

ATTACHMENT A GRANT STATEMENT OF WORK

I. GRANTEE RESPONSIBILITIES.

Grantee will perform the following.

- A. Under the County Outreach Program, the Grantee will be allowed to:
 1. Provide Foster Care Maintenance and receive payments for it under Section 475(4) of the Social Security Acts, which cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child and reasonable travel to the child's home for visitation. In the case of institutional care, these payments will include the reasonable costs of administration and operation of such institution as are necessarily required to provide the same items above;
 2. Be reimbursed for Administrative Expenditures necessary for the proper and efficient administration of DFPS' Title IV-E State Plan as described in this Contract and as further described in 45 CFR 1356.60; and
 3. Be reimbursed for Training Expenditures for the short-term training of:
 - a. Personnel employed or preparing for employment with DFPS or by the County administering portions of the Title IV-E State Plan described in this Contract; and/or
 - b. Current or prospective foster parents and the members of the staff of DFPS-licensed or DFPS-approved childcare institutions providing care to foster children so as to increase their abilities to provide support and assistance to foster children.
- B. Provide services in accordance with Attachment B and Title IV-E Handbook for County Contracts (Handbook) at http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/Files/IVEC_pg_1000.asp#IVEC_1000 to children referred by DFPS;
- C. Ensure allowable Title IV-E Services are provided to children referred by DFPS in accordance with the Handbook.
- D. Establish and/or maintain a Child Welfare Board (the Board) as set out by statute in the Texas Family Code Section 264.005 that will have at least seven, but not more than 15 members appointed by the County Commissioners Court. Each member will serve a three-year term on a rotating basis.
 1. Initially members will be appointed to serve the following terms:
 - a. Third of the members to three-year terms;
 - b. Third of the members to two-year terms; and
 - c. Third of the members to one-year terms.
 2. In successive years, from two to five new members will be appointed.
 3. Members will serve at the pleasure of the Commissioners Court and without compensation.
- E. Ensure that that the Board:
 1. Assist DFPS in identifying and meeting the needs of the children in the County;

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2. Explain the child welfare program and needs to the community and explain to DFPS staff the community's conditions and attitudes on policy, services, and priorities;
 3. Serve in an advisory capacity to the county in the development of local policy to meet the needs of the children in the County under this Contract;
 4. Develop an estimated annual budget for the operations for this Contract, recommend it to the Commissioners' Court and appear in support of it at budget hearings;
 5. Review on a monthly basis child welfare expenditures and receipts, as well as a summary of services delivered during the month;
 6. Prescribe such bylaws, not inconsistent with the terms of this Contract and applicable state and federal laws, as may be necessary or desirable to ensure the efficient operation of the Board. Such bylaws will be approved by written order of the Commissioners Court;
- F. Acknowledges that a portion of the children referred by DFPS will be ineligible for Title IV-E for purposes of reimbursement under this Contract. To ensure compliance with Texas Family Code Section 264.102, the County will allow the Board to continue to provide child welfare services to this population of children.
- G. Authorize the expenditure of Grantee funds and other special funds for the children in the Grantee's County referred by DFPS;
- H. Review on a monthly basis expenditures, receipts and services delivered.
- I. The Grantee will certify that the expenditures reported to DFPS on the 4116X, State of Texas Voucher (Invoice) are allowable expenditures under Title IV-E;
- J. Use DFPS' financial and statistical reporting systems as directed by DFPS; and
- K. Submit on an annual basis Federal Assurances and Certifications as directed by the Contract Manager.

II. DFPS RESPONSIBILITIES.

DFPS will perform the following.

- A. DFPS will refer children to the Child Welfare Board for services;
- B. DFPS will provide the County with a list of IV-E eligible children in the County for invoicing; and
- C. Process and pay the federally reimbursable portion of County-certified IV-E allowable expenditures on the submitted and approved Invoice.

III. INVOICE AND PAYMENT.

A. Budget.

1. Grantee must provide its Contract Manager written notice on an annual basis if the Attachment B will not change.
2. If there is no change to Attachment B, then the Budget will carry over to the next Federal Fiscal Year.

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3. If the Grantee is going to include indirect costs in its invoice, the Grantee will include by reference either the Grantee's approved Indirect Cost Agreement with the Federal Government or the appropriate documentation certifying the Grantee's official indirect cost rate.
- B. Invoice.**
1. Grantee will request payments using the invoice and in an accurate and timely manner for each federal quarter by the end of the following federal quarter and the expenditures in the Invoice must include the information necessary to support these expenditures.
 2. If the quarterly expenditures for the Grantee average or are expected to average less than \$1,000 per quarter, the Grantee may request approval from the Contract Manager to submit invoices on an annual basis with the invoice for each federal quarter submitted and documented separately but at the same time before the end of the first federal quarter of the following federal fiscal year.