

STATE OF SOUTH DAKOTA  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL AVENUE  
PIERRE, SOUTH DAKOTA 57501-3182

**Independent Living Services Program –**  
**Community Resource People**  
PROPOSALS ARE DUE NO LATER THAN 03.06.2018 by 5:00 p.m. (CST)

RFP #1221

BUYER: Division of Child  
Protection Services

POC: Mark Close  
[Mark.Close@state.sd.us](mailto:Mark.Close@state.sd.us)

**READ CAREFULLY**

FIRM NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TYPE OR PRINT NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

ZIP (9 DIGIT): \_\_\_\_\_ FAX NO: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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PRIMARY CONTACT INFORMATION

CONTACT NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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## **1.0 GENERAL INFORMATION**

### **1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to select an offeror to provide support services regarding development of independent living skills for you age 15 through 18 in foster care so that the youth are able to live independently as adults. The services will be provided in the seven (7) Division of Child Protection Services' Regions that cover South Dakota's 66 counties. The contractor will also provide support to youth up to the age of 21 that have transitioned to adulthood from Child Protection Services care. The offeror will stay in contact with these youth that are 19 and 21 to meet the requirements of the National Youth in Transition Database (NYTD). The offeror will provide individual assistance to youth; work with youth to maintain and develop supportive relationships; provide information on health issues and health care to youth; educate youth on community resources and assist youth in accomplishment of their education goals. The program is known as the Community Resource People Program.

### **1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Child Protection Services. The reference number for the transaction is RFP #1221. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, amendments, etc.

### **1.3 LETTER OF INTENT**

All interested offerors are requested to submit a non-binding **Letter of Intent** to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

The letter of intent must be received by email in the Department of Social Services by no later than 01.22.2018 and must be addressed to Mark Close at Mark.Close@state.sd.us. Place the following, exactly as written, in the subject line of your email: **Letter of Intent for RFP #1221**. Be sure to reference the RFP number in any attached letter or document.

### **1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication	<u>01.11.2018</u>
Letter of Intent to Respond Due	<u>01.22.2018</u>
Deadline for Submission of Written Inquiries	<u>01.30.2018</u>
Responses to Offeror Questions	<u>02.08.2018</u>
Proposal Submission	<u>03.06.2018 by 5 p.m. CST</u>
Proposal Revisions (if required)	<u>To be announced if needed</u>
Anticipated Award Decision/Contract Negotiation	<u>04.10.2018</u>

### **1.5 SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received in the Department of Social Services by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original, 6 (copies) identical copies, and one (1) digital, Portable Document Format (PDF) copy loaded on a USB flashdrive of the proposal, all attachments, and the cost proposal(s) must be submitted.

All proposals must be signed in ink by an officer of the responder legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**Request For Proposal #1221 Proposal Due 03/06/2018  
South Dakota Department of Social Services  
Attention: Mark Close  
700 Governors Drive  
Pierre SD 57501-2291**

No punctuation is used in the address. The above address as displayed should be the only information in the address field.

No proposal may be accepted from, or any contract or purchase order awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

**1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

**1.7 NON-DISCRIMINATION STATEMENT**

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

**1.8 MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

**1.9 OFFEROR INQUIRIES**

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after 01.30.2018. Email inquiries must be sent to [Mark.Close@state.sd.us](mailto:Mark.Close@state.sd.us) with the following wording in the subject line: **RFP #1221 Questions**.

The Department of Social Services (DSS) will respond to offerors' inquiries by posting offeror aggregated questions and Department responses on the DSS website at <http://dss.sd.gov/keyresources/rfp.aspx> no later than 02.08.2018. For expediency, DSS may combine similar questions. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

#### **1.10 PROPRIETARY INFORMATION**

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

#### **1.11 LENGTH OF CONTRACT**

The contract resulting from this RFP will be issued for a period of one (1) one-year (effective 06.01.2018) and up to (4) four, one-year option renewal periods not to exceed four (4) years at the discretion of the State of South Dakota based on performance and/or the continued availability of funds. The laws of South Dakota shall govern this transaction.

#### **1.12 GOVERNING LAW**

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in Hughes County, State of South Dakota. The laws of South Dakota shall govern this transaction.

