Grantee.

**L. Audit, Accounting and Records**

1) This Grant is subject to the following audit requirement (checked box):

**CHECK AS APPROPRIATE**

☐

This Grant is valued at \$100,000 and requires the submission of a copy of Grantee's audit that encompasses SC funds at the end of the grant. If the Grantee does not have a regular annual audit, then the Grant is subject to a project-specific, external audit at the end of the grant. The audit must be conducted by an external audit firm approved by SC. If the Grantee must have a project-specific audit to meet this requirement, audit fees are allowable costs under SC Grants. The Grantee may request additional funds to cover audit fees which will likely result in a budget revision and grant modification.

☒

This Grant is valued under \$100,000 and will not be subject to a project-specific, external audit at the end of the Grant. Save the Children finance staff will complete financial monitoring visits to review documentation supporting reported expenditures.

2) **FINANCIAL RECORDS:** The Grantee hereby agrees to record, classify and report all SC financed costs in separate and segregated grant-specific financial accounts. The ledger and journal system should meet generally accepted accounting standards. The Grantee shall maintain complete records of all costs charged to the Grant for a period of three years after the expiration of the grant and make such records available to SC or its representatives for review at any time. The Grantee shall document steps that were taken to ensure that all purchases charged to the grant are reasonable, allowable, and allocable.

3) **INSPECTION:** The Grantee agrees that SC (or its designed auditor) will have unrestricted access to all financial records, reports and supporting documentation related to Save the Children funds granted hereunder.

**M. Arbitration**

If a dispute arises out of or relates to this contract, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to arbitration, litigation, or some other dispute resolution procedure. If the matter is not resolved within 60 days after initiation of mediation, either party may demand arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. The demand for arbitration shall state with specificity the claims or issues to be arbitrated. The parties shall select a mutually acceptable arbitrator within ten (10) days of receiving the list from the American Arbitration Association Administrator in the State of New York, and in the event the parties are unable to do so, the parties or their attorneys may request the American Arbitration Association to appoint the neutral arbitrator. The place of arbitration shall be New York, New York, in the United States

**N. Modification**

This Grant Agreement may only be modified by issuance of a Grant Modification jointly signed by the Grantee and SC.

1) This Grant Agreement may be amended to include incremental funding awards from additional sources of funding, in which case the Grantee may be required to budget, track and report this funding separately from originally granted funds even if additional funding supports the same programs under this Agreement. SC will provide the Grantee with instructions regarding reporting for incremental funding in the Grant Modification.

2) Any grant modification that alters the total amount of grant referenced in Attachment 1 section C. will require the submission of a revised budget. See section E. Budget and Budget Revision for further information.

3) Notwithstanding the foregoing, SC reserves the right to unilaterally modify program eligibility requirements, or as otherwise may be necessary to remain in compliance with state and federal law.

#### **O. Grant Termination or Suspension**

The Grantee agrees that this Grant Agreement may be terminated or suspended for an indefinite period within 30 calendar days after mailing of a letter by SC to the Grantee official mailing address. The Grant may be terminated in the event no additional funding is secured.

In addition, termination or suspension may be:

1. For cause in the event that SC determines that with reference to Attachments 2 and 3, it is unlikely that the Grant objectives and/or results will be achieved.
2. For cause if SC determines that the Grantee does not faithfully meet the terms and conditions of this Grant Agreement.
3. For mutual convenience when the Grantee and SC agree to withdraw from the Grant Agreement by mutual consent in writing.

In the event this Grant is temporarily suspended, SC and Grantee agree to negotiate in good faith and proceed in a timely manner to conclude a mutually acceptable revised Scope of Work and Additional Partnership Requirements (Attachment 2), if necessary. Further, SC agrees to reimburse Grantee for all approved costs incurred prior to the suspension date in accordance with the terms and conditions of H.I.

#### **P. Limitations on Liability**

1) SC shall not be liable for:

(a) Any third party claims, losses and expenses that may arise from Grantee's negligent, recklessness or intentional act or omission that is related to or in connection with this Grant Agreement.

(b) Compensation for the death, disability, or other hazards which may be suffered by the employees, vendors, agents or other representatives of Grantee arising from Grantee's performance in connection with this Grant Agreement; and/or

(c) Any expenditure incurred by Grantee in excess of its contribution as specified in this Grant Agreement.

2) SC has no obligation to provide other or additional support to the Grantee for implementation of the current program or for any other purposes.

