

ATTACHMENT 1
STATEMENT OF WORK/BUDGET/OTHER TERMS AND CONDITIONS

I. OVERVIEW

The Department of Children and Family Services (DCFS), the Louisiana Child Welfare Training Academy (LCWTA), The Pelican Center, and the Louisiana Universities Child Welfare Workforce Alliance have formed an alliance with the goal of improving permanency, safety, and well-being for Louisiana children, youth, and families by improving the systems in the State that recruit, train, and supervise child welfare professionals.

II. SCOPE OF WORK

Contractor shall provide one (1) **Full-Time Title IV-E DCFS University Liaison** to implement DCFS/LCWTA/University Alliance efforts to recruit, equip and retain child welfare scholars in child welfare in Louisiana, including BSW and MSW scholars and DCFS employees participating in the MSW Employee Educational Support Program. Contractor shall provide two (2) **Full-Time Child Welfare Consultants/Trainers** to provide training, coaching and mentoring to DCFS child welfare staff and facilitate effective on-boarding, on the job training and transfer of learning, and retention activities of new staff in two areas of the state. Contractor shall provide one (1) **Child Welfare Training Specialist** to support the delivery of training, especially virtual training and effective and efficient utilization of the learning management system. Contractor shall provide up to ten (10) **WAE Child Welfare Coaches/Trainers** to support the overall efforts of the DCFS/LCWTA/University Alliance partnership to support child welfare scholar graduates, DCFS and tribal child welfare staff, foster and birth parents, and partners working in the child welfare system through training and professional development, support groups, clinical supervision, and other child welfare workforce development and retention activities.

Contractor shall provide supplemental compensation, to be known as the **Child Welfare Excellence Program**, to DCFS child welfare staff who invest in and effectively advance strategic child welfare workforce priorities. Strategic areas of focus include those selected and effectively serving as Title IV-E internship supervisors, supporting and achieving advanced certifications in prioritized areas of child welfare practice (e.g., advanced supervisory practice, management, advanced clinical child welfare practice, CFSR/PIP priorities, etc.), achieving training certifications in prioritized areas of training/talent development, and providing training to child welfare staff in those areas, providing BACS clinical supervision to child welfare staff to achieve advanced levels of social work licensure, and other child welfare workforce talent development

investments agreed upon by DCFS and the LCWTA/University Alliance. Strategic child welfare workforce priorities and supplemental compensation amounts to support Child Welfare Excellence will be defined in DCFS rewards and recognition and/or optional pay policies as needed.

III. GOALS /OBJECTIVES

The goal of this project is to insure a stable, skilled, and competent child welfare workforce within the Department of Children and Family Services (DCFS) to promote better outcomes for children and families served by the agency.

IV. BUDGET

LCWTA through Southeastern will pay the state share of the salary and fringe costs of the positions and the Child Welfare Excellence Program. DCFS will drawdown eligible Title IV-E funds at the appropriate 75% or 50% Title IV-E rate for the costs. The chart below estimates the state share of the salary and fringe for the Title IV-E DCFS University Liaison (1), CW Consultants/Trainers (2), CW Training Specialist (1) , and CW Coaches/Trainers (10). For simplicity, the budget for the two Child Welfare Consultant/Trainer positions, Child Welfare Training Specialist and the Child Welfare Excellence Program is based on 100% of the costs at the 75% eligible IV-E training rate, while the budget for the IV-E Liaison and WAE coaches/trainers is based on 100% of the costs at the 50% eligible IV-E training rate. The time for all positions will be tracked and reported monthly to cost allocation for making appropriate allocations to the 75% and 50% categories. The budget is based on a projected Title IV-E eligibility rate of 55%.

State Share Calculation:

$(\text{Amount} \times \text{Eligibility Rate}) \times \text{Federal Reimbursement Rate} = \text{Federal Reimbursement Amount}$
 $\text{Amount} - \text{Federal Reimbursement} = \text{State Share}$

Example:

IV-E DCFS University Liaison \$80,000 salary/fringe $\times 55\% = \$44,000 \times 50\% = \$22,000$
Federal Reimbursement .

$\$80,000 (\text{Amount}) - \$22,000 (\text{Federal Reimbursement}) = \$58,000 \text{ State Share.}$

Budget Overview Year 1

Item	Total
Title IV-E DCFS University Liaison	\$58,000.00
Child Welfare Consultants/Trainers	\$117,500.00
Child Welfare Coaches/Trainers	\$181,250.00
Child Welfare Training Specialist	\$38,187.00
Child Welfare Excellence Program	\$117,500.00
Total	\$512,437.00

Budget Breakdown Year 1

Item	Amount	Eligibility Rate (55%)	Admin IVE (50%)	Training IVE (75%)	State Share