### **2.0 STANDARD AGREEMENT TERMS AND CONDITIONS**

Any contract or agreement resulting from this RFP will include, at minimum, the State's standard terms and conditions as seen in Attachment A. As part of the negotiation process, the contract terms listed in Attachment A may be altered or deleted. The offeror should indicate in their response any issues they have with any specific contract terms. If the offeror does not indicate any contract term issues, then the State will assume the terms are acceptable.

### **3.0 SCOPE OF WORK**

The Department of Social Services' vision is Strong Families – South Dakota's Foundation and Our Future. The Division of Child Protection Services' purpose is working together to bring safety, permanency, and well-being to families to build a better tomorrow. As part of the Department of Social Services mission to strengthen and support families, Child Protection Services provides services to children that have been placed into foster care because they cannot remain safe in their own home.

South Dakota law requires that the Department of Social Services provide services to children age 14 or older that are in foster care to assure that they are able to live independently as adults. These services are referred to as Independent Living Services. In addition, the Division of Child Protection Services provides Independent Living Services to youth that are expected to transition to adulthood from foster care (until the age of 21). In order to meet this responsibility, the Division of Child Protection Services developed a community-based contract program called the Community Resource People Program to provide support services to the youth. The role of

the Community Resource People is to provide certain services that are part of the Independent Living Services program including: completing assessment of youth's independent living needs; promoting connections; assisting youth toward completion of their educational goals; facilitating independence through support and collaboration with other stakeholders; providing staff to coordinate and support the advocacy group Young Voices; and assisting youth in Child Protection Services care or youth that have left care with participating in the National Youth in Transition Database survey at the ages of 17, 19 and 21 year old.

There are seven regions composed of 19 Division of Child Protection Services' offices to cover the 66 counties in South Dakota. Proposals must include service provision for all 66 counties.

**Region 1**

Region 1 consists of 1 county which is Pennington

Approximate number of youth served annually:

45 - 55 youth 16 – 18 year old

15 - 20 youth over 18 years old – up to 21 years old

**Region 2**

Region 2 consists of 9 counties. Counties included in this area are: Harding, Butte, Meade, Lawrence, Custer, Fall River, and Bennett counties.

Approximate number of youth served annually:

20 -25 youth 16-18 years old

5 - 8 youth over 18 years – up to 21 years old

**Region 3**

Region 3 consists of 13 counties. Counties included in this area are: Perkins, Corson, Campbell, Ziebach, Dewey, Walworth, Stanley, Potter, Sully, Hyde, Hughes, Jones and Haakon counties.

Approximate number of youth served annually:

30 -35 youth 16 – 18 years old

5 - 8 youth over 18 years – up to 21 years old

**Region 4**

Region 4 consists of 7 counties. Counties included in this area are: Lyman, Buffalo, Mellette, Tripp, Brule, Gregory and Todd counties.

Approximate number of youth served annually:

12 - 20 youth 16 – 18 years old

5 - 8 youth over 18 years – up to 21 years old

**Region 5**

Region 5 consists of 22 counties. Counties included in this area are: McPherson, Brown, Marshall, Robert, Edmunds, Day, Grant, Faulk, Spink, Clark, Codington, Deuel, Hamlin, Hand, Beadle, Kingsbury, Brookings, Jerauld, Sanborn, Miner, Lake and Moody counties.

Approximate number of youth served annually:

20 - 28 youth 16-18 years old

10 - 13 youth over 18 years old

**Region 6**

Region 6 consists of 2 counties which are Minnehaha and Northern Lincoln counties

Approximate number of youth served annually

50 - 60 youth 16 – 18 years old

20 - 25 youth over 18 years up to 21 years old

**Region 7**

Region 7 consists of 13 counties. Counties included in this area are: Aurora, Davison, Hanson, McCook, Charles Mix, Douglas, Hutchinson, Turner, Southern Lincoln, Bon Homme, Yankton, Clay, and Union.

Approximate number of youth served annually:

10 – 18 youth 16 – 18 years old

5 - 8 youth over 18 years up to 21 years old

### **3.1 Services for youth in Department of Social Services' custody:**

The offeror will be expected to provide services to youth that are in foster care under the custody of the Department of Social Services. The needed services will be based on the Casey Family Life Skills Assessment and the Independent Living Services case plan that is developed with the youth.

