

**Additional Information Regarding Vendors Performing Work in Replacement of State Employees**

This document contains copies of purchase order contracts obtained by OMB by which a nongovernmental person or entity agrees with any department, commission, board, council, agency, or public corporation to provide services, valued at one hundred fifty thousand dollars (\$150,000) or more, which are substantially similar to and in replacement of work normally performed by an employee of the department, commission, board, council, agency or public corporation. For additional supporting contract documents, you may submit a public records request to the Department of Administration in accordance with the Rhode Island Access to Public Records Act (“APRA”), R.I. Gen. Laws § 38-2-1 *et seq.* APRA forms, procedures and other information for the Department of Administration are available at <http://www.admin.ri.gov/publicrecords/index.php>.

**Fiscal Year:** FY19

**Agency:** Department of Elementary and Secondary Education

**Vendor Name:** WEST BAY COLLABORATIVE

**Total Amount Paid to Vendor for Services:** \$288,974.60

**Summary of Services Rendered to Agency:**

Identifying Code	Service Type	Description	Amount	Notes
PO 3572762	Training And Educational Services		\$288,974.60	

Note: Some of the above payments may have been made under the terms of a master price agreement (MPA). MPAs are solicited as requests for proposals or requests for quotes and may have cap limits for pricing and cap limits for project cost. MPAs provide agencies with access to qualified vendors, expedited process, and opportunities for mini-bids. Such purchases are made directly under the MPA and do not require a separate and unique contract. All MPAs are public and can be viewed at <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>.

**Contents:**

Item Number	Document ID	Description	Notes
Item 1	PO 3572762	Purchase Order contract	

# ITEM 1



# Purchase Order

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

*COPY*

WEST BAY COLLABORATIVE  
 144 BIGNALL ST  
 WARWICK, RI 02888  
 UNITED STATES

Purchase Order Number  
**3572762-1**  
 Reference Contract Number

*2725209*

<b>S H I P  T O</b>	RIDE OFFICE OF SPECIAL NEEDS 255 WESTMINSTER ST, RM 406 PROVIDENCE, RI 02903 UNITED STATES	PO Date: 08-AUG-18 Buyer: * AUTOCREATE Shipping: PAID Terms: NET 30 Vendor #: 1012	<b>I N V O I C E</b>	DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE, RI 02908 UNITED STATES
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Department			Type of Requisition	Requisition Number	Bid Number	
RIDE OFFICE OF SPECIAL NEEDS			ARCH, ENG & CONSULT	1573622		
Line	Code	Description	Quantity	Unit	Unit Price	Total
4	918.32 G2	APA-18279 FY19 OTHER EXPENDITURES: \$9,300.00	41541	Each	1	41,541.00
5	918.32 G2	APA-18279 FY19 ADMINISTRATIVE EXPENSES AND FEES: \$256,325.00	42200	Each	1	42,200.00
26	918.32 G2	APA-18279 FY19-23 SALARIES AND BENEFITS	60879	Each	1	60,879.00
Total:						144,620.00

**STATE PURCHASING AGENT**

*Nancy R. McIntyre*

Nancy R. McIntyre

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Delivery of goods or services as described herein shall be deemed acceptance of these requirements



Ken Wagner  
Comissioner, Ph.D

**Modification No. 1  
(PO 3572762)**

to the  
**AGREEMENT**  
between  
RHODE ISLAND DEPARTMENT OF EDUCATION  
And  
West Bay Collaborative  
Program Monitoring and Quality Assurance Project

1. This section is in modification of an Agreement, which we have with West Bay Collaborative for the period **July 1, 2018 through June 30, 2023.**
2. The purpose of this modification is **to increase this agreement by adding \$742,206 in RI Commission for National Community Service funding and decrease IDEA funding in the amount of \$34,880 for FY2019-2023. Decrease Title I funding in FY22 in the amount of \$59. The revised multi-year contract total is \$2,055,475.**
3. All other terms and conditions of the Agreement remain in effect and are modified by the work contained in the Addendum to Section II and the revised budget contained in the Addendum to Section III.
4. A detailed Agreement is on file in the Office of Finance, Department of Education.

APPROVED:

RHODE ISLAND DEPARTMENT  
OF EDUCATION

Ken Wagner, Ph.D.  
Commissioner

DATE: \_\_\_\_\_

West Bay Collaborative

Karen Ostroff  
Executive Director

DATE: 6/29/18

## **Addendum to** **SECTION II**

### I. BACKGROUND/OVERVIEW/PURPOSE:

#### Background:

The State of Rhode Island General Assembly passed legislation (S0979) in 2017 to create the Rhode Island Commission for National and Community Service to be housed within and supported by the Rhode Island Department of Education (RIDE). Monitoring the implementation of Federal programs and the use of Federal program funds is an essential function of RIDE and the Commission is organized under the RIDE Office of Student, Community and Academic supports (OSCAS). Among the many purposes of the Commission are to develop a comprehensive state-wide service plan, implement the Federal programs made available under the National and Community Service Trust Act of 1990, administer a competitive process to select for funding AmeriCorps or other national service programs, administer grants and oversee the monitoring of the programs, provide technical assistance and training to improve quality of service programs, promote service and develop a statewide recruitment system for individuals interested in community service opportunities, and prepare annual reports on progress for submission to the Governor and the General Assembly.

#### Overview:

The Commission utilizes a program support and monitoring system that includes training, technical assistance and support to strengthen AmeriCorps program operations and to ensure high quality programming targeted at addressing Rhode Island's needs. This is coupled with a risk-based monitoring system designed to identify opportunities for continuous improvement and ensure compliance with federal and state requirements.

As a condition of administrative support funding, the Corporation for National and Community Service requires the Commission to provide a plan each year to train and monitor sub-grant recipients for full compliance with applicable Federal Regulations (generally 45 CFR Chapter XXV) and the Grant Terms and Conditions, as well as supporting the ability to demonstrate outcomes and to improve AmeriCorps member enrollment and service term completion. Monitoring includes but is not limited to National Service Criminal History Check procedures; program applicant recruitment, selection, and enrollment; AmeriCorps member service agreements and benefits provision; AmeriCorps and Commission training requirements; member time tracking and supervision, data collection and quality; and performance measure reports. The Commission monitoring and program quality process consists of several components:

1. Grant Application Review – AmeriCorps programs must submit an annual application and budget for approval that includes a theory of change, program design, and performance measures.
2. National Service Criminal History Check Certification – the Commission requires that each program provide a certificate of completed training from the Corporation for National and Community Service in the requirements and procedures of background checks.
3. Staff and Member Eligibility Review – AmeriCorps programs must submit to the Commission an internal review of criminal history checks and eligibility criteria of staff and AmeriCorps members applicable to the grant.
4. Desk Review – AmeriCorps programs must submit mid-year and end-of-year Grant Progress Reports to demonstrate outputs and outcomes for program beneficiaries and grant performance.
5. On-site Compliance Visits – A visiting team performs on-site visits to AmeriCorps programs to review AmeriCorps member files and program documents for compliance with Federal Regulations and confirm understanding of member service activities.
6. Training and Technical Assistance -- The Commission holds bi-monthly AmeriCorps RI Network Meetings to provide training and meets with programs to provide direct technical assistance as needed.
7. State-Wide Events – Programs are mandated to attend AmeriCorps Opening Day, MLK Day of National Service, Justice Talks: A Civic Reflection Series, and National Service Recognition Day to bring together AmeriCorps members for a shared experience of civic responsibility and promotion of the service programs.

**Purpose:**

This project will assist RIDE with ensuring the Commission's and sub-grant recipients' compliance with federal requirements under the National and Community Service Trust Act of 1990, supporting the RIDE Office of Student, Community and Academic Support (OSCAS) Program Monitoring and Quality Assurance effort in three ways:

1. Coordinate and support all logistical activities for OSCAS program monitoring and quality assurance that ensures adherence to federal regulations and promotes continuous improvement of national service programs.
2. Assist RIDE OSCAS in support of the RI Commission for National and Community Service effort to build awareness of and demand for service opportunities in Rhode Island.
3. Report to RIDE on activities, deliverables, and outcomes as required.