IVE DCFS Univ. Scholar Liaison	\$80,000	\$44,000	\$22,000		\$58,000
CW Consultant Trainers (2)	\$200,000	\$110,000		\$82,500	\$117,500
CW Training Specialist	\$65,000	\$35,750		\$26,812	\$38,187
Part-time CW Coaches/Trainers (10)	\$250,000	\$137,500	\$68,750		\$181,250
Child Welfare Excellence Pgm	\$200,000	\$110,000		\$82,500	\$117,500
TOTAL	\$795,000		\$90,750	\$191,812	\$512,437

Budget Overview Year 2

Item	Total
Title IV-E DCFS University Liaison	\$58,000.00
Child Welfare Consultants/Trainers	\$117,500.00
Child Welfare Coaches/Trainers	\$181,250.00
Child Welfare Training Specialist	\$38,187.00
Child Welfare Excellence Program	\$117,500.00
Total	\$512,437.00

Budget Breakdown Year 2

Item	Amount	Eligibility Rate (55%)	Admin IVE (50%)	Training IVE (75%)	State Share
IVE DCFS Univ. Scholar Liaison	\$80,000	\$44,000	\$22,000		\$58,000
CW Consultant Trainers (2)	\$200,000	\$110,000		\$82,500	\$117,500
CW Training Specialist	\$65,000	\$35,750		\$26,812	\$38,187
Part-time CW Coaches/Trainers (10)	\$250,000	\$137,500	\$68,750		\$181,250
Child Welfare Excellence Pgm	\$200,000	\$110,000		\$82,500	\$117,500
TOTAL	\$795,000		\$90,750	\$191,812	\$512,437

Budget Overview Year 3

Item	Total
Title IV-E DCFS University Liaison	\$58,000.00
Child Welfare Consultants/Trainers	\$117,500.00
Child Welfare Coaches/Trainers	\$181,250.00

Child Welfare Training Specialist	\$38,187.00
Child Welfare Excellence Program	\$117,500.00
Total	\$512,437.00

Budget Breakdown Year 3

Item	Amount	Eligibility Rate (55%)	Admin IVE (50%)	Training IVE (75%)	State Share
IVE DCFS Univ. Scholar Liaison	\$80,000	\$44,000	\$22,000		\$58,000.00
CW Consultant Trainers (2)	\$200,000	\$110,000		\$82,500	\$117,500.00
CW Training Specialist	\$65,000	\$35,750		\$26,812	\$38,187.00
Part-time CW Coaches/Trainers (10)	\$250,000	\$137,500	\$68,750		\$181,250.00
Child Welfare Excellence Pgm	\$200,000	\$110,000		\$82,500	\$117,500.00
TOTAL	\$795,000		\$90,750	\$191,812	\$512,437.00

Total 3 Year Budget

Item	Year 1	Year 2	Year 3	3 Year Total
Title IV-E DCFS University Liaison	\$58,000.00	\$58,000.00	\$58,000.00	\$174,000.00
Child Welfare Consultants/ Trainers	\$117,500.00	\$117,500.00	\$117,500.00	\$352,500.00
Child Welfare Coaches/Trainers	\$181,250.00	\$181,250.00	\$181,250.00	\$543,750.00
Child Welfare Training Specialist	\$38,187.00	\$38,187.00	\$38,187.00	\$114,561.00
Child Welfare Excellence Program	\$117,500.00	\$117,500.00	\$117,500.00	\$352,500.00
Total	\$512,437.00	\$512,437.00	\$512,437.00	\$1,537,311.00

V. OTHER TERMS AND CONDITIONS

- **Performance Measures**

Contractor shall provide Southeastern Louisiana University and maintain on file all items that document the completion of deliverables as outlined in this contract.

- **Equipment/Supplies**

Contractor is responsible for furnishing all equipment required to perform all services and/or activities detailed in this scope of work. Equipment includes, but is not limited to, laptops, projectors, speakers, or any other device necessary to perform required services. The LCWTA/DCFS may furnish supplies and materials to contractor; however, it is the responsibility of the contractor to ensure that all materials and supplies required for services rendered are requested and received at least seven business days before service date.

- **Monitoring Plan**

All work performed by the Contractor will be monitored by the Louisiana Child Welfare Training Academy Program Coordinator or designee in partnership with designated DCFS Liaison:

Southeastern Louisiana University / LCWTA

Dr. Corie Hebert

Principal Investigator

Phone: 985-549-2187

Email: Corie.Hebert@southeastern.edu

DCFS Liaison

Jan Byland or Designee

LCWTA Director

Phone: 225-993-1607

Email: Jan.Byland.DCFS@LA.Gov

- **Invoicing and Payment**

Contractor shall submit itemized invoices monthly for successful completion of deliverables. Each monthly invoice should be submitted by the 15th of the month after the month of completion of deliverables. Payment of invoices is subject to approval and dependent upon funding availability. All invoices shall be submitted to:

Southeastern Louisiana University/LCWTA

Laura DiMattia

SLU 10863

Hammond, LA 70402

Phone: 985-549-5692

Email: laura.dimattia@selu.edu

- **Travel**

All travel, lodging, transportation, meal, and entertainment costs are the responsibility of the Contractor.

- **Confidentiality**

Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g., financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties.