Describe in the RFP proposal how the offeror will:

- A. Assure the Community Resource People services are available to the 66 counties in the state to youth in Child Protection Services, BIA, tribal child welfare and Department of Correction care. Describe how these areas will be covered with the Community Resource People.
- B. Identify a main location for each of the Community Resource People that will be providing services and their role with the program.
- C. Work with youth age 16 and older, the Division of Child Protection Services, and the youth's placement resource to complete the Casey Family Life Skills Assessment and implement the youth's case plan related to development of independent living.
- D. Coordinate and collaborate with the Division of Child Protection Services and other key stakeholders to ensure seamless Independent Living Services for youth leaving care and services for youth still in care.
- E. Provide individual assistance to youth and monitor, supervise and coordinate services for youth in key areas of independent living.
- F. Stay connected with youth that were in the custody of the Department of Social Services and that have transitioned to adulthood from foster care by keeping contact with them through social networking avenues and other means.
- G. Promote connection with family members and other significant people in the youth's life.
- H. Collaborate with youth who need adult support by establishing a mentor with youth (mentoring means that the youth has been matched with a trained adult for a one-to-one relationship for the purpose of providing guidance and support to the youth. Mentoring can be short-term, but it may also support the development of a long-term relationship).

### **3.2 Services to youth that have transitioned from foster care:**

The offeror will be expected to be available to provide services to youth that were in foster care under the custody of any South Dakota state or tribal program and that have transitioned from foster care to help the youth to live independently within a community.

Describe in the RFP proposal how the offeror will:

- A. Act as a central point of contact and referral source for Independent Living Services for youth between the ages of 18 to 21 that have transitioned to adulthood from foster care with additional consideration for youth with special needs.
- B. Provide outreach to tribal child welfare programs regarding training and other independent living support services.
- C. Use the Community Resource People positions to provide outreach and guidance to youth that have transitioned to adulthood with the National Youth in Transition Database survey that needs to be completed with the youth at age 19 and 21 that were in foster care.

### **3.3 Training for youth in foster care:**

The offeror will be responsible for coordinating and conducting two one-day regionalized workshops in four areas of the state each year and responsible to assist the Division of Child Protection Services with the statewide conference for youth that is held every two years. The topics for the regional workshops and bi-annual conference will be determined by the Independent Living Services Advisory Workgroup and will focus in the areas of health; education; employment; housing; transportation; legal issues; money management and other relevant independent living topics.

Describe in the RFP proposal how the offeror will:

- A. Plan and conduct twice yearly Independent Living Services regional workshops in four area of the state to include:
  - Training for youth on a variety of Independent Living Services topics.
  - Foster parent training on independent living topics relevant to providing care to youth. The location of the one day regionalized workshops must allow for a reasonable travel distance to and from the workshop for transporting of youth by their respective guardians. This will require consideration for multiple locations depending on the size of coverage area and described in the proposal.
- B. Provide outreach to youth under the care of other state and tribal child welfare programs regarding the regional workshops and bi-annual teen conference.
- C. Assist the Division of Child Protection Service with the development and conducting of the bi-annual teen conference.

### **3.4 Educational Support Services**

Along with assurance that youth achieve a high school education, the Division of Child Protection Services assist youth in their efforts to obtain a post-secondary education. The Division of Child Protection Services receives funding from the federal government to provide financial assistance to youth that have transitioned from foster care to attend post-secondary education programs.

Describe in the RFP proposal how the offeror will:

- A. Work with the Division of Child Protection Services to support and assist youth in attaining a high school education.
- B. Assist youth who were in foster care with Child Protection Services, other state programs, and tribal child welfare programs in planning for and attending a post-secondary education program.

### **3.5 Staff Competency**

The offeror must provide assistance for the following program responsibility and expectations in the proposal and provide copies of policy and procedures materials upon request.

Describe in the RFP proposal how the offeror will:

- A. Ensure Community Resource People have a combination of education and experience that is in line with the type of services being provided and the work required under the contract. If Community Resource People do not meet these qualifications upon employment, the offeror must describe a plan for ensuring that Community Resource People will meet training and educational requirements.
- B. Ensure Community Resource People are able to communicate effectively and work collaboratively with other stakeholders.
- C. Ensure Community Resource People have an understanding of child development and the dynamics of abuse and neglect.
- D. Ensure that the Community Resource People understand the law regarding reporting of abuse and neglect and ensure that all employees will report suspected case of child abuse and neglect.
- E. Provide training to the Community Resource People relevant to the services being provided.
- F. Ensure Community Resource People maintain confidentiality regarding Child Protection Services' case information, including data system information.
- G. Assure additional technology is available for Community Resource People to communicate both verbally and in writing with the Division of Child Protection Services and youth that have transitioned to adulthood from foster care.

