

EXAMPLE #1: SAMPLE SCOPE OF SERVICES FOR PUBLIC SERVICE ACTIVITIES



This is an example of a Scope of Services for a non-profit subrecipient that is providing center-based daycare services [under 24 CFR 570.201(e)] for children aged 14 months to 5 years. The public service is structured as a limited clientele activity that will principally benefit low- and moderate-income persons.

Please keep in mind that the following example is only one of the ways of structuring a Scope of Services and Method of Compensation for a public services provider being assisted through the CDBG program. In this example, the CDBG assistance comes in the form of a subsidy paid to the provider on behalf of the children from low- and moderate-income families enrolled in daycare. However, the option is also available to assist the daycare center provider's overall operations with CDBG funds, which could also meet the National Objective of principal benefit to low- and moderate-income persons as long as a majority of the children served by the center are from low- and moderate-income families.

Scope of Services

A. Principal Tasks

The Subrecipient will be responsible for providing daycare and related services to eligible children over the period of _____ to _____. With funding from the Year _____ CDBG program of the [name of Grantee], the Subrecipient will make available the equivalent of 10 full-time daycare slots during this period. The daycare services will be provided at the Subrecipient's main daycare center at [address of facility]. The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

Changes in the scope of services, budget, or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the Subrecipient and Grantee.

The major tasks that the Subrecipient will perform in connection with the provision of the eligible daycare services include, but are not limited to, the following:

1. Maintain facilities at all times in conformance with all applicable codes, licensing, and other requirements for the operation of a daycare center. This will include all requirements for lead-based paint testing and abatement, as necessary. The facilities must also be handicapped accessible, and organized into separate areas appropriate for each of the age groupings being served (toddler, 14 months to 2.5 years; pre-school, 2.5 to 4 years; and pre-kindergarten, 4 to 5 years).
2. Conduct outreach through flyers, public service announcements, networking with local agencies, scheduling of open houses, and other means to inform the low- and moderate-income community of the availability of the fully-subsidized daycare slots available, and to ensure sufficient demand to maintain enrollment. All descriptions of the program will emphasize that the center is handicapped-accessible. [Depending on the demographics of the community, a Grantee may want to specify that outreach materials also be produced in Spanish, French, Cambodian, etc.)
3. Accept applications and perform eligibility determinations. Only children aged 14 months to 5 years from families in [name of town/city/county] with incomes that do not exceed the low- and moderate-income limits of the CDBG program, by family size, will be eligible for enrollment in the subsidized daycare slots.

4. Offer daycare services from 8:00 a. m. to 6:00 p. m. Monday through Friday to approved eligible families. Families should be provided the option of enrolling their children in either part-time or full-time daycare slots, provided that children from eligible low- to moderate-income families occupy 21 of the 40 “full-time equivalent” slots available at the daycare center. [If services are not expected to be provided on some or all holidays, they should be specified in the scope.]
5. Ensure that the numbers, background, and qualifications of the Subrecipient’s staff providing the on-site daycare and any related services at all times are appropriate for the enrolled child population at the center and meet at least the minimum standards established by the pertinent licensing bodies.
6. Provide two nutritionally balanced snacks and a warm lunch every day for children participating full time.
7. Provide transportation services for children requiring transport to and from their homes.
8. As part of the daycare services, provide a range of structured social, educational, and cultural enrichment activities appropriate to the age groups being served.
9. Maintain program and financial records documenting the eligibility, attendance, provision of services, and Subrecipient expenses relative to the children receiving daycare services as a result of assistance provided through the CDBG program.

B. Budget and Method of Compensation

With the submission of original monthly bills together with proper support documentation, for the services described in Section A. of this Agreement, the Subrecipient will be reimbursed on a monthly basis according to the following schedule:

For daycare services: A pro rata share of the Subrecipient’s allowable monthly expenses for the provision of daycare services as supported by a cost allocation plan prepared in accordance with 2 CFR 200 and the Department of Health and Human Services Publication OASMB-5. FTE day-care slots may be used as the allocation basis for the plan if it can be shown that this basis provides for an equitable distribution of the indirect costs. Aggregate monthly billings are limited to \$7,500.00.

For transportation services: The actual direct costs and any allocable indirect costs incurred by the Subrecipient for the provision of day care-related transportation for authorized, enrolled children from low- and moderate-income families during the month in question, up to an aggregate limit of \$500.00 per month.

It is also important to note two special requirements for the support of public services under the CDBG program. First, to be initially eligible for CDBG funding, the public service must be either a new service or a quantifiable increase in the level of service being provided by or on behalf of a unit of government in the 12 calendar months before submission of the Action Plan. This requirement does not prevent refunding the CDBG-assisted public service at the same level in a subsequent year, however.

Second, under most circumstances, the amount of CDBG funds obligated within a program year to support public service activities must not exceed 15 percent of the total grant awarded to the grantee for that year, together with 15 percent of the program income received by the grantee and its subrecipients for the preceding year. The grantee may want to include explicit language in the Subrecipient Agreement acknowledging these conditions for the eligibility of the public services expenses.

The grantee may also want to place special emphasis on the antidiscrimination language in the Subrecipient Agreement in order to ensure that individuals with disabilities or other special populations receive equitable access to the CDBG-assisted services.