- **Data/Record Retention**

Contractor shall retain all its books, records, and other documents relevant to this Contract and the funds expended hereunder for at least five (5) years after final payment, or as required by applicable Federal law, if Federal funds are used to fund this Contract. Contractor shall comply with all applicable State and Federal laws regarding data retention and provide for a transition period that accommodates all data retention requirements of the State, including data retained and length of retention, following Contract termination, regardless of the reason for Contract termination. Additionally, all State data must be sanitized in compliance with the most currently approved revision of NIST SP 800-66.

- **Modifications**

Any changes to the scope of work as listed will require the written approval of both parties.

CONTRACT
For Personal, Professional, Consulting or Social Services
Over \$2,000
Between Southeastern Louisiana University And

1. Contractor Legal Name:		Louisiana Department of Children and Family Services			
2. Contractor Street Address:		627 North 4th Street			
Contractor City:	Baton Rouge	State:	LA	Zip:	70802

3. Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract shall be contractor's obligation and identified under Federal Employer ID or Social Security Number:	REQUIRED
	72-6000800 FED ID or SSN

4. Contractor hereby agrees to furnish the following services (if the scope of services are more lengthy than space provided here or contractor requires an additional form of agreement, it may be attached separately and incorporated by reference, i.e., Attachment 1 shall be a part hereof):

Contractor shall provide one (1) Full-Time Title IV-E DCFS University Liaison to implement DCFS/LCWTA/ University Alliance efforts, (2) Full-Time Child Welfare Consultants/Trainers to provide training, coaching and mentoring to DCFS child welfare staff, (1) Child Welfare Training Specialist to support the delivery of training, and up to ten (10) WAE Child Welfare Coaches/Trainers. Additionally, Contractor shall provide supplemental compensation, to be known as the Child Welfare Excellence Program, to DCFS child welfare staff who invest in and effectively advance strategic child welfare workforce priorities. See Attachment 1: Statement Of Work/Budget/Other Terms And Conditions

5. Maximum Contract Amount for Services Described in Item 4:	\$1,537,311.00
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6. If progress and/or completion to the reasonable satisfaction of the State is obtained, payments are scheduled as follows (mark and complete one payable only):

<input type="checkbox"/>	Payable in (1) one installment of _____ upon completion
<input type="checkbox"/>	Payable in _____ monthly installments of _____ per month
<input type="checkbox"/>	Payable in (multiple) installments of _____
<input checked="" type="checkbox"/>	Payable as follows: Cost Reimbursement

7. Travel and Other Reimbursable Expenses (mark one only):

<input checked="" type="checkbox"/>	A. Not applicable to contract. Maximum contract amount is for services only.
<input type="checkbox"/>	B. Maximum contract amount <u>includes</u> travel, lodging, meals and other expenses. Note: Travel expenses detailed to be reimbursed are subject to PPM 49 State Travel regulations; Any other expenses detailed to be reimbursed shall be invoiced and itemized with receipts. State expenses to be reimbursed: _____

8. Payment will be made only on the approval of (name and title):
Dr. Corie Hebert or Designee

9. Contract Start Date:	July 1, 2020	End Date:	June 30, 2023
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10. Other conditions for termination in addition to termination for cause and termination for convenience may be stated here, if any.

11. Contract

SOUTHEASTERN LOUISIANA UNIVERSITY (hereinafter sometimes referred to as "State") and CONTRACTOR AS IDENTIFIED UNDER SECTION 1 (hereinafter sometimes referred to as "Contractor") do hereby enter into contract under the terms and conditions stated herein.

12. Taxes

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Contractor's obligation and identified under tax identification number in Section 3. In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

13. Termination For Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option,

place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

14. Termination For Convenience

The State may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to extent work has been performed satisfactorily.

15. Remedies for Default

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 39:1672.4

16. Ownership

All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

17. Assignment

The Contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contractor from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

18. Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of Contractor which relate to this contract.

19. Term of Contract

This contract shall commence and terminate on the dates as stated in Section 9.

20. Fiscal Funding

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful

purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date beginning of the first fiscal year for which funds are not appropriated.

21. Discrimination Clause

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disabilities or age.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

22. Prohibition of Discriminatory Boycotts of Israel

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

THUS DONE AND SIGNED AT Hammond, Louisiana, on the day, month and year signed and dated by the State.

CONTRACTOR SIGNATURE	STATE AGENCY SIGNATURE
Contractor Name Louisiana Department of Children and Family Services	State Agency Name Southeastern Louisiana University
Signature	Signature (*) (*) Signature of University President or Vice President required on contract to bind State
Title Undersecretary	
Date August 12, 2020	Title
Telephone No. (225) 342 - 4044	Date

NOTE: For contracts in excess of \$20,000, this contract is not effective until approved by the Director of the Office of State Procurement in accordance with LA R.S. 39:1595.1. It is the responsibility of the contractor to advise the agency in advance if contract funds or contract terms may be insufficient to complete contract.

Rvsd. 12/19