### **3.6 Reporting**

The Division of Child Protection Services is required by the federal government to provide additional information and data regarding the program services. The State will work with the offeror on the data that will be needed. The Community Resource People will be required to record data information into the Child Protection Services

Data system known as Family and Children Information System (FACIS) and attend a FACIS Training. The offeror must acknowledge their understanding of this requirement in their proposal.

### 3.7 Reporting Procedures

The offeror will provide Child Protection Services with a report that provides expenditures detailed separately from the preceding month to cover the Independent Living program. The monthly report must detail dates and times of services with the Community Resource People. The reports must include expenditures for the preceding month related to the Community Resource People salaries and benefits, supervision, office utilization, supplies, telephone expense, travel expense, training etc. Payment will be made pursuant to the monthly submission of a report identifying the cost of services provided by the offeror. The offeror must include in their proposal a match or in-kind of 5%. The offeror must submit Attachment B – Cost Proposal Spreadsheet. See section 7 for more details.

## 4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

4.1 Offeror RFP proposals must include and describe the following information related to the offeror:

- A. Organization overview including program background, services, and population served by the organization.
- B. Organization mission statement and discuss how the mission statement supports the vision of Department of Social Services.
- C. Description of familiarity of the offeror with the service area addressed in the proposal.
- D. Demonstrated work experience providing training and/or technical assistant to youth from age 15-21 years.
- E. Demonstration through examples of the ability to work with community resources and other organizations.
- F. Description of the quality assurance process that will show the ability of the offeror to measure program policy, procedures and outcomes with the Community Resource Person Program.
- G. Provide an organization chart showing the staff positions.
- H. Provide a job description for the following positions: 1) Community Resource People position 2) Community Resource Person supervision position.
- I. A strong commitment to address cultural diversity.
- J. A strong commitment to provide services for all persons no matter their age, race, color religion, sex, gender, diversity, national origin, disability or sexual orientation.
- K. A history of demonstrated effectiveness in subcontract management and/or lead agency coordination of multiple providers, as well as a description of how challenging issues were addressed within those contracts.

4.2 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

4.3 **Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the point of contact of the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.4 The offeror **MUST** submit a copy of their most recent independently audited financial statements.

4.5 Provide the following information related to at least three previous and current service/contracts performed by the offeror's organization which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years:



- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
  - b. Dates of the service/contract; and
  - c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.6 The offeror must submit information that demonstrates their availability and familiarity with the locale in which the project (s) are to be implemented.
- 4.7 The offeror must detail examples that document their ability and proven history in handling special project constraints.
- 4.8 The offeror must describe their proposed project management techniques.
- 4.9 If an offeror's proposal is not accepted by the State, the proposal will not be reviewed/evaluated. The reasons why a proposal would not be accepted are not received on time; incorrectly addressed or labeled; not signed by the proposal; or the correct number of copies, or electronic version not provided.

## **5.0 PROPOSAL RESPONSE FORMAT**

- 5.1 An original and 6 (six) copies shall be submitted.
- 5.1.1 In addition, the offeror must submit one (1) copy of their entire proposal, including all attachments and cost proposal(s), in PDF digital format loaded on a USB flashdrive. Offerors may not send the electronically formatted copy of their proposal via email.
  - 5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2 All proposals must be organized and tabbed with labels for the following headings:
- 5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.
  - 5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
  - 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
    - 5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
    - 5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP as detailed in Sections 3 and 4. The response should identify each requirement being addressed as enumerated in the RFP.
    - 5.2.3.3 A clear description of any options or alternatives proposed.
  - 5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. All costs related to the provision of the required services must be included in each cost proposal offered.

See section 7.0 for more information related to the cost proposal.

## **6.0 PROPOSAL EVALUATION AND AWARD PROCESS**

- 6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria listed in order of importance:
- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
  - 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
  - 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
  - 6.1.4 Proposed project management techniques;
  - 6.1.5 Availability to the project locale;
  - 6.1.6 Ability and proven history in handling special project constraints;
  - 6.1.7 Cost proposal; and
  - 6.1.8 Familiarity with the project locale.
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
  - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

## **7.0 COST PROPOSAL**

The offeror must submit Attachment B – Cost Proposal Spreadsheet with the proposal for the allocation of various expenses associated with the providing services to the State within the scope of their proposal. This proposal must include all cost associated with employee salaries and benefits, for direct and indirect care staff, insurance vehicle costs, facility rent/lease/maintenance cost, office supply cost, utilities, professional fees and contract services and any other expenses that are deemed necessary to perform the services outlined in this proposal (see Attachment B – Cost Proposal Spreadsheet). The offeror must include in the proposal a match or in-kind of 5%.