**II. SCOPE OF THE WORK:**

**Tasks**

Maintain the necessary staffing and reporting under the following work areas to provide the functions delineated within each area.

**A. National and Community Service Program Monitoring and Community Engagement Support**

The Program Monitoring and Community Engagement Specialist is a full time role that will assist the Rhode Island Commission for National and Community Service and RIDE staff through program monitoring, public communication and publicity events, training and technical assistance, including:

- Build awareness among Rhode Islanders of service opportunities through direct outreach and marketing of the AmeriCorps program including online media and the planning and management of event logistics to publically celebrate the service of members and community volunteers.
- Coordinate program communication with the AmeriCorps State Program, all stakeholders and the public in compliance with the Corporation for National and Community Service protocols.
- Support RIDE staff to ensure that grant programs reflect current and best practices and are implemented consistently and in full compliance of applicable Federal Regulations and expectations of the Commission and State Plan.
- Support the design and delivery of high quality technical assistance and training for sub-recipients, program participants and community stakeholders.
- Coordinate professional development, technical assistance, and monitoring activities.
- Ensure that data collection and analysis, and required program reports from sub-recipients are complete, accurate, and timely.
- Conduct annual risk-based monitoring, including desk audit and on-site or episodic monitoring as needed.
- Maintain all program records associated with program monitoring.
- Supports the functions of the RI Board of Commissioners of the RI Commission for National and Community Service through the development of the State Plan, regular reports, guidance and recommendations on program sub-recipient awards and quality assurance.
- Collect data and manage data systems to analyze program effectiveness, provide reports and use data for decision-making related to program quality improvement.
- Participate in state and national meetings that require travel as necessary.
- Additional duties as assigned.

## **B. National and Community Service Program Development and Training Consultant**

The Program Development and Training Specialist is a part to full time role that will assist the Rhode Island Commission for National and Community Service and RIDE staff through AmeriCorps applicant cultivation and program design, training and technical assistance for quality assurance, and support of the AmeriCorps member service experience and career pathway, including:

- Undertake to perform in Rhode Island the priorities identified in the Commission Investment Fund grant award from the Corporation for National and Community Service.
- Provide direct assistance to eligible applicants on developing a national service program, including a theory of change, logic model, program evidence, site development, member recruitment and training plan, and knowledge of the AmeriCorps grant process.

- Organize training and coach programs one-to-one regarding AmeriCorps data collection and quality; written program policies and procedures that comply with AmeriCorps, Commission, and RIDE regulations and expectations; and current best practices for program, service site, and AmeriCorps member management.
- Assess program training and technical assistance needs and report to the Commission.
- Coordinate a network of consultants available to further support national service programs in Rhode Island.
- Ensure that data collection and analysis, and required program reports are complete, accurate and timely.
- Support the Commission and RIDE in its own efforts to collect and use high quality data for decision-making and planning.
- Assess AmeriCorps member training and development needs and report to the Commission.
- Produce resource materials and events under the direction of RIDE staff and the Commission to support AmeriCorps members development as leaders, career pathways, and positive experience of AmeriCorps.
- Support the Commission and RIDE in coordination of activities with the CNCS State Office and other programs under the Corporation for National and Community Service.

### **C. National and Community Service Evaluation Consultant**

The Evaluation Consultant is a limited engagement to assist sub-grant recipients of the Rhode Island Commission for National and Community Service and RIDE to meet the evaluation requirements of the Corporation for National and Community Service, including:

- Understanding AmeriCorps State and National evaluation requirements outlined in the Code of Federal Regulations 45 C.F.R. §§2522.500 -.540 and .700-.740, and as implemented in current guidance by the Corporation for National and Community Service.
- Review and document feedback on AmeriCorps programs' written Evaluation Plans.
- Provide direct technical assistance to applicants and sub-grant recipients in evaluation areas, such as logic models, evaluation design, research questions, data collection tools, methods of analysis, and report writing.
- Join meetings with RIDE staff and evaluators for the Corporation for National and Community Service.
- Support RIDE staff in evaluation design and execution of a bundled evaluation that engages multiple sub-recipients in a study of program outcomes.

### **D. Justice Talks Facilitator**

The Justice Talks Facilitator assists the Rhode Island Commission for National and Community Service and RIDE in facilitating a civic reflection curriculum for AmeriCorps members over six classroom sessions each year. The duties of a facilitator include:

- Attending a local training on civic reflection and group facilitation.
- Becoming familiar with the Justice Talks syllabus and writing lesson plans for six Justice Talks sessions.
- Guiding a group of 8-25 AmeriCorps members in six thoughtful conversations to reflect on their service year and the social challenges facing Rhode Island.
- Documenting session attendance and supporting RIDE in collecting feedback from program participants.

Deliverables

1. Job descriptions for project related staff will be articulated in collaboration with RIDE OSCAS staff by July 1, 2018.
2. In collaboration with RIDE OSCAS Project Leads, professional and support staff to accomplish the work outlined in the Project Overview will be recruited and employed. Upon contract approval.
3. Consultant contracts will be developed and executed in collaboration with RIDE OSCAS staff by July 1, 2018.
4. Space and administrative supports as needed for project related meetings will be provided.
5. Changing needs and emerging issues in the Program Monitoring and Quality Assurance Project will be assessed and addressed in collaboration with RIDE OSCAS staff.
6. Annual summative reports submitted to RIDE regarding summary of activities, beneficiaries, and next steps by June 30<sup>th</sup> of each contract year.
7. Participation as requested in program review meetings with OSCAS staff for program review and revisions as needed and as requested by RIDE.

III. PAYMENT TERMS:

Account	Original 2725132.02	Decrease 2725132.02	Revised Totals 2725132.02	Original 2725117.02	Decrease 2725117.02	Revised Totals 2725117.02	Increase 2725209.02	Original Multi-year Total	Revised Multi-year Total
Acct Description	IDEA Part B	IDEA Part B	IDEA Part B	Title I	Title I		RI Commission for NCSP		
FY 2019	\$81,268	(\$6,976)	\$74,292	\$175,057		\$175,057	\$144,620	\$256,325	\$393,970
FY 2020	\$83,252	(\$6,976)	\$76,276	\$179,522		\$179,522	\$146,445	\$262,774	\$402,243
FY 2021	\$85,276	(\$6,976)	\$78,300	\$184,144		\$184,144	\$148,370	\$269,420	\$410,813
FY 2022	\$87,398	(\$6,976)	\$80,422	\$188,905	(\$59)	\$188,846	\$150,354	\$276,303	\$419,622
FY 2023	\$89,561	(\$6,976)	\$82,585	\$193,825		\$193,825	\$152,417	\$283,386	\$428,827
Totals	\$426,755	(\$34,880)	\$391,875	\$921,453	(\$59)	\$921,394	\$742,206	\$1,348,208	\$2,055,475

