

EXHIBIT B

SCOPE OF WORK AND FEE SCHEDULE

1. PROJECT DESCRIPTION

The scope of St. Vrain Valley School District RE-1J's (SVVSD's) Project Launch program is to offer support to elementary and middle school students within grades K-8, with a focus on those who are below grade level in reading or math. The program offers summer support in both literacy and math at no cost to any student. The program serves students over a period of 16 business days for six hours per day (four days per week), totaling 96 contact hours.

2. PERFORMANCE RESPONSIBILITIES

SVVSD, in accordance with the terms and conditions in this IGA, shall provide, in a reasonable manner, the following:

A. Goals

- i. Reach 500 6th to 8th grade students with a total of 96 contact hours per student (6 hours over 16 days) across 8 program sites and 1,300 K-5 grade students with 112 contact hours per students (7 hours for 16 days) at 10 program sites.

B. Expected Outcomes

- i. Statistically significant increases in 6-8 mathematical skills, as measured by mastery of grade-level standards, pre- vs. post-test, and K-5 literacy skills as measured by standardized reading foundations assessments.

3. TARGET POPULATION

The target population is elementary and middle school students (K through 8th grade) within the SVVSD, with emphasis on reaching and serving children eligible for free or reduced lunch. Schools included in the Program:

- | | |
|------------------|-----------------------------|
| • Alpine | • Timberline PK-5 |
| • Columbine | • Altona Middle School |
| • Eagle Crest | • LaunchEd |
| • Hygiene | • Longs Peak Middle School |
| • Indian Peaks | • Lyons Middle Senior |
| • Mtn View | • Sunset Middle School |
| • Northridge | • Timberline 6-8 |
| • Rocky Mountain | • Trail Ridge Middle School |
| • Sanborn | • Westview Middle School |

Students are recruited for the program through the fall, winter and spring conferences based on teacher assessment data. Further, outreach is made to connect Spanish speaking families via family liaisons, who are typically native Spanish speakers and cultural brokers.

4. REFERRALS FOR SERVICE

- A.** Contractor agrees to accept and prioritize referrals from students currently enrolled in SVVSD from other service providers and government agencies operating in Boulder County who serve students in SVVSD.
- B.** Contractor agrees to work collaboratively with Boulder County Department of Health and Human Services (BCDHHS) and other community partners to ensure participants

are enrolled in all self-sufficiency benefits for which they are eligible to receive.

- C. Contractor shall make referrals to appropriate service providers in effort to move participants from crisis to stability, establishing a network of care supporting the participant.
- D. Contractor shall refer all participants to their local Family Resource Center (OUR Center, Emergency Family Assistance Association (EFAA), or Sister Carmen Community Center) for additional stabilizing services, depending on their geographic location.

5. MEETINGS AND COMMUNICATION

- A. BCDHHS and Contractor may meet semi-annually to evaluate Contract usage and program effectiveness that may include:
 - i. recommendations for modifications in the scope of services for this IGA Contract,
 - ii. technical assistance necessary to enable the performance of this IGA Contract by Contractor, or
 - iii. the specification of necessary additional services to enable Contractor's performance of the services provided under this IGA Contract.
- B. A fiscal review may be conducted during the IGA term. Prior to this review, BCDHHS may request a copy of Contractor's published annual report for the prior year.
- C. BCDHHS will communicate with Contractor regarding applicable trainings and meetings as available.

6. DELIVERABLE AND REPORTING REQUIREMENTS

- A. Contractor shall submit quarterly reports that track numbers of participants served, which shall include the city in which participant resides (as outlined in Exhibit B-2).
 - i. Reporting is due by the 20th of the month, following the close of each quarter to the following email: hhsimpactreporting@bouldercounty.gov and Estiberson Parra Cordero (eparracordero@bouldercounty.gov).
- B. Contractor shall notify BCDHHS within 30 days of vacancies for positions funded under this IGA Contract. Notification shall be sent in writing to Rory Thomes at rthomes@bouldercounty.gov.
- C. Contractor shall submit an annual qualitative report at the conclusion of each Contract term. Annual reports shall be submitted no later than the 20th of the month following the end of the Contract term. Reports shall be submitted to hhsimpactreporting@bouldercounty.gov and Estiberson Parra Cordero (eparracordero@bouldercounty.gov).

