

# APPENDIX E

## CERTIFICATION FORM

**By signing below, the Board Chair and Executive Director each attest that:**

To the best of our knowledge, all information contained herein is an accurate portrayal of the activities, financial resources, and partnership functioning of \_\_\_\_\_ County First Steps.

The board of \_\_\_\_\_ County First Steps met on \_\_\_\_\_ (date) and voted to approve the partnership's FY25 Funding Formula Grant Application, including required attachments, which was provided to board members in advance of the meeting for review. Attachments requiring separate board approval include the Budget Spending Plan (with or without carry forward), the Fiscal Signatories Form, and Resource Development Plan. Meeting minutes reflecting these actions will be submitted as part of the Year-End Grant Report, due July 15, 2024.

The board of \_\_\_\_\_ County First Steps met on \_\_\_\_\_ (date) and reviewed the projected data for FY24 and compared it to its actual data and strategy performance relative to South Carolina First Steps Program Accountability Standards. Meeting minutes reflecting this action will be submitted as part of the Year-End Grant Report, due July 15, 2024.

The South Carolina First Steps to School Readiness Act and South Carolina First Steps Partnership and Program Accountability Standards detail requirements governing the operation of local partnerships and their funded strategies. By submitting the enclosed Funding Formula Grant Application to the South Carolina First Steps board of trustees, the board of \_\_\_\_\_ County First Steps certifies its familiarity with these requirements and its commitment to their fulfillment.

County First Steps is responsible for entering complete and accurate data for the FY24 program year into the First Steps Data Collection system by July 15, 2024.

\_\_\_\_\_  
Board Chair (please print)

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director (please print)

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

