

## **Community Priority Fund**

### **Article II: Scope of Work**

1. Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced
2. Brief description of how subrecipient's approach is reasonable and proportional to a public health or negative economic impact of COVID-19.
3. Activities
4. Objectives
5. Deliverables
6. Subrecipient Monitoring

Subrecipient will participate in monthly and/or quarterly monitoring meetings with County Data and Evaluation managers (frequency to be determined by County based on risk assessment). Subrecipient monitoring may include in-person or virtual meetings; site visits; and/or submission and review of financial statements, performance data, organizational or program policy, program/project timeline(s), or other materials as needed to ensure compliance with federal award guidance.

7. Participation in Evaluation Activities

Subrecipient will:

- a. Work with County Data and Evaluation Managers to:
  - i. Select performance, outcome, and equity measures to be submitted as part of quarterly programmatic reports, in addition to federally required data elements.
  - ii. Develop internal capacity including data collection tools, software, processes (e.g., logic models, flow charts, etc.), and procedures to support data collection and reporting.
- b. Participate in regular (monthly to quarterly) meetings with Data and Evaluation Managers and with Community Priority Fund cohort to participate in trainings and evaluation skill-building activities.
- c. Adhere to all relevant laws and regulations to protect privacy and confidentiality of beneficiary/participant data.

**Attachment B: Approved Budget**

1. Approved Budget

Category	Amount				Description
	2022	2023	2024	Total	
Payroll & fringe (wages, FICA & benefits)					
Occupancy (rent)					
Furniture & Equipment					
Computer equipment & phones					
Travel and/or transportation					
Office expenses (phone, stamps, postage, supplies)					
Information Technology (, internet, Zoom, software)					
Printing & marketing					
Professional development					
Professional services (grant writer, evaluation consultation)					It may also be part of indirect costs
Other (specify)					
<b>Indirect Cost:</b> Utilities Maintenance Insurance Accounting					
Subtotal				<b>TOTAL:</b>	

2. Use of Funds

The Subrecipient agrees to only incur costs under this agreement which are eligible under the Cost Principles detailed in Section 200.400-475 of the Uniform Guidance.

3. Revision of Budget and Program Plans (2 CFR 200.308)

Any revisions to the budget or proposed use of funds from those outlined in this scope of work or the original proposal must receive prior approval in writing from the County.