#### **Q. Representations, Warranties, Indemnification and General Conditions**

1) REPRESENTATIONS, WARRANTIES AND INDEMNITIES:

(a) Grantee represents and warrants that: (i) it is authorized and has the right and ability to undertake the obligations as set forth in this Grant Agreement, and (ii) it is properly registered in all jurisdictions as may be required to perform its obligations under this Grant Agreement.

(b) Except as provided by Kentucky law, Grantee agrees to indemnify and hold SC, its trustees, officers, employees, agents and representatives (including volunteers) harmless from all claims, losses and expenses (including attorneys' fees) claimed against or incurred by SC that arise from Grantee's negligent, recklessness or intentional act or omission that is related to or in connection with this Grant Agreement. Further, no provision of this Grant Agreement shall in any way inure to the benefit of any third-party so as to constitute such party as a third-party beneficiary of the Grant Agreement or any one or more of the terms here of, or otherwise give rise to any cause of action in any person or entity not a party to the Grant Agreement. This provision shall survive the termination of this Grant Agreement.



**2) EFFECTIVE DATE:**

The conditions of the present Grant Agreement are accepted and come into force as of the effective date as defined in paragraph B.1.

**3) CHILD SAFETY POLICY:**

The Grantee confirms that it has read and will comply with SC's Child Safety Policy (Attachment 4). Further, the grantee will require all individuals providing services to the program to read the Child Safety Policy and sign an acknowledgment of the expectation to abide by the Child Safety Policy. Any violation or suspected violation of the Child Safety Policy, as well as any incident that results in the temporary closure or lockdown of the facility must be reported to SC within 24 hours.

The grantee agrees to immediately remove from SC funded activities any individual who is employed by funding provided by or who volunteers for the program if they violate the terms of the Child Safety Policy contained in attachment 4.

**4) DUE DILIGENCE COMPLIANCE:**

The Grantee is reminded that U.S. Executive Orders and U.S. law prohibits transactions with and the provision of resources and support to individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws.

**5) ANTI-PROSTITUTION AND SEX TRAFFICKING:**

The Grantee is opposed to the practices of prostitution and sex trafficking because of the psychological and physical risks posed.

**6) PROHIBITION AGAINST TERRORIST FINANCING:**

The Grantee certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in or has engaged in terrorist activity.

**7) ZERO TOLERANCE FRAUD POLICY:**

SCUS's Partners (i.e. Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products) must:

- a) not commit fraud or otherwise behave in a dishonest or corrupt manner while carrying out work on behalf of or in connection with SCUS.
- b) act in accordance with the spirit of this Policy.
- c) immediately report any suspicion of fraud, corruption, or dishonesty in whatever form relating to its work with SCUS to their SCUS key contact. Alternatively, reports may be made directly to SCUS' Compliance Officer at [hotline@savechildren.org](mailto:hotline@savechildren.org).
- d) preserve records required for an investigation.
- e) ensure that their employees and sub-contractors comply with this Policy.
- f) agree to fully and timely reimburse SCUS for all liabilities, losses, costs, penalties, charges or other amounts incurred by SCUS due to a violation or breach by a Partner of this Policy.

**SEE ATTACHMENT 8 FOR FULL ZERO TOLERANCE FRAUD POLICY**

**R. Compliance Check**

- 1) The Grantee will be asked on a semi-annual basis to update the Compliance information originally provided during the pre-award phase of the partnership. Information needed for the compliance check is

subject to change and Save the Children will notify all grantees as early as possible regarding any such changes.

**ATTACHMENT 2**  
**Scope of Work and Additional Partnership Requirements**

The Grantee agrees to implement the programs as described in the following Scope of Work and in accordance with the program and operational requirements included in the attached documentation, as well as adhere to any additional requirements included in this attachment.

(Program documents are attached based on the programs that each site is implementing)

- ☐ In School Education
- ☐ Classroom Literacy Collaboration
- ☐ Afterschool Literacy
- ☐ Afterschool Healthy Choices
- ☐ SummerBoost Program
- ☒ Early Steps to School Success
- ☐ Sponsorship
- ☐ Foster Grandparent Program

Scope of Work and Partnership Requirements

Save the Children Subgrant Agreement

**Save the Children Program Component  
Early Steps to School Success**

**Early Steps to School Success (ESSS) Expectations:**

Partner and Save the Children Responsibilities:

- To achieve the following goals of ESSS:
  - 1) Children will enter school with the skills necessary for school success.
  - 2) Parents will have the skills and knowledge to support their children's education.
  - 3) Home/school connections will be strong.
  - 4) Early childhood knowledge and skills in the community will be increased.
- To meet the ESSS program objectives:
  - 1) Parents and children together will participate in Early Steps from pregnancy or early enrollment, until the child enters kindergarten.
  - 2) Parents will develop knowledge and skills in promoting their child's early development with a special emphasis on social/emotional development and early literacy and language development.
  - 3) Parents will read to their children on a daily basis.
  - 4) Parents will participate in school-based activities.
  - 5) School activities and Early Steps activities will be linked.
  - 6) Early Steps staff will have early childhood knowledge and demonstrate competencies that are consistent with current evidence-based practices.
- To adhere to the principles of the program:
  - 1) Partners will enroll pregnant families and the youngest children (preferably under one year) and the neediest families as defined by the partner.
  - 2) Program experiences and activities will be individualized according to the needs of the child and family.
  - 3) Cultural values of families will be respected and honored.
  - 4) Service delivery options (home visiting and parent/child groups) will be based on the needs of the family and staff safety.
  - 5) The program will collaborate with existing community efforts.
  - 6) The program will support the multiple dimensions of child development: cognitive, physical, social and emotional development.
  - 7) Parents will be supported in their role as the child's first and primary teachers.
  - 8) Children will be in safe environments.
  - 9) Program experiences and activities will be consistent with evidence-based practices.

Partner Site Responsibilities:

- Identify and hire a qualified Early Childhood Coordinator. Partners are encouraged to include ESSS Program Specialist with hiring process. The Coordinator's language should reflect that of the population being served; and/or interpreter services will be made available to the program.
- Provide ongoing supervision and support to the Early Childhood Coordinator.
- Notify Save the Children when there are changes at the site that affects ongoing supervision and management and continuity of regular programming.

Scope of Work and Partnership Requirements  
Save the Children Subgrant Agreement

Save the Children Responsibilities:

- Provide training and technical assistance including:
  1. Orientation training within the first 90 days of programming for all Early Childhood Coordinators, partnership site coordinators, Early Childhood Program Specialists, or other relevant curriculum partners
  2. One additional planned learning group for all Early Childhood Coordinators, and,
  3. Distance learning and support via facilitated national discussions, monthly audio and web-based conference training.

Additional information about the ESSS program can be found on the Partner Portal at <http://usp.savethechildren.org/partners/prt/EarlySteps/Shared%20Documents/Forms/AllItems.aspx>

Additionally, the following are what Save the Children considers characteristics for successful ESSS partnerships:

1. Identified need in the community for early childhood development services for children ages birth to five.
2. Agency/school interest and vested support in serving families with children ages birth to five.
3. Agency/school already providing some services for children ages birth to five.
4. The partner is a school based program or community based agency with strong connections to the school.
5. Partner has facility capacity, including space for parent/child group meetings.
6. Partner has the organizational capacity to add on and develop a new program (i.e. ability to manage program and supervise staff).
7. There is support from the school/agency leadership for the program.
8. Partner would not be duplicating services provided by other organizations.

Testing

Scope of Work and Partnership Requirements  
Save the Children Subgrant Agreement

**Save the Children Program Component  
Early Steps to School Success**

**Early Steps to School Success (ESSS) Expectations:**

Partner and Save the Children Responsibilities:

- To achieve the following goals of ESSS:
  - 1) Children will enter school with the skills necessary for school success.
  - 2) Parents will have the skills and knowledge to support their children's education.
  - 3) Home/school connections will be strong.
  - 4) Early childhood knowledge and skills in the community will be increased.
- To meet the ESSS program objectives:
  - 1) Parents and children together will participate in Early Steps from pregnancy or early enrollment, until the child enters kindergarten.
  - 2) Parents will develop knowledge and skills in promoting their child's early development with a special emphasis on social/emotional development and early literacy and language development.
  - 3) Parents will read to their children on a daily basis.
  - 4) Parents will participate in school-based activities.
  - 5) School activities and Early Steps activities will be linked.
  - 6) Early Steps staff will have early childhood knowledge and demonstrate competencies that are consistent with current evidence-based practices.
- To adhere to the principles of the program:
  - 1) Partners will enroll pregnant families and the youngest children (preferably under one year) and the neediest families as defined by the partner.
  - 2) Program experiences and activities will be individualized according to the needs of the child and family.
  - 3) Cultural values of families will be respected and honored.
  - 4) Service delivery options (home visiting and parent/child groups) will be based on the needs of the family and staff safety.
  - 5) The program will collaborate with existing community efforts.
  - 6) The program will support the multiple dimensions of child development: cognitive, physical, social and emotional development.
  - 7) Parents will be supported in their role as the child's first and primary teachers.
  - 8) Children will be in safe environments.
  - 9) Program experiences and activities will be consistent with evidence-based practices.