**Addendum to SECTION III**

**BUDGET**

**The Contractor estimates that its budget for work to be performed under this Agreement is as follows:**

Expense Category	FY 19 Original	Increase/ (Decrease)	FY 19 Revised	FY 20 Original	Increase/ (Decrease)	FY 20 Revised	FY 21 Original	Increase/ (Decrease)	FY 21 Revised	FY 22 Original	Increase/ (Decrease)	FY 22 Revised	FY 23 Original	Increase/ (Decrease)	FY 23 Revised	Original Multi-Year Total	Revised Multi-Year Total
1. Employee Salary and Benefits	\$225,861	\$60,879	\$286,740	\$237,874	\$64,319	\$302,193	\$244,189	\$66,085	\$310,274	\$250,687	\$68,032	\$318,719	\$250,687	\$68,032	\$318,719	\$1,190,388	\$1,512,256
2. Purchased Services	\$0	\$42,200	\$42,200	\$0	\$42,200	\$42,200	\$0	\$42,200	\$42,200	\$0	\$42,200	\$42,200	\$0	\$42,200	\$42,200	\$0	\$211,000
3. Supplies and Materials	\$600	\$4,850	\$5,450	\$600	\$4,850	\$5,450	\$600	\$4,850	\$5,450	\$600	\$4,850	\$5,450	\$600	\$4,850	\$5,450	\$3,000	\$27,250
4. Travel	\$6,000	(\$2,250)	\$3,750	\$6,000	(\$2,250)	\$3,750	\$6,000	(\$2,250)	\$3,750	\$6,000	(\$2,250)	\$3,750	\$6,000	(\$2,250)	\$3,750	\$30,000	\$18,750
5. Printing	\$0	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	\$25,000
6. Office Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7. Other: Conference Registration	\$2,400	(\$2,400)	\$0	\$2,400	(\$2,400)	\$0	\$2,400	(\$2,400)	\$0	\$2,400	(\$2,400)	\$0	\$2,400	(\$2,400)	\$0	\$12,000	\$0
8. Other: Meeting Expenses	\$300	\$18,000	\$18,300	\$300	\$18,000	\$18,300	\$300	\$18,000	\$18,300	\$300	\$18,000	\$18,300	\$300	\$18,000	\$18,300	\$1,500	\$91,500
Subtotal	\$235,161	\$126,279	\$361,440	\$241,077	\$127,953	\$369,030	\$247,174	\$129,719	\$376,893	\$253,489	\$131,485	\$384,974	\$259,987	\$133,432	\$393,419	\$1,236,888	\$1,885,756
Indirect Cost *	\$21,164	\$11,365	\$32,530	\$21,697	\$11,516	\$33,213	\$22,246	\$11,675	\$33,920	\$22,814	\$11,834	\$34,648	\$23,399	\$12,099	\$35,408	\$111,320	\$169,719
TOTAL	\$256,325	\$137,644	\$393,970	\$262,774	\$139,469	\$402,243	\$269,420	\$141,394	\$410,813	\$276,303	\$143,319	\$419,622	\$283,386	\$145,531	\$428,827	\$1,348,208	\$2,055,475

**It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.**

*\* Attach a copy of the approved indirect cost documentation*

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2019

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$37.01	\$67,358
Joseph Celani	Title I Program Specialist	1,820	\$56.82	\$103,412
Miriam Alvarado	Title I Information Services Aide	1,820	\$30.27	\$55,091
TBD	National & Community Service Program Monitoring & Training Associate	1820	\$33.45	\$60,879
<b>TOTAL REQUEST</b>				<b>\$286,740</b>

IDEA Total: \$67,358  
 Title I Total: \$158,503  
 NCS Total: \$60,879

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Cathy Saunders	National and Community Service Program Development and Training Consultant	400	75	\$30,000
TBD	National and Community Service State Plan/Evaluation Consultant(s)	80	100	\$8,000
TBD	Justice Talks Facilitator(s) (12x14hrs each)	168	25	\$4,200
<b>TOTAL REQUEST</b>				<b>\$42,200</b>

NCS Total: \$42,200

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00 Reimbursement for local travel to program sites for NCS: 650 miles x \$0.50 = \$325	\$1,325
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA— <del>\$4,000</del> , Title I \$1,000 AmeriCorps Symposium attendance mandated by federal agency: \$1,425	\$2,425
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600

Conference Registration	Cost of Professional Development: IDEA \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
Training Supplies and Materials	Markers, flipchart paper, indexcards, name badges, etc for 6 AmeriCorps RI Network Meetings	\$500
Printing	Printing services for service and volunteer recognition events, career fairs, and other promotional events. Large format foam board signs, pop-up banners, brochures and business cards, etc.	\$5,000
Training and Promotional Events (Opening Day, Justice Talks, National Day of Service, Summer retreat, etc.)	Venue rental, supplies, refreshments, consumable equipment (work gloves, firstaid supplies, AmeriCorps t-shirts, etc.)	\$18,000
AmeriCorps Marketing Gear	300 members x \$12 + 250 items x \$3 w required AmeriCorps logo to promote and recognize service.	\$4,350
Indirect Cost	Administrative Expenses and Fees for: IDEA \$6,134; Title I \$14,454; NCS Project Oversight and Management; Record Keeping, Reporting, Fiscal Processing, Payroll Processing and Audit Expenses \$11,941	\$32,530
<b>TOTAL REQUEST</b>		<b>\$65,030</b>

IDEA Total: \$6,934  
Title I Total: \$16,554  
NCS Total: \$41,541

**FY19 Grand Total \$393,970**

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2020

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$38.01	\$69,178
Joseph Celani	Title I Program Specialist	1,820	\$58.21	\$105,942
Miriam Alvarado	Title I Information Services Aide	1,820	\$31.13	\$56,657
TBD	National & Community Service Program Monitoring & Training Associate	1820	\$34.37	\$62,553
<b>TOTAL REQUEST</b>				<b>\$294,330</b>

IDEA Total: \$69,178  
 Title I Total: \$162,599  
 NCS Total: \$62,553

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Cathy Saunders	National and Community Service Program Development and Training Consultant	400	75	\$30,000
TBD	National and Community Service State Plan/Evaluation Consultant(s)	80	100	\$8,000
TBD	Justice Talks Facilitator(s) (12x14hrs each)	168	25	\$4,200
<b>TOTAL REQUEST</b>				<b>\$42,200</b>

NCS Total: \$42,200

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00 Reimbursement for local travel to program sites for NCSP: 650 miles x \$0.50 = \$325	\$1,325
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA--\$4,000, Title I \$1,000 AmeriCorps Symposium attendance mandated by federal agency: \$1,425	\$2,425

Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	<del>Cost of Professional Development: IDEA</del> \$2,400	<del>\$2,400</del>
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
Training Supplies and Materials	Markers, flipchart paper, indexcards, name badges, etc for 6 AmeriCorps RI Network Meetings.	\$500
Printing	Printing services for service and volunteer recognition events, career fairs, and other promotional events. Large format foam board signs, pop-up banners, brochures and business cards, etc.	\$5,000
Training and Promotional Events (Opening Day, Justice Talks, National Day of Service, Summer retreat, etc.)	Venue rental, supplies, refreshments, consumable equipment (work gloves, firstaid supplies, AmeriCorps t-shirts, etc.)	\$18,000
AmeriCorps Marketing Gear	300 members x \$12 + 250 items x \$3 w required AmeriCorps logo to promote and recognize service.	\$4,350
Indirect Cost	Administrative Expenses and Fees for: IDEA \$6,298; Title I \$14,823; NCS Project Oversight and Management; Record Keeping, Reporting, Fiscal Processing, Payroll Processing and Audit Expenses \$12,092	\$33,213
<b>TOTAL REQUEST</b>		<b>\$65,713</b>

IDEA Total: \$7,098  
Title I Total: \$16,923  
NCS Total: \$41,692

**FY20 Grand Total \$402,243**

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2021

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$39.03	\$71,035
Joseph Celani	Title I Program Specialist	1,820	\$59.65	\$108,563
Miriam Alvarado	Title I Information Services Aide	1,820	\$32.02	\$58,276
TBD	National & Community Service Program Monitoring & Training Associate	1820	\$35.34	\$64,319
<b>TOTAL REQUEST</b>				<b>\$302,193</b>

IDEA Total: \$71,035  
 Title I Total: \$166,839  
 NCS Total: \$64,319

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Cathy Saunders	National and Community Service Program Development and Training Consultant	400	75	\$30,000
TBD	National and Community Service State Plan/Evaluation Consultant(s)	80	100	\$8,000
TBD	Justice Talks Facilitator(s) (12x14hrs each)	168	25	\$4,200
<b>TOTAL REQUEST</b>				<b>\$42,200</b>

NCS Total: \$42,200

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00 Reimbursement for local travel to program sites for NCS: 650 miles x \$0.50 = \$325	\$1,325
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: <del>IDEA—\$4,000</del> , Title I \$1,000; AmeriCorps Symposium	\$2,425

	attendance mandated by federal agency: \$1,425	
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA – \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
Training Supplies and Materials	Markers, flipchart paper, indexcards, name badges, etc for 6 AmeriCorps RI Network Meetings.	\$500
Printing	Printing services for service and volunteer recognition events, career fairs, and other promotional events. Large format foam board signs, pop-up banners, brochures and business cards, etc.	\$5,000
Training and Promotional Events (Opening Day, Justice Talks, National Day of Service, Summer retreat, etc.)	Venue rental, supplies, refreshments, consumable equipment (work gloves, firstaid supplies, AmeriCorps t-shirts, etc.)	\$18,000
AmeriCorps Marketing Gear	300 members x \$12 + 250 items x \$3 w required AmeriCorps logo to promote and recognize service.	\$4,350
Indirect Cost	Administrative Expenses and Fees for: IDEA \$6,465; Title I \$15,205; NCS Project Oversight and Management; Record Keeping, Reporting, Fiscal Processing, Payroll Processing and Audit Expenses \$12,251	\$33,920
<b>TOTAL REQUEST</b>		<b>\$66,420</b>