The submitted cost report used to establish rates shall remain in effect throughout the contract period. The reimbursement rate may be adjusted by any inflationary increases provided by the Legislature. If for any reason the appropriated funds or grant expenditure authority becomes unavailable to the Division of Child Protection Services, discontinuation of funding will not be a default by the State nor does it give rise to a claim against the State.

# Attachment A

**STATE OF SOUTH DAKOTA  
DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF CHILD PROTECTION**

**Sub-recipient Agreement  
Between**

State of South Dakota  
Department of Social Services  
DIVISION OF CHILD PROTECTION  
700 Governors Drive  
Pierre, SD 57501-2291

\_\_\_\_\_  
Referred to as Sub-recipient

\_\_\_\_\_  
Referred to as State

The State and Sub-Recipient hereby enter into this agreement (the "Agreement" hereinafter) for a grant award of Federal financial assistance to Sub-Recipient.

**A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS**

**1. FEDERAL AWARD IDENTIFICATION**

The pass through entity requirements, as described in 2 CFR 200.331, are attached hereto as Exhibit A and incorporated herein. The information in Exhibit A may change without Sub-recipient's consent if there is a change in the award or funding stream. In the event of a change, the State will provide updated information at least annually.

**2. PERIOD OF PERFORMANCE OF THIS AGREEMENT:**

This agreement shall be effective on June 1, 2017 and will end on May 31, 2018, unless sooner terminated pursuant to the terms hereof.

**3. SCOPE OF WORK AND PERFORMANCE PROVISIONS (add an addendum if needed; if an addendum is used it is incorporated herein):**

- A. The Sub-Recipient will undertake and complete the work or performance described as :
- B. If the State will undertake or complete any work or performance under this Agreement it is described as follows:

**4. BASIS FOR SUBAWARD AMOUNTS:**

This grant is made for the purpose of \_\_\_\_\_.

Amount provided by State/Grantor is	\$
Amount matched by Grantee	\$
Total Grant Amount	\$

Dollars provided by State/Grantor consist of the following:

Non-Federal State dollars	\$
Federal Pass-Through dollars	\$

Federal CFDA #

# Attachment A

## 5. RISK ASSESSMENTS, MONITORING AND REMEDIES

Risk assessments will be ongoing throughout the project period. Sub-Recipient agrees to allow the State to monitor Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-party evaluations, virtual monitoring, technical assistance and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

Sub-Recipient agrees to comply with ongoing risk assessments, to facilitate the monitoring process, and further, Sub-Recipient understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment/monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including but not limited to: temporary withholding payments, disallowances, suspension or termination of the federal award, suspension of other federal awards received by Sub-Recipient, debarment, or other remedies including civil and/or criminal penalties as appropriate.

## 6. RETENTION AND INSPECTION OF RECORDS:

The Sub-Recipient agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The Sub-Recipient shall retain such records for a period of three years after the date of the submission of the final expenditure report.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition of funds. When records are transferred to or maintained by the Federal awarding agency or the State, the three-year retention requirement is not applicable to the Sub-Recipient. In the event Sub-Recipient must report program income after the period of performance, the retention period for the records pertaining to the earning of the program income starts from the end of Sub-Recipient's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation - If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three -year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation - If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the Sub-Recipient's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, shall have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement and shall have access to personnel of the Sub-Recipient for purposes of interview and discussion related to the records, books, papers and documents. State Proprietary Information, which shall include all information disclosed to the Sub-Recipient by the State, shall be retained in Sub-Recipient's secondary and backup systems and shall remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Sub-Recipient's established record retention policies.

All payments to the Sub-Recipient by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment under this Agreement shall be returned to the State within thirty days after written notification to the Sub-Recipient.

## 7. AUDIT REQUIREMENTS:

# Attachment A

If Sub-Recipient expends \$750,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit  
A-133 Coordinator  
427 South Chapelle  
% 500 East Capitol  
Pierre, SD 57501-5070

If the Sub-Recipient expends less than \$750,000 during any Sub-Recipient fiscal year, the State may perform a more limited program or performance audit related to the completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

Audits shall be completed and filed with the Department of Legislative Audit by the end of the nine months following end of the fiscal year being audited.