Partner Site Responsibilities:

- Identify and hire a qualified Early Childhood Coordinator. Partners are encouraged to include ESSS Program Specialist with hiring process. The Coordinator's language should reflect that of the population being served; and/or interpreter services will be made available to the program.
- Provide ongoing supervision and support to the Early Childhood Coordinator.
- Notify Save the Children when there are changes at the site that affects ongoing supervision and management and continuity of regular programming.

Scope of Work and Partnership Requirements  
Save the Children Subgrant Agreement

Save the Children Responsibilities:

- Provide training and technical assistance including:
  1. Orientation training within the first 90 days of programming for all Early Childhood Coordinators, partnership site coordinators, Early Childhood Program Specialists, or other relevant curriculum partners
  2. One additional planned learning group for all Early Childhood Coordinators, and,
  3. Distance learning and support via facilitated national discussions, monthly audio and web-based conference training.

Additional information about the ESSS program can be found on the Partner Portal at <http://usp.savethechildren.org/partners/prt/EarlySteps/Shared%20Documents/Forms/AllItems.aspx>

Additionally, the following are what Save the Children considers characteristics for successful ESSS partnerships:

1. Identified need in the community for early childhood development services for children ages birth to five.
2. Agency/school interest and vested support in serving families with children ages birth to five.
3. Agency/school already providing some services for children ages birth to five.
4. The partner is a school based program or community based agency with strong connections to the school.
5. Partner has facility capacity, including space for parent/child group meetings.
6. Partner has the organizational capacity to add on and develop a new program (i.e. ability to manage program and supervise staff).
7. There is support from the school/agency leadership for the program.
8. Partner would not be duplicating services provided by other organizations.

Testing

**ATTACHMENT 3**  
**Budget**



Young PY15  
Budget.xlsx



	Save The Children
Site	Young elementary school
Fiscal	board of education
State	ky

Period From: 7/1/14  
Period To: 6/30/15

School Population	534		
estimated daily attendance	In School	After School	Summer Program
	1	1	1
Cost per child	\$ -	\$ -	\$ -
	NA	years in position:	
TBD		years in position:	

Literacy Coordinator:  
ESSS Coordinator:

#### Partner Budget

I.

In School	Unit	Unit cost	# Units	Total Budget	STC	Cost Share	Cost Share Source of Funds	Variance
<b>Personnel Cost</b>								
a. Certified Staff	Annual							-
b. Classified Staff	Hourly							-
								-
								-
								-
								-
								-
c. Fringe	Sum							-
<b>Total In School Personnel Cost</b>								-
								-
<b>Program Cost</b>								-
d. Books	Sum							-
e. Materials	Sum							-
f. Equipment	Sum							-
g. Training	Sum							-
								-
								-
								-
								-
								-
<b>Total In School Program Cost</b>								-
<b>Total In School Cost</b>								-

II.

After School - Literacy	Unit	Unit cost	# Units	Total Budget	STC	Cost Share	Cost Share Source of Funds	Variance
<b>Personnel Cost</b>								
a. Certified Staff	Annual							-
b. Classified Staff	Hourly							-
								-
								-
								-
								-
c. Fringe								-
<b>Total After School Personnel Cost</b>								-
								-
<b>Program Cost</b>								-
d. Books	Sum							-
e. Transportation	Sum							-
f. Materials	Sum							-
g. Equipment	Sum							-

[illegible]



#### **ATTACHMENT 4**

##### **Child Safety Policy**

Effective Date: February 12, 2002 (Revised January, 2006)

Save the Children is committed to conducting its programs in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. As a humanitarian agency, Save the Children is obliged to create and maintain an environment that aims to prevent the sexual exploitation and abuse of children and promote the implementation of its child safety policy. All representatives of Save the Children – employees, volunteers, interns, consultants, Board members and others who work with children on Save the Children's behalf – are expected to conduct themselves in a manner consistent with this commitment and obligation.

Save the Children meets its commitment to conduct programs that are safe for the children it serves and to help protect children through the following means:

**Awareness:** Ensuring that all Save the Children representatives are notified of and made aware that they are expected to comply with the policy.

**Prevention:** Striving, through awareness and good practice, to minimize the risks to children and take positive steps to help protect children who are the subject of any concerns.

**Reporting:** Ensuring that all Save the Children representatives know what steps to take where concerns arise regarding the safety of children.

**Responding:** Engaging in action that supports and protects children when concerns arise regarding their safety; supporting those who raise such concerns; investigating or cooperating with any subsequent process of investigation; and taking appropriate responsive action.

