



King County

**Department of Community and Human Services
Developmental Disabilities and Early Childhood Supports Division
Early Support for Infants and Toddlers Services Deliverables Schedule
July 1, 2023 – June 30, 2024**

Unless otherwise noted, submit Deliverables at <https://redcap.iths.org/surveys/?s=MK9LCPH7EF>

Required Deliverable	Submission Date	Deliverable Details
ESIT Provider Agency Budget	August 31, 2023	The Contractor shall submit a program budget for the 2023-2024 fiscal year, on the budget form provided by the DCYF here: https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials
FY22 State & Local Revenue & Expenditure Report	September 15, 2023	On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services, during the periods of: July 1, 2022, through June 30, 2023.
DCYF Statement of Confidentiality and Non-Disclosure Agreement	Upon hire and as staff role changes are made	The Contractor shall submit the DCYF Statement of Confidentiality and Non-Disclosure Agreement, signed by the Contractor’s staff person(s) who will have access to any personally identifiable information (PII) or data regarding clients who are provided ESIT services
Criminal Background Check Report	October 20, 2023	The Contractor shall submit a criminal background check report to the County program staff. The format shall be provided or approved by the County. This report shall contain a list of all paid and volunteer staff with unsupervised access to children served by the Contract. The report shall include the date their criminal background check was completed, and the date results were received. This report shall be routinely updated to reflect new hires, terminated staff, and a status log of criminal background checks.

Required Deliverable	Submission Date	Deliverable Details
Best Starts for Kids Annual Narrative Report	January 15, 2024 <i>Submission will be via Survey Monkey</i>	The Contractor shall submit responses to Annual Narrative Report questions to County program staff once a year. The Annual Narrative Reports will cover the activities of the previous twelve months (January-December) for the January 15th report. The format and questions for the Annual Narrative Report will be provided by King County.
ESIT Service Provider Verification Report	Due March 15, 2024	The Contractor shall complete and submit the form provided by the County.
Federal Certification and Assurance 2023-2024 Report	July 1, 2024	Report can be found at https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials
Financial Disclosure Certification Form	July 1, 2024	Form can be found at https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials
DCYF Certification of Data Disposition	Two weeks prior to destruction of information	The Contractor shall complete and submit to the County a signed Certification of Data Disposition two (2) weeks prior to the destruction of electronic or paper records.
Certificate of Insurance, Additionally Insured Endorsement, and Cyber Liability Insurance	Within thirty (30) days of contract execution and within two weeks of insurance policy renewal or changes	Detailed King County DCHS insurance requirements can be found at https://kingcounty.gov/depts/community-human-services/contracts/requirements/insurance.aspx
Financial Audits	Per requirements in the Boilerplate in your King County Contract	See Boilerplate in your King County Contract
Subcontracts and Interagency Agreements	Prior to Implementation	The Contractor shall submit subcontracts and interagency agreements with providers who do not hold a current King County ESIT contract.

Required Deliverable	Submission Date	Deliverable Details
Periodic Reporting Requirements	Upon County request	The Contractor shall provide other reports as requested by the County which are deemed reasonable and necessary to manage and administer the ESIT program, or to respond to legislative or external requests.

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