For either an entity-wide, independent financial audit or an audit under 2 CFR Part 200 Subpart F, the Sub-Recipient shall resolve all interim audit findings to the satisfaction of the auditor. The Sub-Recipient shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved.

The Sub-Recipient shall be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The Sub-Recipient may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the Sub-Recipient must be made available if needed and upon request at the Sub-Recipient's regular place of business for audit by personnel authorized by the State. The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

## 8. SUB-RECIPIENT ATTESTATION

By signing this Agreement, Sub-Recipient attests to the following requirements as set forth in SDCL § 1-56-10:

- (A) A conflict of interest policy is enforced within the recipient's or sub-recipient's organization;
- (B) The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website;
- (C) An effective internal control system is employed by the recipient's or sub-recipient's organization;  
and
- (D) If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website.

# Attachment A

Sub-Recipient further represents that any and all concerns or issues it had in complying with the foregoing attestations were provided to the State and resolved to their satisfaction prior to signing this Agreement.

In the event of a significant change in the conflict of interest policy, sub-recipient agrees to provide immediate notice of such change to the State, and provide a copy of the new conflict of interest policy. Sub-recipient understands that any change in the conflict of interest policy may result in a change in their monitoring or other performance requirements under the grant and expressly agrees to comply with those changes and to facilitate any additional monitoring as required by the State.

## 9. CLOSEOUT

- a. For purposes of this Agreement, "Date of Completion" shall mean the date when the Agreement expires pursuant to its terms or is terminated in accordance with paragraph 12.
- b. The Sub-Recipient shall submit a final financial report to the State. Within the limits of the Agreement amount, the State may make upward or downward cost adjustments on the basis of the information contained in the report. Agreement obligations will remain in force until all final reports are reviewed and approved by the State.
- c. The Sub-Recipient, along with the final financial report, will refund to the State any unexpended funds or unobligated (unencumbered) cash advances.
- d. All outstanding obligations (encumbered funds) which have not been paid out as of the Date of Completion must be liquidated prior to the submission of the final report.
- e. Whether or not audits were conducted during the Agreement term, a final financial and compliance audit may be initiated up to three years after the date the State approves the final financial report.
- f. If either the final financial report or the final audit discloses an overpayment to the Sub-Recipient, the State may, at its option, either require the Sub-Recipient to repay the overpayment to the State or deduct the amount of overpayment from monies due the Sub-Recipient under this Agreement or under any other agreement between the Sub-Recipient and the State.
- g. The Sub-Recipient shall provide, along with the final financial report, a written accounting of property acquired with Agreement funds or received from the State.
- h. All close-out requirements must be completed within \_\_\_\_ days after the "Date of Completion."
- i. If additional closeout requirements are needed, as described in 2 CFR 200.331, they are attached hereto as Attachment \_\_\_\_ and incorporated herein.

## B. STANDARD CLAUSES

### 10. ASSURANCE REQUIREMENTS:

The Sub-Recipient agrees to abide by all applicable provisions of the following: Byrd Anti Lobbying Amendment (31 USC 1352), Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. 180), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity as amended by Executive Order 11375 and implementing regulations at 41 C.F.R. part 60, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 Code of Federal Regulations Part 38, Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5), 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award.

# Attachment A

## 11. COST PRINCIPLES:

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

## 12. TERMINATION:

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Sub-Recipient breaches any of the terms or conditions hereof, this agreement may be terminated by the State for cause at any time, with or without notice. Upon termination of this agreement, all accounts and payments shall be processed according to financial arrangements set forth herein for services rendered to date of termination.

## 13. FUNDING:

This contract depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

## 14. ASSIGNMENT AND AMENDMENT:

This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

## 15. CONTROLLING LAW:

This Contract shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

## 16. SUPERCESSION:

All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

## 17. SEVERABILITY:

In the event that any provision of this Agreement shall be held unenforceable or invalid by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement, which shall remain in full force and effect.

## 18. NOTICE:

Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the Division being contracted with on behalf of the State, and by the Sub-Recipient, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.



# Attachment A

## 19. SUBCONTRACTORS/SUB-SUB-RECIPIENTS:

The Sub-Recipient will not use subcontractors or other sub-recipients to perform work under this Agreement without the express prior written consent from the State. The State reserves the right to complete a risk assessment on any proposed sub-contractor or sub-recipient and to reject any person or entity presenting insufficient skills or inappropriate behavior.