All Save the Children employees are required to conform their behavior and conduct Save the Children programs in accordance with the following principles:

1. Sexual activity with children (persons under the age of 18) is expressly prohibited regardless of the local age of majority or age of consent. Mistaken belief in the age of the child is not a defense.
2. The exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior with children, is expressly prohibited. This includes exchange of assistance due to children benefiting from Save the Children programming.
3. All Save the Children representatives who have contact with children or access to sensitive information about children in Save the Children programs are to be informed of the Agency's child safety policy and standards.
4. Save the Children representatives must not stay alone overnight with one or more children benefiting from Save the Children programs who are not part of their immediate or extended family, whether in their house, project premises or elsewhere.
5. Save the Children representatives must behave in an appropriate and culturally sensitive way. They must not hit, physically assault or inappropriately touch children; use language, make suggestions or offer advice which is inappropriate, offensive or abusive; behave in a manner that is sexually provocative; act in ways intended to shame, humiliate, belittle or degrade children; or otherwise perpetrate any form of emotional abuse.
6. Where possible and practical, the 'two-adult' rule, wherein two or more adults supervise all activities where children are involved and are present at all times, should be followed.

7. Save the Children representatives may work with children who, because of the circumstances and abuses to which they may have been subjected, may use a relationship to obtain "special attention." Save the Children representatives must understand that the adult is always considered responsible for maintaining an appropriate relationship, even if a child behaves inappropriately.
8. Save the Children representatives should not place themselves in compromising or vulnerable positions and should take care not to discriminate against, show differential treatment towards, or favor particular children to the exclusion of others.
9. In communications about children, Save the Children representatives must use only images and language that are respectful and culturally appropriate. For photographs, children must be adequately clothed in accordance with local custom, and poses that could be interpreted as sexually suggestive must not be used.
10. Save the Children reserves the right to conduct criminal background checks as it deems appropriate and as permitted by law.

#### **Reporting a Possible Violation**

Any representative of Save the Children who is concerned or informed about concerns about the safety of a child or other possible violation of this policy has the responsibility to report such concerns so that Save the Children can respond rapidly and take appropriate action.

## **ATTACHMENT 5**

### **Financial Report Guidelines**

Save the Children's financial reporting guidelines are as follows:

A. Financial reports should be provided from the financial software of the Grantee ("in system reports"). If the Grantee has multiple agreements with Save the Children, a separate report is needed for each agreement where each report covers only up to one site of program implementation for the Grantee.

B. Expenditures should be reported to Save the Children using the Grantee's accounting method on a consistent basis. Any necessary accounting adjustments must be made in the current reporting period only. Once a period is reported upon to Save the Children and closed, no adjustments may be made to prior reporting periods.

C. The format of the financial report should include the following items:

1) Budget columns by program costs, line item account codes, and subtotals of program expenses (for example a sub total for in-school and a sub total for Afterschool). The financial report budget columns should list the same line items and amounts as indicated in the Partner budget (Attachment 3).

2) Actual period expenditures column that corresponds to the applicable program costs, account codes and subtotals as per line item listed in the budget in Attachment 3.

3) Cumulative (YTD) expenditures column that corresponds to the applicable program costs, account codes and subtotals as per line items included in the budget in Attachment 3.

4) Balance remaining by program cost, account code and subtotal as per line items listed in the budget in Attachment 3.

5) Reconciliation of program funds summary:

Program funds received Less: Actual cumulative expenditures Equals: Program funds remaining

D. The financial reporting periods and dates are as follows:

Quarter 1 – July 1, 2014 to September 30, 2014 – report due **October 15, 2014**

Quarter 2 – October 1, 2014 to December 31, 2014 – report due **January 10, 2015**

Quarter 3 – January 1, 2015 to March 31, 2015 – report due **April 15, 2015**

Quarter 4: Final Report – April 1, 2015 to June 30, 2015 – report due **July 20, 2015**

Remember: If adjustments to the Grantee's accounting of this grant occur after the end of the period of grant or beyond June 30, 2015 thus reducing the final financial report of expenditures, then SC requests that the Grantee provide a revised final financial report by no later than 30 days of the close of the month in which the adjustment occurred along with payment to Save the Children for the balance of any unspent grant funds (Attachment 1. Terms and Conditions section G.1. (c)).

E. Signed and dated: All financial reports must be signed and dated by the following individuals depending on the fiscal agent managing this grant for your school:

Board of Education: Finance Officer and the school Superintendent

Community Based Organizations: Lead Finance Staff (or CPA if applicable) and Board President.

