

**Hartford Mayor's Cabinet for Young Children  
Policies and Guidelines  
School Readiness Start-up Costs (C-03)**

The Mayor's Cabinet for Young Children recognizes the importance of start-up funds for new or existing school readiness providers who receive funds to serve additional preschool children. Therefore, in accordance with State requirements, with the award of sufficient funds and approval from the Mayor's Cabinet for Young Children, Hartford's School Readiness Grant may be used to fund start-up activities in new programs or in programs establishing new classrooms or expanding existing classroom space to accommodate six or more additional children.

Pursuant to State policy, start-up costs are established at a maximum rate of \$1,250 per-child in new classrooms and are regarded as a one-time expense at the program/provider level that must be associated with establishing a new School Readiness program or classroom. Costs may include limited renovations, staff or family recruitment and orientation and purchase of supplies and/or equipment for the program.

The Mayor's Cabinet is not obligated to provide start-up funds to sub-grantees since the Cabinet must have been awarded unobligated dollars after determining space allocations to current and anticipated sub-grantees. In addition, the Mayor's Cabinet and its Department of Families, Children, Youth and Recreation's Division for Young Children may prioritize start-up requests based on needs.

The State Department of Education shall issue a "start-up Provision" to the ED 114 Form when such funds are available. Sub-grantees must submit a budget and budget justification for the start-up costs to the Division for Young Children for Cabinet consideration. If approved, the Division for Young Children shall submit the identified new program, the supporting budget modifications on Form ED 114 and the sub-grantee budget and budget justification to the State Department of Education.