The Sub-Recipient will include provisions in its subcontracts or sub-grants requiring its subcontractors and sub-recipients to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Sub-Recipient will cause its subcontractors, sub-recipients, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any subcontractors and sub-recipients. The Sub-Recipient is required to assist in this process as needed.

## 20. STATE'S RIGHT TO REJECT

The State reserves the right to reject any person or entity from performing the work or services contemplated by this Agreement, who present insufficient skills or inappropriate behavior.

## 21. CONFLICT OF INTEREST:

Sub-Recipient agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the State. In the event of a conflict of interest, the Sub-Recipient expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL § 5-18A-17 through 5-18A-17.6.

## 22. TERMS:

By accepting this Agreement, the Sub-Recipient assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written approval by the State shall be a violation of the terms of this Agreement, and the Agreement shall be subject to termination.

## 23. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:

Sub-Recipient certifies, by signing this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or any state or local government department or agency. Sub-Recipient further agrees that it will immediately notify the State if during the term of this Agreement it or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

## C. AGENCY OR GRANT SPECIFIC CLAUSES

24. This agreement is the result of request for proposal process, RFP # \_\_\_\_\_

25. Does this agreement involve Protected Health Information (PHI)? YES ( ) NO ( X )  
If PHI is involved, a Business Associate Agreement must be attached and is fully incorporated herein as part of the agreement (refer to attachment).

## 26. PROPERTY MANAGEMENT STANDARDS

# Attachment A

The Sub-Recipient agrees to observe Federal Government uniform standards governing the utilization of property whose cost was charged to a project supported by a Federal grant.

27. TECHNICAL ASSISTANCE:

The State agrees to provide technical assistance regarding the State's rules, regulations and policies to the Sub-Recipient and to assist in the correction of problem areas identified by the State's monitoring activities.

28. LICENSING AND STANDARD COMPLIANCE:

The Sub-Recipient agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this agreement. The Sub-Recipient will maintain effective internal controls in managing the federal award. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Sub-Recipient's failure to ensure the safety of all individuals served is assumed entirely by the Sub-Recipient.

29. WORK PRODUCT:

Sub-Recipient hereby acknowledges and agrees that all reports, plans, specifications, technical data, drawings, software system programs and documentation, procedures, files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, state proprietary information, state data, end user data, Personal Health Information as defined in 45 CFR 160.103, and all information contained therein provided to the State by the Sub-Recipient in connection with its performance of service under this Agreement shall belong to and is the property of the State and will not be used in any way by the Sub-Recipient without the written consent of the State.

Paper, reports, forms software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State none the less reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Sub-Recipient agrees to return all information received from the State to State's custody upon the end of the term of this contract, unless otherwise agreed in a writing signed by both parties.

30. IT STANDARDS:

Any software or hardware provided under this agreement will comply with state standards which can be found at <http://bit.sd.gov/standards/>.

31. HOLD HARMLESS:

The Sub-Recipient agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Sub-Recipient to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

32. INSURANCE:

Before beginning work under this Agreement, the Sub-Recipient shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. The Sub-Recipient, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits listed below. In the event of a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Sub-Recipient agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Sub-Recipient shall furnish copies of insurance policies if requested by the State.

# Attachment A

A. Commercial General Liability Insurance:

The Sub-Recipient shall maintain occurrence-based commercial general liability insurance or an equivalent form with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:

The Sub-Recipient shall maintain business automobile liability insurance or an equivalent form with a limit of not less than \$500,000 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

C. Worker's Compensation Insurance:

The Sub-Recipient shall procure and maintain Workers' Compensation and employers' liability insurance as required by South Dakota law.

D. Professional Liability Insurance:

The Sub-Recipient agrees to procure and maintain professional liability insurance with limit not less than \$1,000,000.