Other Organization: Lead Finance Staff (or CPA if applicable) and Authorized Institutional Representative

F. Save the Children Finance Contact:

Matthew Thacker, Manager, Finance

Phone: 203.341.8415 mthacker@savechildren.org

**ATTACHMENT 6**  
**Timesheets**



STC Timesheet.xls

# TIMESHEET

Save the Children Grant

Sub-Grantee Name: \_\_\_\_\_

School/Site Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Position: \_\_\_\_\_

Pay Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Over Time	Total Hours
____/____/____	Monday						
____/____/____	Tuesday						
____/____/____	Wednesday						
____/____/____	Thursday						
____/____/____	Friday						
____/____/____	Monday						
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____/____/____	Tuesday						
____/____/____	Wednesday						
____/____/____	Thursday						
____/____/____	Friday						

<b>Total Pay Period Hours</b>	-
-------------------------------	---

Days off: Please fill where applicable Sick, Vacation, Holiday, or other appropriate day above.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Save the Children Budget Line Item Code: \_\_\_\_\_



**ATTACHMENT 7**  
**Early Steps to School Success**  
**Program Progress Reporting**

As part of the weekly work schedule the Early Childhood Coordinator (ECC) will enter enrollment and demographic data, service-delivery information, and assessment results into a secure, web-based monitoring and evaluation database system. The ECC will be trained and supported in the use of the database and the accuracy and compliance is carefully monitored by the data manager and regional Save the Children (STC) Program Specialists.

Specific information that the ECC will enter into the database include the following:

- **Site Details** – Information collected by ECC regarding the Early Steps to School Success (ESSS) site (address, telephone, email and fax, grades served, number of male students, number of female students, and address. Also address, telephone, email, fax for Jefferson County Public Schools (JCPS).
- **Ages 0-3 Family and Child Enrollment** – Basic information for families and children enrolled in the ESSS is gathered by the ECC when a family and/or child are enrolled. Information gathered includes: address; telephone; family identification number (ID) (assigned by STC); family configuration; income range; whether the family has health insurance and any other services or benefits family receives. Also information regarding children enrolled (date-of-birth (DOB), enrollment date, birth weight, whether or not any premature or developmental concerns exist, gender, and ethnicity.
- **Family Risk Inventory** – Using this form, ECC gathers information from the family both by family identification, and through ECC observation. ECC identifies any risks that can contribute to the family's well-being and ability to complete program, and help ECC identify useful resources to help family meet and resolve challenges that exist. A list of possible risks are noted, the ECC checks any that apply and space is provided for follow up as to whether or not the risk was resolved, or if progress was made in resolving it. Family Risk and Resource Inventories are completed upon enrollment (within 45 days), and are updated every six months.
- **Family Resource Inventory** – same process as above, but the resources that are already available in the family's lives are identified. Resources serve to help family cope with difficult situations, and ECC may use these to help the family seek out resources from what is already available to them. ECC may also help to identify resources in the family's life that they may not have realized.
- **Home visits** – At least once a week, the ECC will input data reflective of the home visits that are completed. Information is gathered at each home visit that consists of; date of visit, duration of visit, who was at home during the time of the visit, activities and discussion topics covered, how many times parent reports they read to their child, whether any developmental screenings were done, what strengths or new positive behaviors parent or ECC notes, plans/activities carried out by family since last visit, and any changes in household.
- **Screenings and Referrals** – Any screenings (Ages and Stages Questionnaire or Home Observation for Measurement of the Environment (HOME)) that are conducted during the home visit are recorded here with information of results/scores and follow-up or referral. Information from the HOME subscales is

used to assist ECC in increasing the quality of the individualized services to each family. It is also used for assessing the impact of any home-based services families receive.

- **Child exit/transition to 3-5 programming** – When child leaves the 0-3 home visit component of ESSS, information is gathered for database that tracks whether the child exited the program, or transitioned into a 3-5 year old program such as pre-K or Head Start. Information is collected and entered into the database that records the family and child name, whether it is an exit or a transition the date of the transition or exit, and a reason given if the child is exited instead of transitioned.

- **Ages 3-5 Child Enrollment** – As a child enters the 3-5 year old portion of ESSS, the ECC collects enrollment information from parents, as well as a permission form for the program. Permission to photograph, videotape etc. is obtained from parent. Enrollment information for 3-5 year olds is not as extensive as for Home Visiting (0-3). Information includes: name, site, DOB, Date of enrollment, Child ID#, Parent address etc.