IDEA Total: \$7,265  
Title I Total: \$17,305  
NCS Total: \$41,851

**FY21 Grand Total \$410,813**

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2022

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$40.10	\$72,982
Joseph Celani	Title I Program Specialist	1,820	\$61.1	\$111,202
Miriam Alvarado	Title I Information Services Aide	1,820	\$32.94	\$59,951
TBD	National & Community Service Program Monitoring & Training Associate	1820	\$36.34	\$66,139
<b>TOTAL REQUEST</b>				<b>\$310,274</b>

IDEA Total: \$72,982  
 Title I Total: \$171,153  
 NCS Total: \$66,139

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Cathy Saunders	National and Community Service Program Development and Training Consultant	400	75	\$30,000
TBD	National and Community Service State Plan/Evaluation Consultant(s)	80	100	\$8,000
TBD	Justice Talks Facilitator(s) (12x14hrs each)	168	25	\$4,200
<b>TOTAL REQUEST</b>				<b>\$42,200</b>

NCS Total: \$42,200

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00 Reimbursement for local travel to program sites for NCS: 650 miles x \$0.50 = \$325	\$1,325
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: <del>IDEA--\$4,000</del> , Title I \$1,000; AmeriCorps Symposium	\$2,425

	attendance mandated by federal agency: \$1,425	
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA – \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
Training Supplies and Materials	Markers, flipchart paper, indexcards, name badges, etc for 6 AmeriCorps RI Network Meetings.	\$500
Printing	Printing services for service and volunteer recognition events, career fairs, and other promotional events. Large format foam board signs, pop-up banners, brochures and business cards, etc.	\$5,000
Training and Promotional Events (Opening Day, Justice Talks, National Day of Service, Summer retreat, etc.)	Venue rental, supplies, refreshments, consumable equipment (work gloves, firstaid supplies, AmeriCorps t-shirts, etc.)	\$18,000
AmeriCorps Marketing Gear	300 members x \$12 + 250 items x \$3 w required AmeriCorps logo to promote and recognize service.	\$4,350
Indirect Cost	Administrative Expenses and Fees for: IDEA \$6,640; Title I \$15,593; NCS Project Oversight and Management; Record Keeping, Reporting, Fiscal Processing, Payroll Processing and Audit Expenses \$12,415	\$34,648
<b>TOTAL REQUEST</b>		<b>\$67,148</b>

IDEA Total: \$7,440  
Title I Total: \$17,693  
NCS Total: \$42,015

**FY22 Grand Total \$419,622**

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2023

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$41.19	\$74,966
Joseph Celani	Title I Program Specialist	1,820	\$62.65	\$114,023
Miriam Alvarado	Title I Information Services Aide	1,820	\$33.90	\$61,698
TBD	National & Community Service Program Monitoring & Training Associate	1820	\$37.38	\$68,032
<b>TOTAL REQUEST</b>				<b>\$318,719</b>

IDEA Total: \$74,966  
 Title I Total: \$175,721  
 NCS Total: \$68,032

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Cathy Saunders	National and Community Service Program Development and Training Consultant	400	75	\$30,000
TBD	National and Community Service State Plan/Evaluation Consultant(s)	80	100	\$8,000
TBD	Justice Talks Facilitator(s) (12x14hrs each)	168	25	\$4,200
<b>TOTAL REQUEST</b>				<b>\$42,200</b>

NCS Total: \$42,200

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00 Reimbursement for local travel to program sites for NCSP: 650 miles x \$0.50 = \$325	\$1,325
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA— <del>\$4,000</del> , Title I \$1,000; AmeriCorps Symposium	\$2,425

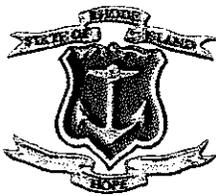
	attendance mandated by federal agency: \$1,425	
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	<del>Cost of Professional Development: IDEA – \$2,400</del>	<del>\$2,400</del>
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
Training Supplies and Materials	Markers, flipchart paper, indexcards, name badges, etc for 6 AmeriCorps RI Network Meetings.	\$500
Printing	Printing services for service and volunteer recognition events, career fairs, and other promotional events. Large format foam board signs, pop-up banners, brochures and business cards, etc.	\$5,000
Training and Promotional Events (Opening Day, Justice Talks, National Day of Service, Summer retreat, etc.)	Venue rental, supplies, refreshments, consumable equipment (work gloves, firstaid supplies, AmeriCorps t-shirts, etc.)	\$18,000
AmeriCorps Marketing Gear	300 members x \$12 + 250 items x \$3 w required AmeriCorps logo to promote and recognize service.	\$4,350
Indirect Cost	Administrative Expenses and Fees for: IDEA \$6,819; Title I \$16,004; NCSPP Project Oversight and Management; Record Keeping, Reporting, Fiscal Processing, Payroll Processing and Audit Expenses \$12,585	\$35,408
<b>TOTAL REQUEST</b>		<b>\$67,908</b>

IDEA Total: \$7,619  
Title I Total: \$18,104  
NCS Total: \$42,185

**FY23 Grand Total \$428,827**

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
 Shepard Building  
 255 Westminister Street  
 Providence, Rhode Island 02903-3400

**CONTRACT AGREEMENT**

**BETWEEN:** Rhode Island Department of Education  
 Office of Educator Quality and Certification  
 255 Westminister Street  
 Providence, Rhode Island 02903

**AND:** West Bay Collaborative  
 144 Bignall Street  
 Warwick, RI 02888-1005

**FEIN:** 05-0460855

**RELATING TO:** Program Monitoring and Quality Assurance Project

Work and activities by **West Bay Collaborative** to be undertaken in accordance with the attached SECTION I Terms and Conditions and SECTION II Work Program Specifications in consideration of compensation to be paid by the Rhode Island Department of Education (RIDE) as set forth in SECTION III Budget.

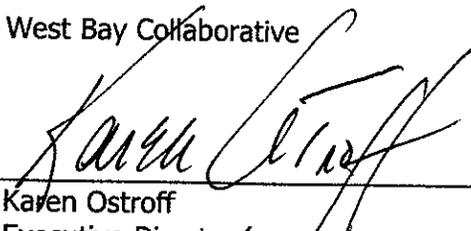
THIS CONTRACT IS NOT VALID OR LEGALLY BINDING UNTIL SIGNED BY BOTH PARTIES AND A PURCHASE ORDER HAS BEEN ISSUED BY THE OFFICE OF PURCHASES. DO NOT PERFORM ANY WORK ON THIS CONTRACT UNTIL A PURCHASE ORDER IS ISSUED.

ACCEPTED:

RHODE ISLAND DEPARTMENT  
 OF EDUCATION

West Bay Collaborative

  
 \_\_\_\_\_  
 Ken Wagner, Ph.D.  
 Commissioner

  
 \_\_\_\_\_  
 Karen Ostroff  
 Executive Director

DATE: \_\_\_\_\_

DATE: 5/4/18

## **SECTION I**

### **A. SPECIFIC TERMS AND CONDITIONS**

1. Vendor: West Bay Collaborative  
Address: 144 Bignall Street  
Warwick, RI 02888-1005

FEIN # 05-0460855 Vendor #18901

2. Starting Date : July 1, 2018

Termination Date: June 30, 2023

3. Contract Officer: Kristen Cole, Office of Finance  
(for the Dept. of Education)

Project Officer: Susan Wood (IDEA) David Sienko (Title I)

4. West Bay Collaborative  
5. Project Officer : Karen Ostroff  
Business Officer: Bill Capron  
Contact Information:

Phone Number 401-941-8353

Email Address [bcapron@westbaycollaborative.org](mailto:bcapron@westbaycollaborative.org)  
[kostroff@westbaycollaborative.org](mailto:kostroff@westbaycollaborative.org)

6. Contract Amount

Account	10.072.2725132.02	10.072.2725117.02	Total
Acct Description	IDEA Part B	Title I	
FY 2019	\$81,268	\$175,057	\$256,325
FY 2020	\$83,252	\$179,522	\$262,774
FY 2021	\$85,276	\$184,144	\$269,420
FY 2022	\$87,398	\$188,905	\$276,303
FY 2023	\$89,561	\$193,825	\$283,386
Totals	\$426,755	\$921,453	\$1,348,208

7. Special Conditions: RIDE reserves the right to extend the contract for up to twelve months by mutual written consent.

## SECTION I (continued)

### Article 1

Parties to Agreement. This Agreement is made by and between the Rhode Island Department of Elementary and Secondary Education (RIDE) and the party specified in SECTION I A1 (the Contractor).

