

**Standard Agreement
for Professional Services between
El Dorado County Office of Education
and
El Dorado County Library**

EDCOE # 5147

EDC # 281-F1811

January 1, 2018 through June 30, 2020

This agreement for professional services is made and entered into by and between the El Dorado County Office of Education (EDCOE) having its principal office at 6767 Green Valley Road, Placerville, California 95667 and the County of El Dorado, hereinafter referred to as "CONTRACTOR", having its principal office at Library 345 Fair Lane, Placerville, CA 95667, each being a "Party" and collectively the "Parties".

RECITALS

Whereas, the terms "El Dorado County Office of Education", "County Office", or "EDCOE" shall mean both the Superintendent and the El Dorado County Board of Education, their officers, employees, representatives, and agents in their respective employment and oversight capacities for the El Dorado County Office of Education.

Whereas, EDCOE is the Fiscal Agent for the First 5 CA IMPACT Grant which supports High 5 for Quality and requires professional services of providing the "Early Literacy on the Move" (ELOM) program for child care providers and Alternative Sites consistent with First 5 CA IMPACT guidelines,

Whereas, CONTRACTOR is qualified and desires to provide the "Early Literacy on the Move" program,

Whereas, EDCOE desires CONTRACTOR to provide such services.

Whereas, the Parties warrant that they have had the opportunity to obtain advice of counsel throughout the negotiations leading to the preparations and execution of this Agreement, and have read it carefully and understand its terms and consequences.

AGREEMENT

NOW, THEREFORE, in consideration of the acts and promises contained herein the Parties agree as follows:

A. SCOPE OF WORK:

1. CONTRACTOR agrees to take all steps and do all things reasonable and necessary to perform and complete in a good and workmanlike manner the project work consistent with the 17-18 Scope of Work in Attachment 1. Annual revisions of Scope of Work will be developed by June 1 of 2018 and June 1 of 2019 by mutual agreement.

The CONTRACTOR shall work in partnership with and based on the guidance of EDCOE to fulfill the deliverables, data collection and benchmarks identified in the 17-18 Scope of Work, Attachment 1

a) Timeline for deliverables;

- i) Completion of all annual ELOM services outlined in the 17-18 Scope of Work prior to June 30, 2018.
 - ii) Data collection including site visit information must be completed during the month of the service provision.
- b) Reporting due dates;
Semi – Annual report (Attachment 3) due to EDCOE on the second Friday of January and July.
- c) Rate of Pay;
- i) 17-18 Annual budget amount not to exceed budget of \$48,000 consistent with the the budget in Attachment 2, less the expenses incurred and invoiced to First 5 El Dorado between July 1, 2017 and December 31, 2017 as documented by six month (July 1, 2017-December 31, 2017) budget expenditure document verified by First 5 El Dorado. A three year budget not to exceed \$144,000 less the expenses incurred and invoiced to First 5 El Dorado between July 1 2017 and December 31, 2017
 - ii) Quarterly invoicing due the second Friday of October, January, April, and July of each year.
- d) **Appendix I**, invoice and expenditure reporting format to follow.
- e) **Appendix II**, W-9 Form;

B. CONTRACT PERIOD:

The contract period will be January 1, 2018 through June 30, 2020 or upon the completion of obligations stated herein whichever occurs first. This contract can be terminated by either party with 30 days written notice. EDCOE and the CONTRACTOR may extend or amend this contract by mutual written consent. CONTRACTOR acknowledges that this agreement is made possible by First 5 California IMPACT funding to EDCOE. EDCOE reserves the right to terminate or amend the contract at any time based on funding changes.