- **Ages 3-5 Participation** – Book Bags are provided to children either once a week, or once every two weeks. A form is included asking parents how many books were read during the time the Book Bag was with the child at home which is entered by the ECC.

- **Child Exit/Transition to Kindergarten** – very similar to the above exit/transition to 3-5 programming, but information is regarding transitioning out of 3-5 programming and into Kindergarten or other setting, along with the date of transition or exit.

- **Assessments** – Each time that the Peabody Picture Vocabulary, or the Picture Language Scale (for Spanish Speakers), or other assessment is given to a child (at ages 3 and 5), the results are recorded by the ECC. Assessment date, the type of assessment, the family and child name, and scores along with any action plan are also recorded.

- **Group Activities** – Each program is required to provide parents with a Parent/Child Group each month. These meetings, along with any other group activities that may be held are recorded here. Information includes: the group name, who hosts the meeting/activity, if any partners are involved, the date it is held, the duration of the meeting, the number of adults and children present as well as the objective of the session and activities that were engaged.

- **Community Partner Meetings** – ECC is required to make at least one or more community contacts every month. This portion of the database records the community partner details by recording the partner agency or organization, the date of the occurrence, the topics addressed and the results or decisions made as a result of the meeting.

- **Staff Development** – The ECC records, on a monthly basis any contact with their Program Specialist, or any other training or staff development opportunities that occurred during the month. The event title, date, duration, topics and summary of learning are all recorded.

**ATTACHMENT 8**  
**Zero Tolerance Fraud Policy**



Zero Tolerance  
Fraud Policy



Save the Children

		Policy	Date	Next Review Date	Policy Owner
			November 2013	November 2015	Office of General Counsel Policy Person: Compliance Officer
<b>Policy Title</b>		<b>Zero Tolerance Fraud Policy</b>			
<b>Who this Policy Applies to</b>		<p>Covered individuals and organizations include:</p> <ul style="list-style-type: none"> <li>Staff, interns, volunteers, and other SCUS representatives</li> <li>Sub-awardees, partners, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products (collectively, Partners)</li> </ul>			
<b>Related Documents</b>		<p>Save the Children US (SCUS), "Part 3: Policies" (Code of Ethics &amp; Business Conduct, Compliance with Law, Regulations and Standards, Financial Transactions/Records and Reports, Gifts and Gratuities, Conflicts of Interest, Beneficiary Safety and Protection, Confidentiality and Proprietary Information, and Reporting Possible Violations), Document Retention, and Integrity Handbook</p> <p>If working with SCUS country offices: SCUS versions of the same (which are controlling for SC employees)</p>			
<b>Policy Statement</b>		<p><b>How we act determines how many children's lives we save and how many children we help.</b></p> <p>We have a <b>zero tolerance</b> policy with respect to fraud committed or attempted by all individuals and organizations covered by this policy.</p> <p>Reasons for this policy:</p> <p>Save the Children is committed to the highest standards of corporate governance, fiduciary duty, responsibility and ethical behavior. Fraud can undermine the viability of our organization, compromise the delivery of our services, breach the trust we have among our stakeholders, and diminish our impact for children. SCUS treats an attempted act of fraud as seriously as an accomplished act.</p> <p>Save the Children will therefore take all practicable steps to:</p> <ul style="list-style-type: none"> <li>maintain this policy and an appropriate management framework that supports compliance with relevant regulations, laws, and our zero tolerance approach.</li> <li>raise awareness of the policy and provide appropriate training for staff.</li> <li>investigate allegations and incidents of fraud and, where fraud is deemed to have occurred, to take all appropriate actions, including legal or disciplinary proceedings if appropriate, against those individuals or organizations covered by this policy.</li> <li>comply with regulatory and other legal and donor requirements including reporting, and all steps as appropriate to recover financial losses.</li> <li>review systems and procedures to prevent similar frauds, and to ensure our commitment to integrity and accountability.</li> </ul>			
<b>Definitions</b>		<p>For purposes of this policy, "Fraud" includes the following dishonest behaviour:</p> <ol style="list-style-type: none"> <li><b>Fraud:</b> any dishonest act by an individual or group characterised by a deliberate intention to conceal or falsely represent, resulting in an actual or potential loss to Save the Children or a third party, whether or not for personal gain. Examples of fraud include: false invoicing, bribery, payroll or procurement fraud, diversion of assets, forgery and money laundering.</li> <li><b>Theft:</b> dishonestly taking or appropriating any item of property that belongs to</li> </ol>			



**Rules and Procedures for Assuring Compliance**

another.