PAYMENT AND REPORTING REQUIREMENTS

1. BUDGET

- A. The total dollar amount for this IGA shall not exceed \$515,000. The approved budget is included as Exhibit B-1, Budget Form.
- B. Contractor has the discretion to transfer up to ten percent (10%) of the approved budget between the major direct cost budget categories without the approval of BCDHHS. Any budget transfer greater than ten percent (10%) requires prior written approval from an authorized BCDHHS representative.

2. PAYMENT AND REPORTING REQUIREMENTS

A. Monthly Invoicing

- i. BCDHHS shall provide Contractor with a monthly invoice template.
- ii. Contractor shall complete and submit monthly invoices and supporting documentation that supports the amount invoiced on/or before the twentieth (20th) calendar day following the reporting period, regardless of the level of activity or amount of expenditure(s) in the preceding report period.
 - a. **Any invoices submitted 90 days after due date will not be accepted by BCDHHS.**
- iii. Monthly invoiced expenses shall be for actual expenditures incurred by the Contractor.
- iv. BCDHHS shall not pay for vacant positions funded through this IGA.
- v. Monthly invoiced expenses may not be reimbursable by any other funding source.
- vi. Monthly invoices shall only include expenditures for the prior billing period. Any adjustments to a previously billed period need to be billed as an amendment to a previous invoice.
- vii. The invoice shall contain the name and title of the person authorized, or his or her designee, to submit claims for payment.
- viii. All invoices, supporting documentation, and applicable reports shall be submitted electronically to BCDHHS via email to:

hhsaccountingoffice@bouldercounty.gov and
rthomes@bouldercounty.gov

B. Supporting Documentation

- i. Monthly invoices shall be supported by a general ledger and/or sub-ledger detail generated from the Contractor's accounting system to include payee, description, date, and amount.
 - a. For personnel requests, an excerpt of the payroll register from the paying system is appropriate. The payroll register should include staff name(s) or initials, period paid, salary and itemized employer-paid taxes and benefits.
- ii. Supporting documentation submitted with monthly invoices must meet or exceed the amount being invoiced.
- iii. Contractor shall keep on site for BCDHHS review, for the IGA term plus three

years, the following supporting documentation for each invoice:

- a. Non-personnel reimbursements must be supported by general ledger or sub-ledger detail generated from Contractor's accounting system.
 1. The ledger detail should include payee, description, date, and amount.
 2. For participant services, participant name must be maintained on file (for those participants who have signed an authorization to release information).
 3. The documentation should include all receipts and/or other original support. Receipts are required for purchases from a single vendor more than \$100.
 4. Travel expenditures should include travel expense reports.
 5. Mileage will be reimbursed at a rate equal to or less than the IRS standard mileage rate.
- b. For personnel requests, an excerpt of the payroll register from the paying system is appropriate. The payroll register should include staff name(s) or initials, period paid, salary and itemized employer-paid taxes and benefits.
 1. Staff working less than 100% on Contracted work may be required via a written amendment to maintain an accurate daily record of hours worked and correct charge codes. These records shall be made available to BCDHHS during financial review visits or upon request.
- iv. If Contractor does not produce sufficient documentation as described above at financial review visits, BCDHHS has the right to recapture any unsupported payments.