33. CONFIDENTIALITY OF INFORMATION:

For the purpose of the sub-paragraph, "State Proprietary Information" shall include all information disclosed to the Sub-Recipient by the State. Sub-Recipient acknowledges that it shall have a duty to not disclose any State Proprietary Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Sub-Recipient shall not: (i) disclose any State Proprietary Information to any third person unless otherwise specifically allowed under this contract; (ii) make any use of State Proprietary Information except to exercise rights and perform obligations under this contract; (iii) make State Proprietary Information available to any of its employees, officers, agents or consultants except those who have agreed to obligations of confidentiality at least as strict as those set out in this contract and who have a need to know such information. Sub-Recipient is held to the same standard of care in guarding State Proprietary Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding State Proprietary Information in the strictest confidence. Sub-Recipient shall protect confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced. State Proprietary Information shall not include information that (i) was in the public domain at the time it was disclosed to Sub-Recipient; (ii) was known to Sub-Recipient without restriction at the time of disclosure from the State; (iii) that is disclosed with the prior written approval of State's officers or employees having authority to disclose such information; (iv) was independently developed by Sub-Recipient without the benefit or influence of the State's information; (v) becomes known to Sub-Recipient without restriction from a source not connected to the State of South Dakota. State's Proprietary Information shall include names, social security numbers, employer numbers, addresses and all other data about applicants, employers or other clients to whom the State provides services of any kind. Sub-Recipient understands that this information is confidential and protected under applicable State law at SDCL 1-27-1.5, modified by SDCL 1-27-1.6, SDCL 28-1-29, SDCL 28-1-32, and SDCL 28-1-68 as applicable federal regulation and agrees to immediately notify the State of the information disclosure, either intentionally or inadvertently. The parties mutually agree that neither of them shall disclose the contents of the agreement except as required by applicable law or as necessary to carry out the terms of the agreement or to enforce that party's rights under this agreement. Sub-Recipient acknowledges that the State and its agencies are public entities and thus are bound by South Dakota open meetings and open records laws. It is therefore not a breach of this agreement for the State to take any action that the State reasonably believes is necessary to comply with the South Dakota open records or open meetings laws, including but not limited to posting this Agreement on the State's website. If work assignment performed in the course of this Agreement required security requirements or clearance, the Sub-Recipient will be required to undergo investigation.

Sub-recipient acknowledges that the State shares general information, including performance information, about Sub-recipient among and between other State agencies upon request of such agencies for the purpose of making

# Attachment A

determinations of the risk involved with potential, subsequent grant awards and for other purposes. Sub-recipient expressly consents and agrees to such uses by the State.

**D. AUTHORIZED SIGNATURES:**

In witness hereto, the parties signify their agreement by affixing their signatures hereto.

_____	_____
Sub-recipient Signature	Date
_____	_____
State - DSS Division Director Virgena Wieseler	Date
_____	_____
State - DSS Chief Financial Officer Laurie Mikkonen	Date
_____	_____
State - DSS Cabinet Secretary Lynne A. Valenti	Date

**Vendor Number            Group**

**State Agency Coding:**

CFDA#	_____	_____	_____	_____
Company	_____	_____	_____	_____
Account	_____	_____	_____	_____
Center Req	_____	_____	_____	_____
Center User	_____	_____	_____	_____
Dollar Total	_____	_____	_____	_____
	_____	_____	_____	_____

State Program Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_

State Fiscal Contact Person \_\_\_\_\_ Contract Accountant  
Phone \_\_\_\_\_ 605 773-\_\_\_\_\_

Sub-Recipient Program Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_

Sub-Recipient Fiscal Email Address \_\_\_\_\_

Sub-Recipient Fiscal Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_

Sub-Recipient Fiscal Email Address \_\_\_\_\_

**Cost Proposal for Independent Living Services Program -  
Community Resource People**

**Attachment B.**

<b>FUNDING</b>	<b>TOTAL COSTS</b>
<b>Personnel Costs:</b>	
Administrative	
Professional/Program Staff	
Support Staff	
Benefits	
Other: (Describe)	
<b>SUBTOTAL, PERSONNEL COSTS</b>	
<b>Operating Costs:</b>	
Insurance	
Staff Travel	
Education Materials	
Staff Development and Education	
Other Costs: (Describe)	
<b>SUBTOTAL, OPERATING COSTS</b>	
<b>Equipment Costs:</b>	
Equipment and Supplies	
Printing/Publishing/Postage	
Telephone/Cell Phones/Internet	
Office Supplies	
Vehicle Cost and Maintenance	
Other Costs: (Describe)	
<b>SUBTOTAL, EQUIPMENT COST</b>	
<b>Other Costs: (Describe)</b>	
Other Expenses	
Staff recruitment advertising for open positions	
<b>SUBTOTAL, OTHER COSTS</b>	
<b>TOTAL FUNDING REQUEST</b>	

\*Need to include a match or in kind of 5%