### Article 2

Period of Performance. This Agreement will be effective on the starting date as specified in SECTION I A2 and, unless renewed or extended, will expire on the termination date as specified in SECTION I A2. It is understood and agreed by and between the parties that this Agreement covers work and services to be provided by the Contractor for the period specified in SECTION I A2.

### Article 3

Modification of Agreement. This Agreement may be amended or extended by mutual written consent provided that such consent may not be unreasonably withheld, and further provided, that there is a fiscal appropriation for any extension.

### Article 4

Contract Officer. The Contractor agrees to maintain close and continuing communication with the RIDE contract officer, as specified in SECTION I A3, throughout the performance of work and services undertaken under the terms of the Agreement. The contract officer is responsible for authorizing all payments made by RIDE to the Contractor under this Agreement.

### Article 5

Project Officer. The project officer, as specified in SECTION I A4, is responsible for coordinating and reporting work performed by the Contractor under this agreement.

### Article 6

Delays. Whenever the Contractor has knowledge that any actual or potential situation is delaying, or tends to delay the timely performance of work under this Agreement, the Contractor shall immediately give written notice thereof, including all relevant information with respect thereto, to RIDE.

### Article 7

Funding. In consideration of work and services performed by the Contractor in accordance with SECTION II of this Agreement, RIDE agrees to reimburse the Contractor for allowable costs incurred by the Contractor under this Agreement in an amount not to exceed the amount specified in SECTION I A5 and in accordance with estimated expenditures as set forth in SECTION III Budget. Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). RIDE shall process all invoices within 30 days of date of invoice. All payments are provisional pending the final audit by appropriate state and/or federal officials.

## Article 8

Federal Funding Provisions. Funds made available to the Contractor under this Agreement are or may be derived from federal funds made available to RIDE. The provisions of Article 7 and SECTION III notwithstanding, the Contractor agrees to make claims for reimbursement under this Agreement in accordance with federal policies governing allowable costs to be charged against federal grants. The Contractor agrees that no expenditures claimed for reimbursement under this Agreement will be claimed for reimbursement under any other agreement, grant, or contract that the Contractor may hold which provides funding from state or federal sources. The Contractor further agrees to be liable for audit exceptions that may arise from examination of expenditures: (a) claimed by the Contractor for reimbursement under this Agreement, and/or (b) submitted by the Contractor in meeting any cost participation requirements.

In executing this Agreement the Contractor is serving as grantee or independent contractor under a federal grant or contract between the federal government and RIDE. The master grant award or cooperative agreement made to RIDE by the federal government governing activities under this Agreement is, therefore, made a part of this agreement. The Contractor specifically agrees to abide by all applicable federal requirements for grantees, contractors, or independent contractors receiving federal funds including, but not limited to, those requirements set forth or referenced in the master grant or contract relating to this Agreement and in 2CFR Chapter 1, Chapter II, Part 200, et.al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## Article 9

Prepayment. Articles 7 and 8 notwithstanding, prepayment will be allowed provided that it is requested and approved under the appropriate mechanism and subsequently accounted for with proper documentation.

## Article 10

Administrative, Contractual, or Legal Remedies. The Contractor shall, in a satisfactory and proper manner in accordance with industry standards, complete all obligations and duties as stipulated in this Agreement. Failure of the Contractor to perform or deliver required work, services, or reports under this Agreement may result in the withholding of payments by RIDE to the Contractor. RIDE reserves the right to seek any and all administrative, contractual and/or legal remedies for a breach of contract by the Contractor, including but not limited to, the withholding of payments as set forth herein and/or termination of the Agreement as set forth in Article 11.

The Contractor understands and agrees that failure to meet its requirements under this Agreement may also result in withdrawal of other state or federal funds that may have been made available to the Contractor hereunder, at the option of RIDE.

## Article 11

Termination of Agreement. In the event that either of the parties materially fails to perform its obligations under this Agreement, the other of the parties may terminate

this Agreement upon written notification of termination setting forth the nature of the failure to perform said obligations under this Agreement. Prior to termination, the terminating party shall give the other party thirty (30) days to cure the alleged defect or otherwise commence activities designed to remedy the alleged defect.

RIDE may, without cause, terminate this Agreement at any time upon giving sixty (60) days advance notice in writing to the Contractor. The above mentioned sixty (60) days written notice notwithstanding, the State expressly reserves the unilateral right to terminate, amend and/or reduce services and payments under this Agreement, effective immediately upon written notice to the Contractor in the event that the funding underlying the participation of RIDE is eliminated, limited or curtailed.

In the event of termination by either party, all property and finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Agreement, shall be assigned as described herein in Article 17. Notice of the effective date of termination will include the reports that must be completed.

In the event of termination by either party, final payment by RIDE to the Contractor for work and services provided by the Contractor under this Agreement up to the effective date of termination shall be made in proportion to work completed and allowable expenses incurred, in accordance with the principles of cost reimbursement, agreements and contracts. Notwithstanding the foregoing, costs related to any reports required to be completed after the effective date of termination will be reimbursed. Notwithstanding the foregoing, the Contractor shall not be relieved of liability to RIDE for damages sustained by RIDE by virtue of any breach of this Agreement by the Contractor; and RIDE may withhold payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due to RIDE from the Contractor is determined.

#### Article 12

Indemnification and Insurance. The Contractor shall hold harmless and indemnify the State of Rhode Island, RIDE, and their officers, employees, and agents from and against all liability, damage, loss, claims, demands, and actions of any nature whatsoever, including the cost of defending any action (including reasonable attorneys fees), which arise out of or are connected with, or are claimed to arise out of or be connected with any of the services provided to the State under this Agreement. The foregoing provision shall not be deemed to be released, waived or modified by reason of any insurance provided by the Contractor under the provisions of this Agreement. Contractor agrees to add the State of Rhode Island and RIDE as additional insureds under its general liability policy and to provide RIDE with a certificate of insurance verifying that the State and RIDE are additional insureds under said policy.

#### Article 13

Recordkeeping/Inspection of Records and Reports. The Contractor agrees to keep discrete financial records of expenditures made under this Agreement, including time records of employees whose work is to be charged in whole or in part to this

Agreement; to maintain such records in accordance with standard accounting practices; to make such records available on request to appropriate state and/or federal officials for examination or audit, ensure that audits are conducted in accordance with 2CFR Chapter I, Chapter II, Part 200 Subpart F, Audit Requirements, if applicable, and to keep such records on file until the final audit of RIDE records under the federal grant funding of this Agreement, or until such time as federal provisions permit the records to be discarded. All management correspondences that accompany audit reports must be sent to RIDE. If a client served by this contract is charged for service, the Contractor must report this income.

#### Article 14

On-Site Inspection. The Contractor agrees to permit on-site monitoring, evaluation, and inspection of all activities related to this Agreement by officials of the RIDE, its designee, and, where appropriate, the federal government.

#### Article 15

Partnership. It is understood and agreed that nothing herein is intended or should be construed in any manner as creating or establishing the legal relation of partnership between the parties hereto, or as constituting the employees, agents, or representatives of the Contractor included in this Agreement as employees, agents, or representatives of RIDE.

