

EXHIBIT D

EXAMPLE COMMUNITY SERVICES GRANT STATEMENT OF WORK

I. GRANT INFORMATION	
Grantee Name:	Project Period: December 1, 2026, through August 31, 2031
Grant Agreement Contract Number: HHS0016936XXXXX	Agency Account ID:

II. SERVICE AREA

III. PROGRAMMING		
The following organization(s) will provide the service(s) described below pursuant to this Grant Agreement.		
Organization Providing Service	Service Type	Program Model to be used (if applicable)

IV. PROJECT WORK PLAN
<p>A. Grantee's Project Work Plan describes how Grantee will achieve the Performance Measures set forth in Section VIII herein.</p> <p>B. During the Grant Agreement term, HHSC may allow or make limited modifications to the Project Work Plan to address unanticipated needs identified by Grantee or HHSC.</p> <p>C. Any modification to the Project Work Plan must be allowable under the RFA and requirements of the Grant Agreement.</p> <p>D. Examples of a modification to the Project Work Plan include: updating points of contact; changes to service delivery locations or hours; making subawards; and changes to policies and procedures related to the provision of services, such as the intake process, assessment tools to support determining Participant eligibility, plan for retention, case documentation, referral process, case closure, termination of services, staffing plans, staff training plans, grant administration, and subaward administration.</p>

V. COMMUNITY AND SYSTEMS SUPPORT
Grantee must provide community and systems support in accordance with Grantee's Project Work Plan.

VI. OTHER INITIATIVES OR SERVICES
Grantee must provide additional initiatives or services in accordance with Grantee's Project Work Plan.

VII. GRANTEE PERFORMANCE MEASURES: OUTPUTS AND OUTCOMES	
OUTPUTS	TARGET
Output 1: Expected number of Participants Grantee will serve monthly.	FY 27: FY 28: FY 29: FY 30: FY 31:
Output 2: Expected number of Participants Grantee will serve annually.	FY 27: FY 28: FY 29: FY 30: FY 31:
Output 3: Expected percentage of Participants Grantee will refer to additional services in the community.	90%
Output 4: Expected percentage of Participants who complete Program Experience Surveys.	50%
Output 5: Grantee will lead or actively engage in a local community coalition.	Regular coordination and impact demonstrated through quarterly reporting.
OUTCOMES	TARGET
Outcome 1: Percentage of children who remain Safe while receiving programming.	100%
Outcome 2: Percentage of Participants who report satisfaction with services (agree/strongly agree responses) in at least one domain of completed Program Experience Surveys.	80%

VIII. REPORTING REQUIREMENTS
<p>A. Grantee must submit a monthly expenditure report using the format prescribed by HHSC for allowable expenses that includes an Invoice and a signed scanned purchase voucher.</p> <p>B. Grantee must work with HHSC during the last month of each State Fiscal Year to submit an accurate year-end expenditure report as soon as possible.</p> <p>C. Grantee must enter all required data into PEIRS as directed by HHSC and in accordance with HHSC RFA No. HHS0016936.</p> <p>D. Grantee must submit a Quarterly Report using the template prescribed by HHSC and as directed by HHSC. The reporting periods and due dates are as follows:</p> <p>Quarter 1: September, October, November - due December 15</p> <p>Quarter 2: December, January, February - due March 15</p> <p>Quarter 3: March, April, May - due June 15</p> <p>Quarter 4: June, July, August - due September 15</p> <p>If the due date is on a weekend or holiday, the report is due the first Business Day following the weekend or holiday.</p>

E. Grantee must report additional data elements as required by HHSC.

IX. OTHER GRANTEE REQUIREMENTS

A. Data Collection

1. Grantee must use the PEIRS data collection system required by HHSC. Grantee must enter all required data directly into PEIRS and perform a quality check to ensure all data required by HHSC is included and accurate. Grantee must also enter data each month according to HHSC requirements and guidance.
2. Grantee must review HHSC-generated quarterly performance reports and provide responses as requested by HHSC.

B. Required Background Checks

1. To ensure Participant health and safety, Grantee must follow HHSC requirements regarding background checks and records maintenance.

C. Participant Confidentiality

1. Grantee must take all appropriate steps to maintain Participant confidentiality and obtain any necessary Participant consent for data analysis or disclosure of protected health information, in accordance with applicable federal and state laws, including, but not limited to, authorizations, data use agreements, and business agreements.
2. Grantee must complete required program forms and obtain Participant information as directed by HHSC.

D. Training and Staffing Requirements

1. Grantee must complete ongoing trainings or meetings that are required by HHSC and the specified program model(s).
2. Grantee must allow for flexible schedules for direct service staff and supervisors to accommodate Participant schedules. Schedules should be reasonable and not pose hardship or safety concern for staff or Participants.

E. Program Model Requirements

1. Grantee must implement any program model(s) outlined in its approved budget and Project Work Plan according to the specified model elements and requirements for each program model. Grantee must use curricula, assessments, screening tools, data collection, and protocols required by the program model(s).

F. Program Development and Evaluation

1. Grantee must participate in HHSC-required evaluation activities administered by HHSC and any contracted partners (if applicable).
2. Grantee must not engage in research on program staff and/or Participant population without prior written authorization from HHSC.

G. Monitoring and Oversight

1. Grantee must monitor all subawards and contracts according to HHSC requirements and guidance to ensure that all are adhering to Grant requirements.
2. Grantee must provide written notice to HHSC within 10 Business Days for any change affecting Grantee or this Grant, including, but not limited to, change of Grantee's name or identity, ownership, control, governing board membership, Key Personnel, any problem or

potential problem associated with performance or services, or payee identification number. Grantee must provide HHSC with any documentation or information related to a notification provided under this section.

3. Grantee must notify HHSC of any lawsuit brought against Grantee related to the services provided under this Grant no later than 72 hours after receiving notice of the lawsuit.
4. Grantee must comply with all other requirements as directed by HHSC.

X. INVOICE AND PAYMENT

- A. Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for any activities under this Grant Agreement.
- B. Upon receipt of a proper and verified Invoice, and after deduction of any known previous overpayment made by HHSC, HHSC will pay Grantee from available funds for programming rendered in accordance with the terms of the Grant Agreement.
- C. Grantee must submit an Invoice and purchase voucher in PEIRS monthly, no later than 30 Calendar Days following the month in which expenses were incurred or services provided.
- D. Grantee must work with HHSC during the last month of each State Fiscal Year to submit accurate year-end expenditures as soon as possible.
- E. Grantee must submit a final close-out Invoice in PEIRS not later than 45 Calendar Days following the end of the term of the Grant Agreement. Reimbursement requests received more than 45 Calendar Days following the expiration or termination of the Grant Agreement may not be paid, at the discretion of HHSC.