**1. Prevention and Awareness**

All SCUS staff, interns, volunteers, and representatives covered by this policy must:

- a) read and comply with this Policy. Failure to comply with this Policy will be treated as a serious matter and may result in disciplinary or legal measures being taken.
- b) Behave in an honest manner while carrying out SCUS' work.
- c) take training and awareness classes, as requested, and familiarize themselves with related SCUS (and, where applicable, SCF) policies. All SCUS staff must undertake an initial fraud training as part of the new employee orientation, and/or within the first three months following the promulgation of this policy, and must take refresher trainings consistent with our Code of Conduct and Business Ethics requirements.
- d) avoid situations which may lead to their behaviour being misinterpreted as dishonest. You should consider the following actions, depending on the circumstances: undertaking a risk assessment of new projects; reviewing contracts to ensure appropriate contractual clauses are incorporated (e.g. the ability to terminate for breaching this Policy), creating segregation of duties in program design.
- e) ensure that you follow all appropriate SCUS policies and procedures to minimize the chance of dishonest behaviour occurring. This is important where SCUS policies and procedures are created specifically to minimize fraud or unethical or illegal conduct. (See above for relevant policies).
- f) declare to their supervisor any possible conflict of interest that might leave them open to a suspicion of fraud or corruption (for example, a friend or family member working for a supplier).

Managers at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given training on the Policy.

Staff in positions of particular fiduciary responsibilities (e.g. legal, finance, procurement, internal audit) shall take training associated with detecting, preventing, reporting, investigating, and addressing fraud relating to these particular areas, as requested.

See below for Rules and Procedures applying to Partners.

**2. Reporting**

SCUS staff, interns, volunteers, and representatives covered by this policy must:

- a) immediately report any suspicion of fraud in whatever form, even if it does not directly affect SCUS, to their direct supervisor. If you feel you cannot raise the concern with your direct supervisor for any reason, you should contact the senior manager of your team or department. Alternatively, if you feel that you need to raise the issue outside your immediate team, you can report the matter confidentially to the Compliance Officer at [hotline@savechildren.org](mailto:hotline@savechildren.org) or via phone 1-866-849-5828 (in the US) or 203-221-4104 (outside the US). Failure to report a reasonable suspicion of fraud in accordance with this Policy will be treated as a serious issue and may result in disciplinary measures being taken.

Any manager who receives a report under this policy must forward the report to the Compliance Officer at [hotline@savechildren.org](mailto:hotline@savechildren.org).

The General Counsel, and in his/her absence, the Chief Financial Officer, is responsible for reporting matters to regulators, the auditors, the board/board Audit Committee, and the



police on behalf of Save the Children, as appropriate.

Please note that when travelling or working overseas in SCI offices, you may also be required to report to SCI. However, you must also report any incidents or suspicions to SCUS as soon as possible.

See below for Rules and Procedures applying to Partners.

### 3. Investigation

SCUS staff, interns, volunteers and representatives covered by this policy must:

- a) cooperate with any investigation by SCUS.
- b) preserve all records relating to any alleged fraud.

In addition, managers and senior staff must ensure that no employee suffers in any way as a result of reporting a concern in good faith in accordance with the Resolving Employee Grievances and Reporting Possible Agency Policy Violations or Other Misconduct Policy.

See below for Rules and Procedures applying to Partners.

### 4. Accountability

SCUS Management must:

- a) take corrective actions, including disciplinary, legal or other appropriate actions, in light of any findings of fraud, with respect to relevant individuals (including those who committed fraud and/or anyone who knew of such fraud but failed to act).
- b) take steps following any incidents of fraud to review controls and protocols to identify and address any gaps or weaknesses.

### 5. Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products

SCUS's Partners (i.e. Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products) must:

- a) not commit fraud or otherwise behave in a dishonest or corrupt manner while carrying out work on behalf of or in connection with SCUS.
- b) act in accordance with the spirit of this Policy.
- c) immediately report any suspicion of fraud, corruption, or dishonesty in whatever form relating to its work with SCUS to their SCUS key contact. Alternatively, reports may be made directly to SCUS' Compliance Officer at [hotline@savechildren.org](mailto:hotline@savechildren.org).
- d) preserve records required for an investigation.
- e) ensure that their employees and sub-contractors comply with this Policy.
- f) agree to fully and timely reimburse SCUS for all liabilities, losses, costs, penalties, charges or other amounts incurred by SCUS due to a violation or breach by a Partner of this Policy.

All agreements with Partners (as defined above) must include this Policy as an addendum and must include a provision in which the Partner agrees to comply with this Policy.