#### Article 16

Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

#### Article 17

Proprietorship. RIDE and the Contractor shall be considered Joint Owners (as that term is defined by US Copyright Law) of all intellectual property including finished or unfinished documents, computer software, data studies, and reports prepared or acquired by the Contractor under this Agreement and for which reimbursement was claimed under this Agreement. RIDE will own all tangible property and equipment acquired by the Contractor under this Agreement and for which reimbursement was claimed under this Agreement. The Contractor further understands and agrees to abide by federal regulations, requirements, and policies governing the disposition of equipment or property purchased with funds made available to the Contractor under this Agreement or with funds identified by the Contractor as matching expenditures under this Agreement. The Contractor agrees to maintain an equipment inventory list under this Agreement and to identify related equipment properly for inspection.

#### Article 18

Copyright. Reports or other documents produced in whole or in part under this Agreement shall either bear no copyright notice or indicate that the Contractor and RIDE are Joint Owners of the copyright.

#### Article 19

Rights to Inventions Made. If the award meets the definition of a "funding agreement" under 37 CFR 401.2(a) and the Contractor wishes to enter into a contract with a small business or non-profit or organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement", the Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

#### Article 20

Publicity. The Contractor will give due credit to RIDE and the appropriate state and/or federal agencies. RIDE will be credited on all media announcements, billboards, and educational materials produced or developed under the scope of this Agreement. RIDE will give due credit to the Contractor on all media announcements, billboards, and educational materials produced or developed under the scope of this Agreement.

#### Article 21

Interest of the Contractor. The Contractor covenants that it presently has no pecuniary interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed.

#### Article 22

Equal Employment Opportunity. The Contractor agrees to abide by applicable provisions of 41 CFR Part 60-1.4 and Executive Order 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin under any program or activities undertaken in behalf of this Agreement. In addition, the Contractor agrees to establish a procedure for complaint from any person who believes that such discrimination is being practiced in any activity relating to this Agreement.

#### Article 23

Drug Free Workplace Policy. The Contractor agrees to maintain and enforce its Drug Free Workplace Policy. The Contractor acknowledges that a violation of the Drug Free Workplace Policy may, at RIDE's option, result in termination of this Agreement.

#### Article 24

Environmental Tobacco Smoke. The Contractor agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by the entity and used routinely or regularly for the provision of RIDE day care, early childhood development services, education or library services to children under the age

of 18, if the services are funded by Federal programs either directly or through State or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's services that are constructed, operated or maintained with such funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.

#### Article 25

Subcontracts. Any proposed subcontract under this Agreement shall be submitted to the Rhode Island Department of Elementary and Secondary Education contract officer for approval prior to execution. Failure to comply with the provisions of this article could result in denial of reimbursement for such non-approved sub contractual services.

#### Article 26

Department of Administration's Approval. This Agreement shall take effect upon the issuance of a purchase order by the Department of Administration's Division of Purchases.

#### Article 27

Licensure/Certification. The Contractor shall have any and all licenses necessary to operate his/her facility in place prior to the start date of this Agreement and for the duration of the contract period. Further, all personnel delivering RIDE services shall be licensed/certified and/or registered as required by law.

#### Article 28

Byrd Anti-Lobbying Amendment (45 CFR 2543.87). The Contractor must comply with all federal laws restricting and/or limiting lobbying activities of recipients of federal funds including, but not limited to those covered under 31 U.S.C. Section 1352.

#### Article 29

Incorporation by Reference and Interpretation. The State Purchasing Act, the State Purchasing Regulations and the State of Rhode Island Office of Purchases General Conditions of Purchase are incorporated herein by reference, hereinafter collectively referred to as the State's General Conditions of Purchase. This Agreement consists of the following contract documents: (a) this Agreement; (b) the Proposal and (c) the RFP and Purchase Order, all of which may be collectively referred to throughout this Agreement as "Contract Documents." In the event any conflict shall arise among the provisions of the foregoing documents, said conflict shall be resolved by giving priority to the documents in the order set forth above.

#### Article 30

Laws of Rhode Island and Venue. It is expressly agreed by the Parties that this Agreement shall be governed by the laws of the State of Rhode Island. Jurisdiction and venue for any and all legal actions, whether arising in law and/or equity, shall be

brought in the Rhode Island Superior Court, in, with, and for the County of Providence, State of Rhode Island.

Article 31

Suspension and Debarment. Non-federal entities are prohibited by Federal Executive Orders 12549 (3 CFR 1986 Comp., p.189) and 12689 (3 CFR 1989 Comp., p. 235) from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. By signing this Agreement the Contractor certifies that the organization and its principals are not suspended or debarred, proposed for disbarment, declared ineligible, or voluntarily excluded by any federal agency from federal procurement and non-procurement programs.

Article 32

Davis-Bacon Act. For prime construction contracts in excess of \$2,000, the Contractor must comply with the Davis-Bacon Act (40 USC 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").

Article 33

Contract Work Hours and Safety Standards Act. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, the Contractor must comply with the Contract Work Hours and Safety Standards Act (40 USC 3702-3704, as supplemented by the Department of Labor regulations (29 CFR Part 5)).

Article 34

Clean Air and Federal Water Pollution Control Acts. For contracts in excess of \$150,000, the Contractor must comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387).

Article 35

Recovered Materials. The Contractor must comply with the Section 6002 of the U.S. Environmental Protection Agency's Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act (October 21, 1976) which encourages the use of recovered materials and promotes buy-recycled efforts.

## **SECTION II**

### **I. BACKGROUND/OVERVIEW/PURPOSE:**

Monitoring the implementation of Federal programs and the use of Federal program funds is an essential function of the Rhode Island Department of Elementary and Secondary Education (RIDE). The RIDE Office of Student, Community and Academic Supports (OSCAS) oversees the state's implementation of several federal programs on behalf of students with disabilities under the Individuals with Disabilities Education Act (IDEA) and on behalf of students with academic need from high poverty schools per Title I and Title IVa. The RIDE is responsible for promulgation of policies and for statewide oversight and monitoring of local education agencies'

(LEA) implementation of policies, procedures, and practices to ensure that all such students have full access to entitlements under these federal provisions. The U.S. Education Department General Administrative Regulations (EDGAR) at 34 CFR 80.40(a) requires each state education agency to monitor sub-grant activities to ensure compliance with applicable Federal requirements. Monitoring promotes the alignment of state and local efforts with the principles of Every Student Succeeds Act 2015 (ESSA). Monitoring provides local policy makers and educators with the data necessary to make educational improvements and holds schools accountable for ensuring that all children have a fair, equal, and significant opportunity to obtain a high-quality education.

#### **Overview:**

##### **IDEA**

The Individuals with Disabilities Education Act (IDEA, 2004), and the Rhode Island Regulations Governing the Education of Children with Disabilities (2013) require that school districts or Local Education Agencies provide programs and services for students with disabilities. Specifically, the IDEA requires that schools must provide a coordinated set of activities for students with disabilities.

IDEA, 2004, section 616 pertains to monitoring, technical assistance and enforcement. This requires states to monitor the implementation of IDEA, 2004, by local education agencies and enforce this part in accordance with focused monitoring. The primary focus of State monitoring is to (a) improve educational results and functional outcomes for children with disabilities and (b) ensure that the State meets the program requirement under IDEA with a particular emphasis on those requirements that are most closely related to improving outcomes for children. Additionally, the US Department of Education requires the RIDE to demonstrate how Rhode Island will monitor programs and services for children with disabilities. In the area of General Supervision, the plan includes: A system for supervising monitoring performance and compliance which identifies and corrects noncompliance as soon as possible but in no case later than one year from the date of identification.(20 U.S.C. 1416 (a)(3)(B)). For any noncompliance not corrected within one year of identification, the system must describe the actions, including technical assistance and/or enforcement that the State has taken.