C. FISCAL REQUIREMENTS: FEE SCHEDULE:

For services outlined above, EDCOE agrees to pay the CONTRACTOR up to \$144,000 over the contract period. Fee is not to exceed this Agreement amount. A completed W-9 Form per format in Appendix II shall be completed and delivered to EDCOE prior to any payment made. Payment shall be made per schedule in Rate of Pay upon delivery of an invoice in the name of EDCOE using the prescribed expenditure reporting format in Appendix I. EDCOE shall require confirmation of the work completed and approval of the invoice by EDCOE prior to payment. Payment is due to CONTRACTOR no later than 60 days after receipt of invoice submitted to EDCOE, at 6767 Green Valley Road, Placerville, California 95667 as funding allows. CONTRACTOR acknowledges that this agreement is made possible by First 5 California IMPACT grant funding to EDCOE and payments may be delayed if funding is not received in a timely manner.

In the event of termination for reasons other than cause, EDCOE will pay Contractor for work done up to the time of termination. In the event of termination for cause, Contractor need be compensated only to the extent required by law.

Supplantation: First 5 California IMPACT funds shall be used exclusively to develop new projects, expand existing programs and/or services or to enhance existing programs and services. First 5 California funds shall not supplant state or local General Fund money for any purpose. If Contractor uses such funds to replace state or federal categorical funds, Contractor shall demonstrate to the Commission's satisfaction that such state or federal categorical funds have increased the level of services provided to children birth through 5 years of age.

If First 5 California determines that supplantation has occurred, Contractor shall be required to reimburse the EDCOE for all First 5 California IMPACT funds that were used in violation of this Section. Use of First 5 California IMPACT funds in violation of this Section shall be grounds for termination of this Agreement.

Allowable Expenses: EDCOE will not compensate Contractor for unauthorized services rendered by the Contractor, nor for claimed services which EDCOE contract monitoring shows have not been provided as authorized. The following types of expenses will be disallowed: alcoholic beverages, firearms, purchasing of motor vehicles, capital assets, late fees/finance charges, termination fees, fees for missed conferences or trainings, out-of-country travel, out-of-state travel if not expressly pre-approved by the First 5 California and cost associated for fundraisers. This list is not all-inclusive. A complete list of First 5 California IMPACT non-Reimbursable costs can be found on page 39 of IMPACT RFA on the First 5 CA website. If a program realizes a need for any expense that is not specifically budgeted, prior EDCOE approval should be obtained before proceeding.

Contractor is permitted a budget variation of up to fifteen percent (15%) for each budget line item for the fiscal year but shall not exceed the total approved annual budget amount. Any larger budget variation must be submitted in writing and receive written EDCOE approval. All Budget Revision Requests must be received by the EDCOE by April 15th, annually.

D. EXPENSES/INCIDENTALS/TRAVEL REIMBURSEMENTS

Expenses related to travel and mileage outlined in this contract shall be reimbursed according to IRS state rates and First 5 California Travel Policies. Out of state travel requires pre-approval with First 5 California. Each travel/trip documented shall be accompanied by a map of the travel and submitted with the invoice. Expenses/incidentals/travel may not exceed the annually approved Travel and Conference budget line items.

E. INDEPENDENT CONTRACTOR:

This is an independent contractor agreement. EDCOE shall bear no responsibility for the payment of wages and benefits to any person providing services under this Agreement. It shall be the sole responsibility of the CONTRACTOR to pay wages or salary and employee benefits and to withhold taxes unemployment insurance or pay other insurance premiums, including workers' compensation insurance.

F. OWNERSHIP:

First 5 California, as the funding source, shall own all rights, title, and interest to all information, documents, data, content, software, or other intellectual property developed in accordance with this Agreement. All materials and publications developed under this Agreement will be attributed to First 5 California .

G. INDEMNIFICATION AND HOLD HARMLESS/INSURANCE:

EDCOE agrees to indemnify, defend and hold harmless the CONTRACTOR and his officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable solely and exclusively to acts or omissions of EDCOE, and EDCOE's officers, agents and employees, in performance of this contract.

The CONTRACTOR agrees to indemnify, defend and hold harmless EDCOE and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable

solely and exclusively to acts or omissions of the CONTRACTOR, and the CONTRACTOR's officers, agents and employees, in performance of this contract.

