# ATTACHMENT A
# Statement of Work

## 1.1 Eligible Applicants

Refer to RFA Section 3.1 Eligible Applicants.

## 1.2 Available Grant Funding

Refer to RFA Section V, Grant Funding and Reimbursement Information.

## 1.3 DFPS Mission

Refer to RFA Section 2.2, Program Background.

## 1.4 DFPS Child Protective Services Purpose

Refer to RFA Section 2.1, Purpose.

## 1.5 Community Services

Upon award, DFPS will sign an agreement with Texas Councils of Child Welfare Boards to develop and expand activities of groups that promote services to abused and neglected children or their caregivers.

Refer to RFA Section 2.4 Eligible Activities.

## 1.6 Eligible Applicant Criteria

Refer to RFA Section III, Applicant Eligibility Requirements.

## 1.7 Service Description

Grantee is a voluntary council whose members meet the needs of abused and neglected children, as well as advocating for children's rights.

Grantee shall:

a. Educate the public about child abuse,

b. Coordinate local, regional, state, and national resources for its catchment area,

c. Aid child abuse prevention, and

d. Represent the needs of children, particularly in law-making forums at the federal, state, county, and municipal levels.

### 1.7.1 Regional Representation and Advocacy Efforts

The Grantee must provide the following regional representation and advocacy efforts:

**1.7.1.1** Elect and send regional delegates to the Texas Council of Child Welfare Boards in order to obtain information on statewide activities of protective services for children programs and of child welfare board activities;

**1.7.1.2** Delegates attending the Texas Council of Child Welfare Boards are to share information they gain with other members of the Child Welfare Board;

**1.7.1.3** Provide input from local county child welfare boards to the Texas Council of Child Welfare Boards when needs/concerns are identified; and

**1.7.1.4** Provide follow-up on information disseminated by the Texas Council on Child Welfare Boards, where applicable.

**1.7.1.5** Provide a list of all Child Welfare Board members which includes the counties each represents. Grantee must alert CPS Contract Manager when members change.

### 1.7.2 Community Awareness Activities

The Grantee must provide the following community awareness activities:

**1.7.2.1** Provide advocacy of children's rights to interested individuals, including lawmakers, social workers, and private citizens;

**1.7.2.2** Inform communities of protective services programs;

**1.7.2.3** Encourage local boards to develop community outreach efforts;

**1.7.2.4** Establish and maintain cooperative, productive relationships with DFPS;

**1.7.2.5** When invited by the community or the Department, attend events in order to provide information and to promote community awareness and advocacy concerning the foster care system and abused and neglected children;

**1.7.2.6** Establish and maintain cooperative, productive relationships with community groups in an effort to prevent child abuse; and

**1.7.2.7** Provide empowerment, direction and support to child welfare board members as advocates of abused and neglected children.

### 1.7.3 Training and Support Activities

Grantee will prepare and implement training and support as follows:

**1.7.3.1** Convene joint meetings between Child Welfare Board/Council members and DFPS staff to conduct board/council business and to review expenditures and budget balances, and provide an opportunity for members to meet, discuss common problems, exchange ideas, and develop group support. The Grantee must:

a. Identify an annual business plan for the frequency of meetings in agreement with DFPS and any projected goals;
b. Publicize meeting dates to all members as stated in the bylaws;
c. Maintain attendance logs, which are signed by every person in attendance. The logs must include the dates and times of attendance;
d. Complete and maintain a copy of the minutes from each meeting;
e. Maintain a copy of the business plan and minutes of each of these meetings in the file record; and
f. Distribute minutes of the preceding meeting at each following meeting.

**1.7.3.2 Training**

The Grantee will submit a training request for any allowable training that is not reimbursable through the Title IV-E County Child Welfare Board Contract to the CPS Contract Manager, for approval:

a. At various times throughout the year, selected Board/Council member's attendance may be sponsored at conferences and/or conventions which promote the health, education, and welfare of children;
b. Members attending conferences and seminars will be asked to share information they gain with other council and local members;
c. The manner and date in which this information will be shared must be documented along with the approval to attend said conference or convention; and

d. Request for out-of-state travel must be submitted to the CPS Contract Manager for pre-approval prior to the occurrence of the actual travel.

## 1.8 Documentation Requirements

**1.8.1** Maintain a copy of the current bylaws in the case file. Ensure the bylaws are reviewed and formally adopted at least once every twenty-four (24) months;

**1.8.2** Maintain attendance logs, which are signed by every person in attendance. The logs must include the dates and times of the activity;

**1.8.3** Maintain a copy of the minutes in the case file, which includes references to all information shared during the membership meetings and attendance log which lists names of all participants;

**1.8.4** Sponsor at least one (1) business planning work session to identify and document the needs of the CPS program, and to formulate action plans for regional and county boards.

**1.8.5** Maintain a copy of board/council activity in the case file, which includes the number of presentations with community groups, and other activities related to abused and neglected children; and

**1.8.6** Provide orientation to all members, designed to enhance the knowledge, skills and capacity of their support role to children in DFPS custody.

## 1.9 Billing

The Grantee will submit billing for incurred costs on a monthly basis. Billings will be completed on DFPS Form 4116X, Purchase Voucher and must include documentation for every expense billed. Billings should be submitted to the CPS Contract Manager within thirty (30) days in which costs were incurred, or the completion of service or identified costs for the month were obtained.

## 1.10 Invoicing Process

**1.10.1** Budget and associated narrative - only those expenses itemized and approved will be reimbursed under this grant;

**1.10.2** DFPS funds this Award on a cost reimbursement basis. The Grantee will expend the monies first and DFPS will reimburse for actual, allowable and allocable cost. All expenses must be related to the services provided within the scope of the grantee. Questions about costs not specifically listed in Attachment C, Texas Council of Child Welfare Boards Allowable and Unallowable Costs, should be discussed with and approved by the assigned CPS Contract Manager before expenditure is made. Grantee must provide the following documentation when invoices are submitted for payment:

**1.10.2.1** The current list of members which includes the counties each represents. Grantee must alert CPS Contract Manager when members change;

**1.10.2.2** Without exception, submit a copy of the paid original receipts or invoices and a copy of the associated cancelled checks. All travel must adhere to the policy located at the following link: https://www.dfps.texas.gov/handbooks/Travel_Services/Menu/MenuTRA2000.asp

**1.10.2.3** When members attend conferences or seminars as representatives of the Grantee, the following documentation shall support the request for reimbursement:

a. Travel Voucher including name of who attended as representatives, travel destination (to and from), date and time of departure and return, mileage, purpose of trip, and signature of attendee and a board member;
b. Travel expenses for all conferences and conventions attended, along with the applicable brochure, or other identifying documentation;
c. Pre-approval by CPS Contract Manager for out-of-state travel;
d. Confirmation from attendee that they actually attended;
e. Hotel receipt;
f. Airline/bus receipt; and
g. Actual meal receipts minus tax or gratuity.

**1.10.2.4** When fees and expenses for speakers are needed and are not available as volunteers, the following documents shall support the request for reimbursement:

a. An invoice from provider including date, location, subject of training, and name and address of provider; and
b. List of all members attending.