ATTACHMENT A
GRANT STATEMENT OF WORK

I. GRANTEE RESPONSIBILITIES.

Grantee will perform the following:

A. Assist the DFPS in providing fair, adequate and expeditious judicial determinations and services regarding children eligible for services under Title IV-E of the Social Security Act (Title IV-E);

B. Provide services in accordance with Attachment B: Budget and Cost Allocation Plan and Attachment F: FY20 DFPS Finance Handbook for County Legal Contracts (Handbook). This Contract will incorporate "Attachment F: FY20 DFPS Finance Handbook for County Legal Contracts" until such time as DFPS updates the DFPS Title IV-E County Handbook, Section 5000, located at the following link:

   https://www.dfps.state.tx.us/handbooks/Title_IVE_County/Files/IVEC_pg_5000.asp#IVEC_5000

   After DFPS has updated the DFPS Title IV-E County Handbook, both parties agree that a notice from DFPS of the completed updates will have the effect of removing "Attachment F: FY20 DFPS Finance Handbook for County Legal Contracts" from the Contract and replacing all references to such attachment with the updated DFPS Title IV-E County Handbook, Section 5000;

C. Assist DFPS in identifying and meeting the needs of the children in the Grantee's County who are referred by DFPS;

D. 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;

E. Maintain staffing at the level approved by the Commissioners' Court in its annual budget for each year in which the Contract is in effect;

F. Authorize the expenditure of Grantee funds and other special funds for the children in the Grantee's County referred by DFPS;

G. Review on a monthly basis expenditures, receipts and services delivered;

H. 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;

I. Use DFPS' financial and statistical reporting systems as directed by DFPS; and

J. Submit on an annual basis Federal Assurances and Certifications as directed by the Contract Manager.

II. DFPS RESPONSIBILITIES.

DFPS will perform the following.

A. Provide the Grantee with child population each quarter.

B. Process and pay the federally reimbursable portion of County-certified IV-E allowable expenditures on the submitted and approved invoice.

ATTACHMENT A
GRANT STATEMENT OF WORK

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.
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.