### **Title I and Title IVa: Improving the Academic Achievement of the Disadvantaged**

In addition to ensuring schools' compliance with Federal requirements, RIDE must ensure that their instructional delivery programs are of sufficient size, scope and quality, and that the academically at-risk student population is the primary focus for the Title I program. Rhode Island's Title I and Title IVa program monitoring process consists of four major components:

1. Annual Review of Program Design, Implementation and Expenditure –Through the Consolidated Resource Plan (CRP) process, LEAs must submit a program description and budget annually for approval. Program staff and a fiscal officer review CRPs to ensure that expenditures are allowable, reasonable and necessary, and that the Title I program is of sufficient size, scope and quality.
2. Desktop Review – LEAs must submit required reports throughout the year to demonstrate compliance with the areas of comparability, annual ranking, student participation data, reserves, school level allocations, private school affirmations, and teacher/paraprofessional quality. Title I staff review these reports and the CRP application as part of a desktop review.
3. On-site Review – A visiting team performs on-site visits to LEAs to ensure compliance with the critical elements of Title I. The purpose of the on-site visit is to verify documentation for program elements and confirm understanding of the Title I program design and implementation.
4. Title I Clinics –Title I Clinics are provided throughout the school year. The clinics are designed to deliver technical assistance and support to LEAs in topic areas that address effective program design, implementation, and evaluation.
5. Title IVa-Support RIDE in the implementation and monitoring of Title Iva Program.

#### **Purpose:**

This project will assist RIDE with ensuring LEAs' compliance with federal requirements under IDEA, TITLE I and TITLE IVa supporting the RIDE Office of Student, Community, and Academic Support (OSCAS) Program Monitoring and Quality Assurance effort in three ways:

1. Coordinate and support all logistical activities for OSCAS program monitoring and quality assurance that ensures comprehensive district program review and adherence to federally mandated regulatory and result driven requirements.
2. Assist and support the RIDE OSCAS in designing and implementing refinements of the program monitoring and quality assurance system, including building capacity of school districts, students, and parents to improve student outcomes as measured in the RI State Performance Plan and Title I and Title IVa requirements.
3. Report to RIDE on activities, deliverables, and outcomes as required.

## **II. SCOPE OF THE WORK:**

### Tasks

Maintain the necessary staffing and reporting under the following programs to provide the functions delineated within each program.

#### ***A. IDEA School Support System (SSS)***

##### **A1. Quality Assurance Program Support**

IDEA program support personnel will perform a variety of technical and clerical work

supporting IDEA program staff and activities for quality assurance, including, but not limited to, the functions below:

- Coordinate all School Support System logistical activities: Maintain coordination with RIDE Quality Assurance Administrator.
- Implement School Support System (SSS) refinements as directed to build the capacity of local school districts, students, and parents to improve student outcomes as measured in the RI State Performance Plan:
  - Review and refine SSS logistical process via development of a revised process electronic manual specifying monitoring activities based on the IDEA 2004 (RI regulations promulgated July 2010).
  - Provide direct assistance to constituents and LEAs in understanding the SSS process and their role through the organization of activities and informational materials.
  - Review, revise, and distribute capacity-building materials as directed.
- Participation and support on monitoring reviews as appropriate
- Provide support staff services for all aspects of the SSS process as mandated by the IDEA 2004.
- Provide support staff services in refining the special education nonpublic school application and approval process via development of a revised application system as mandated per the IDEA 2004.
- Provide assistance to constituents, as directed by the OSCAS Quality Assurance Administrator, in understanding the SSS process and special education nonpublic school application and approval process. Facilitate the completion of team member mileage and related training packages via the organization of activities and informational materials.
- Ensure that data collection and analysis, and required program reports from districts are complete, accurate, and timely
- Provide support staff services for logistical coordination (School Support System focused monitoring activities, and special education non-public program approval activities).
- Maintain all program records associated with IDEA program monitoring.
- Report on these activities to RIDE in accordance with the project schedule and deliverables.

## ***B. Title I and Title IVa Programs***

### **B1. Program Specialist**

- Assist in the design and delivery of high quality technical assistance to districts in implementing effective Title I and Title IVa programs.
- Ensure that data collection and analysis, and required program reports from districts are complete, accurate, and timely.
- Ensure that all data submissions to the US Department of Education on behalf of the Title I and Title IVa programs are complete, accurate, and timely.
- Support Title I staff in ensuring that federal Title I and Title IVa provisions are coordinated and integrated with other programs in federal sub grant funding applications (i.e. Consolidated Resource Plan).
- Participate in the design and implementation of Title I monitoring for critical elements of the Title I and Title IVa programs.
- Maintain all program records associated with Title I and Title IVa program monitoring.

## **B2. Information Services Technician**

Perform a variety of technical and clerical work supporting Title I program staff and activities for technical assistance and data quality, including, but not limited to, the functions below:

- Assist in answering requests and providing information to incoming inquiries;
- Produce and disseminate information;
- Compile and maintain data; and
- Perform related work as required
- Provide support staff services for logistical coordination of Program Monitoring and Quality Assurance for the Title I and Title IVa programs.
- Provide staff support for tracking and monitoring information for the McKinney Vento Homeless Education Program.
- Provide staff support in collecting and reporting information related to Title I, Part D Program for Neglected and Delinquent Youth.
- Support the other ESSA implementation requirements for Title I and Title IVa related to students in foster care

### **C. Reporting for IDEA, Title I and Title IVa**

1. Submit to RIDE quarterly fiscal reports indicating status of expenditures consistent with tasks and deliverables.
2. Submit to RIDE a service log as requested regarding summary of activities, beneficiaries, and next steps.
3. Participate as requested in program review meetings with OSCAS staff for overall program review and revision as needed.
4. Follow the RIDE work calendar.

### **Deliverables**

The deliverables have been modified to add responsibilities related to RI State Pre-K. The amended deliverables are as follows:

#### **Deliverables and Schedule**

##### **Deliverables Due Date(s)**

- 1 Job descriptions for project related staff will be articulated in collaboration with RIDE OSCAS staff by July 1, 2018.
- 2 In collaboration with RIDE OSCAS Project Leads, professional and support staff to accomplish the work outlined in the Project Overview will be recruited and employed. Upon contract approval.
- 3 Space and administrative supports as needed for project related meetings will be provided.
- 4 Changing needs and emerging issues in the Program Monitoring and Quality Assurance Project will be assessed and addressed in collaboration with RIDE OSCAS staff.
- 5 Annual summative reports submitted to RIDE regarding summary of activities, beneficiaries, and next steps by June 30<sup>th</sup> of each contract year.
- 6 Participation as requested in program review meetings with OSCAS staff for program review and revision as needed and as requested by RIDE.

III. PAYMENT TERMS:

Invoices will be submitted no more than monthly, detailing work accomplished and deliverables provided to date. Payment is contingent on successful completion of delineated work, consistency with approved expenditures, and provisions of deliverables as scheduled. Please see the attached policy about documentation to include with the invoice on page 15 and sample invoice template on page 16. Annual amounts will be in accordance with the following schedule.

Account	10.072.2725132.02	10.072.2725117.02	Total
Acct Description	IDEA Part B	Title I	
FY 2019	\$81,268	\$175,057	\$256,325
FY 2020	\$83,252	\$179,522	\$262,774
FY 2021	\$85,276	\$184,144	\$269,420
FY 2022	\$87,398	\$188,905	\$276,303
FY 2023	\$89,561	\$193,825	\$283,386
Totals	\$426,755	\$921,453	\$1,348,208



State of Rhode Island and Providence Plantations  
DEPARTMENT OF EDUCATION  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

To: RIDE Vendors  
From: Mark Dunham, Director of Finance  
RI Department of Education  
CC: Marliot Blanco, Controller  
David Abbott, Deputy Commissioner  
Date: May 7, 2013  
RE: Required Documentation for Payment

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Please review the information required for payment by the Rhode Island Department of Elementary and Secondary Education (RIDE). This information should either be included on the invoice or submitted as an attachment to the invoice. Failure to provide the documentation will result in payment delays.