C. Payments

- i. Monthly invoices, supporting documentation, and all required deliverables as outlined in Section 6, Deliverable and Reporting Requirements must be submitted in a timely manner and in accordance with the terms of the IGA in order to receive payment.
- ii. BCDHHS will reimburse the Contractor within 30 days of receipt and approval of a fully supported and payable invoice. BCDHHS will follow-up with Contractor within 15 days of receipt should there be any questioned or unsupported costs.

D. Internal Controls

- i. Contractor shall maintain written internal control policies and procedures around financial and accounting practices, including procurement policies and procedures.
- ii. Confidentiality of Client Information and Records: Contractor shall maintain best practices for safeguarding confidential information, including signed certification from Contractor's directors, officers, and employees.
- iii. Conflict of Interest: Contractor shall maintain best practices regarding conflicts of interest in alignment with SVVSD's existing board-adopted conflict of interest policies.
- iv. Written policies and procedures shall be made available to BCDHHS during

financial review visits or upon request. During the IGA term, BCDHHS will request to review Contractor's procurement policy.

3. **SCHEDULE OF ATTACHMENTS:** The following attachments to this Exhibit are hereby attached and incorporated by this reference:

- i. Exhibit B-1, Budget Form
- ii. Exhibit B-2, Program Level Report

**EXHIBIT B-1
BUDGET FORM**

Boulder County Department of Housing and Human Services 2024 RFA: Program Budget Form

Contract Term: 01/01/2024 to 12/31/2024

Agency Name: St. Vrain Valley Schools

Program Name: Project Launch

2024 Approved Amount

515,000

Once you have matched the award amount below, this should be "0" : \$ 0

Feel free to add or change expense rows categories to this form

DESCRIPTION	Boulder County Contribution
Salaries <i>(list positions and indicate FTE allocated to each source)</i>	
Extra duty hourly wages for teachers, staff, and administrators at Boulder County Project Launch sites (a total of 80-100 temporary staff at various Boulder County sites)	\$ 400,746
Payroll Taxes & Benefits	
Extra duty wage PERA benefits at 22.85% of wages listed above	\$ 99,254
Operating Expenses <i>(list costs including travel, rent, utilities, phone, postage, supplies, & printing)</i>	
Includes student supplies, family engagement supplies, student transportation, student meals for selected middle school sites	\$ 15,000
Equipment <i>(list all costs)</i>	
Subcontractor/consultation services <i>(list individual costs)</i>	
Other Costs	
Indirect costs: 8.96% restricted rate (per CDE)	\$ 0
TOTAL Program Budget	\$ 515,000

EXHIBIT B-2 PROGRAM LEVEL REPORT

Name of Organization:	
Name of Program (should match funding award):	
Name of Person Completing Report:	
Program staff email to use if questions arise:	

Quarterly Reporting Metrics	Q1	Q2	Q3	Q4
TOTAL Number of unduplicated individuals served by Program				
TOTAL Number of unduplicated individuals served by residency				
Boulder				
Lafayette				
Louisville				
Longmont				
Erie				
Lyons				
Nederland				
Superior				
Jamestown				
Other Cities Inside Boulder County				
Homeless Inside Boulder County				
Other Cities Outside Boulder County				
Homeless Outside Boulder County				
Unknown				
TOTAL Number of unduplicated individuals served by Program by age				
0-5				
6-12				
13-17				
18-54				
55-91				
TOTAL Number of unduplicated individuals served by Program - Race				
American Indian/Alaska Native				
Asian				
Black/African American				
Native Hawaiian or other Pacific Islander				
Mixed Race				
White/Caucasian				
Other				
Unknown				
TOTAL Number of unduplicated individuals served by Program - Hispanic, Latino or Spanish origin				
No, Not of Hispanic, Latinx, or Spanish origin				
Yes, of Hispanic, Latinx, or Spanish origin				
Unknown				
TOTAL Number of households served by Program - Primary Household Language				
English				
Spanish				
Other				
Unknown				
TOTAL Number of households* served by Program				
Number of households with children ages 0-17				

* note: single individuals living alone = 1 household