- **Work may not begin prior to the receipt of an authorized purchase order** from the State of RI Purchasing Department. The State is not financially liable for any work performed by a vendor without authorization.
- **Payment for vendor staff time;** the salary charged for vendor's employees must equal the amount on the vendor proposal, contract, and the authorized purchase order. The following information must be included in or attached to the invoice.  
Name, Position (if applicable), Rate of Pay, Amount of hours, Total cost, Time period of charge, i.e. June 1-June 30, or week ending 6/14/13, and name of project.
- **Payment for travel** must include the name of the employee traveling, the origin and destination of the trip, the method of travel, and the dates of travel. Each trip must be listed separately. Receipts for travel are not required to be submitted with the invoice but must be available for review by RIDE in the event of a billing dispute.
- **Reimbursements:** Receipts or copies of receipts must be submitted with invoices for all items that are reimbursements to the vendor or reimbursements plus as defined in the bid and the contract. Examples of such items are consultant services, printing, space rental, mailings, and food and beverage. Your RIDE contact will be able to provide guidance and clarifying information on this matter.

Please remember items billed must match your purchase order which should match your contract and final work proposal. Payment requests that exceed the available balance in a contract budget category cannot be honored; however, the department can request budget modifications within the contract if expenditures are in different budget categories than originally anticipated.

Thank you for your assistance with this very important matter, providing the required documentation with your invoice will result in a smooth payment process and a timely payment.

Please attach this detail to your organization's typical invoice format

Invoice Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Period of Service: \_\_\_\_\_

Please ensure the details included on the invoice tie to the the detail on the purchase order.

**EMPLOYEE SALARY AND BENEFIT DETAIL \***

PO Line #	EMPLOYEE NAME	TITLE	BUDGET			EXPENDITURES			
			HOURLY RATE	NUMBER OF HOURS	TOTAL	INVOICED TO DATE	HOURS REQUESTED	AMOUNT REQUESTED	REMAINING
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
	<b>TOTAL</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0000</b>	<b>\$0.00</b>	<b>\$0.00</b>

\* Fringe Benefits are included in the applicable employee's hourly rates

**CONSULTANT DETAIL**

PO Line #	CONSULTANT NAME	TITLE	BUDGET			EXPENDITURES			
			HOURLY RATE	NUMBER OF HOURS	TOTAL	INVOICED TO DATE	HOURS REQUESTED	AMOUNT REQUESTED	REMAINING
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
	<b>TOTAL</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0000</b>	<b>\$0.00</b>	<b>\$0.00</b>

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)**

PO Line #	EXPENSE CATEGORY	DESCRIPTION	BUDGET	EXPENDITURES			
				INVOICED TO DATE		AMOUNT REQUESTED	REMAINING
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>

TOTAL REQUESTED

## APPENDIX A

### BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	Estimated Expenditures					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1. Employee Salary and Benefits	225,861	231,777	237,874	244,189	250,687	1,190,388
2. Purchased Services			0	0	0	0
3. Supplies and Materials	600	600	600	600	600	3,000
4. Travel	6,000	6,000	6,000	6,000	6,000	30,000
5. Printing			0	0	0	0
6. Office Expense			0	0	0	0
7. Other: Conference Registration	2,400	2,400	2,400	2,400	2,400	12,000
8. Other: Meeting Expenses	300	300	300	300	300	1,500
Subtotal	235,161	241,077	247,174	253,489	259,987	1,236,888
Indirect Cost *	21,164	21,697	22,246	22,814	23,399	111,320
<b>TOTAL</b>	<b>256,325</b>	<b>262,774</b>	<b>269,420</b>	<b>276,303</b>	<b>283,386</b>	<b>1,348,208</b>

**It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.**

*\* Attach a copy of the approved indirect cost documentation*

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2019

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$37.01	\$67,358
Joseph Celani	Title I Program Specialist	1,820	\$56.82	\$103,412
Miriam Alvarado	Title I Information Services Aide	1,820	\$30.27	\$55,091
<b>TOTAL REQUEST</b>				\$255,862

IDEA Total: \$67,358  
 Title 1 Total: \$158,503

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00	\$1,000
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA - \$4,000, Title I \$1,000	\$5,000
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA - \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
<b>TOTAL REQUEST</b>		\$9,300

IDEA Total: \$7,200  
 Title I Total: \$2,100

**ADMINISTRATIVE EXPENSES AND FEES**

IDEA Total: \$21,164  
 Title I Total: \$ 6,710  
 \$14,454

**TOTAL BUDGET**

IDEA Total: \$256,325  
 Title I Total: \$ 81,268  
 \$175,057

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2020

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$38.01	\$69,178
Joseph Celani	Title I Program Specialist	1,820	\$58.21	\$105,942
Miriam Alvarado	Title I Information Services Aide	1,820	\$31.13	\$56,657
<b>TOTAL REQUEST</b>				\$231,777

IDEA Total: \$69,178  
 Title 1 Total: \$162,599

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00	\$1,000
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA - \$4,000, Title I \$1,000	\$5,000
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA - \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
<b>TOTAL REQUEST</b>		\$9,300

IDEA Total: \$7,200  
 Title I Total: \$2,100

**ADMINISTRATIVE EXPENSES AND FEES**

IDEA Total: \$21,697  
 Title I Total: \$6,874  
 \$14,825

**TOTAL BUDGET**

IDEA Total: \$262,774  
 Title I Total: \$83,252  
 \$179,522

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2021

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$39.03	\$71,035
Joseph Celani	Title I Program Specialist	1,820	\$59.65	\$108,563
Miriam Alvarado	Title I Information Services Aide	1,820	\$32.02	\$58,276
<b>TOTAL REQUEST</b>				<b>\$237,874</b>

IDEA Total: \$71,035  
 Title 1 Total: \$166,839

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00	\$1,000
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA - \$4,000, Title I \$1,000	\$5,000
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA - \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
<b>TOTAL REQUEST</b>		<b>\$9,300</b>

IDEA Total: \$7,200  
 Title I Total: \$2,100

**ADMINISTRATIVE EXPENSES AND FEES**

IDEA Total: \$22,246  
 Title I Total: \$ 7,041  
 \$15,205

**TOTAL BUDGET**

IDEA Total: \$269,420  
 Title I Total: \$ 85,276  
 \$184,144

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

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BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2022

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$40.10	\$72,982
Joseph Celani	Title I Program Specialist	1,820	\$61.1	\$111,257
Miriam Alvarado	Title I Information Services Aide	1,820	\$32.94	\$59,951
<b>TOTAL REQUEST</b>				\$244,189

IDEA Total: \$72,982  
 Title 1 Total: \$171,207

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00	\$1,000
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA - \$4,000, Title I \$1,000	\$5,000
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA - \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
<b>TOTAL REQUEST</b>		\$9,300

IDEA Total: \$7,200  
 Title I Total: \$2,100

**ADMINISTRATIVE EXPENSES AND FEES**

IDEA Total: \$22,814  
 Title I Total: \$7,216  
 \$15,598

**TOTAL BUDGET**

IDEA Total: \$276,303  
 Title I Total: \$87,398  
 \$188,905

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

BUDGET DETAIL SHEET \*  
 FISCAL YEAR 2023

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Sandra Gregoire	IDEA Quality Assurance Services Program Support	1,820	\$41.19	\$74,966
Joseph Celani	Title I Program Specialist	1,820	\$62.65	\$114,023
Miriam Alvarado	Title I Information Services Aide	1,820	\$33.90	\$61,698
<b>TOTAL REQUEST</b>				\$250,687

IDEA Total: \$74,966  
 Title 1 Total: \$175,721

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
In-state Mileage	On-site Monitoring Visits to Districts: IDEA: 1,000 miles x \$0.50 = \$500.00 Title I: 1,000 miles x \$0.50 = \$500.00	\$1,000
Out-of-state travel	Conferences and Professional Development opportunities related to project activities: IDEA - \$4,000, Title I \$1,000	\$5,000
Supplies	Office Supplies – Toner Cartridges, Calendar, etc.: IDEA - \$300.00, Title I \$300.00	\$600
Conference Registration	Cost of Professional Development: IDEA - \$2,400	\$2,400
Meeting Expenses	Light refreshments as needed for 5-6 meetings per year: Title I - \$300.00	\$300
<b>TOTAL REQUEST</b>		\$9,300

IDEA Total: \$7,200  
 Title I Total: \$2,100

**ADMINISTRATIVE EXPENSES AND FEES**

IDEA Total: \$23,399  
 Title I Total: \$7,395  
 \$16,004

**TOTAL BUDGET**

IDEA Total: \$283,386  
 Title I Total: \$89,561  
 \$193,825

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)