Both parties agree to purchase and/or maintain through the duration of this agreement insurance or liability coverage (such as liability coverage provided by a Joint Powers Agency) ensuring their ability to meet their respective defense and indemnity obligations set forth above. Such insurance or liability coverage shall have a limit of liability of no less than \$1,000,000.00 per claim/occurrence, and \$2,000,000.00 in the aggregate. The insurance or coverage shall include, as may be reasonable and appropriate given the acts and activities contemplated by this Agreement, commercial general liability, premises liability, automobile liability (owned, non-owned, and hired), professional liability/errors and omissions, employer's liability, product liability, completed operations, and/or educator's legal liability coverages. To the full extent of the parties' respective indemnity obligations, but only up to the agreed limit of liability set forth above, the parties' insurance or liability coverage agreements shall also be endorsed to extend "additional insured" or "additional covered party" status to all proposed indemnitees, with such coverage to be provided on a "primary" basis. With respect to such coverage[s], each party shall provide evidence of such coverage by way of a Certificate of Insurance or Certificate of Coverage.

The parties' indemnity and coverage obligations shall survive the termination of this agreement with respect to any claim arising from the parties' actual or alleged performance or non-performance of or their respective rights, privileges, or obligations existing under this Agreement.

H. DISCRIMINATION

With respect to all issues associated with this Agreement, the parties and their directors, officers, employees, agents, volunteers and guests shall not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

I. SEVERABILITY:

The provisions of this Agreement are divisible. If any such provision shall be deemed invalid or unenforceable, such provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

J. WAIVER:

No delay or omission by EDCOE or the CONTRACTOR in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision of this Agreement, shall be effective in any event unless it is in writing, designated a waiver, and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose for which it is given.

K. GOVERNING LAW:

This Agreement shall be construed in accordance with, and the rights and duties of the parties hereto shall be governed in all respects by, the laws of the State of California.

L. ENTIRE AGREEMENT:

This Agreement supersedes all prior agreements, understandings, and communications between the EDCOE and the CONTRACTOR, whether written or oral, express or implied, relating to the subject matter of this Agreement and is intended as a complete and final expression of the terms of the agreement between

EDCOE and the CONTRACTOR and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither of them, nor anyone acting on their behalf, made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

M. CONFLICT:

In the event of a dispute arising under this Agreement, the CONTRACTOR and EDCOE Superintendent, or their jointly agreed representatives, shall meet to resolve the conflict. If they are unsuccessful in their attempt to resolve the dispute, the matter shall be submitted to binding arbitrator, of the parties' choosing or upon appointment by a Court, with the arbitrator directed to resolve the dispute in the most efficient and cost effective manner. In addition to any damages properly awarded to the prevailing party, attorneys' fees and costs shall also be awarded upon a finding by the arbitrator that the losing party's position was not made or continued in good faith and with reasonable cause or justification.

N. NOTICES

Any notice required or permitted to be given under this Agreement shall be in writing and delivered to the other party at the following respective addresses:

For EDCOE:

Attn: Robbie Montalbano
El Dorado County Office of Education
6767 Green Valley Road
Placerville, CA 95667

For CONTRACTOR:

Jeanne Amos, Library Director
El Dorado County Library 345 Fair Lane Placerville, CA 95667

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below

-- COUNTY OF EL DORADO --

Dated: _____

By: _____

Chair
Board of Supervisors
"Contractor"


ATTEST:

James S. Mitrisin
Clerk of the Board of Supervisors

By: _____
Deputy Clerk

Dated: _____

-- EL DORADO COUNTY OFFICE OF EDUCATION --

By: 

Robbie Montalbano
Deputy Superintendent

Dated: 11.13.17

El Dorado County Library – EDCOE
SCOPE OF WORK

1 STRATEGIES (WHAT)	2 ANNUAL ACTIVITIES (HOW)	3 Numbers served	4 Target of services	5 ANNUAL PERFORMANCE INDICATORS (HOW WELL DID WE DO)
<p>Enroll child care providers in High 5 for Quality.</p>	<p>Early Literacy on the Move (ELOM) with Family Child Care Providers: 1. Early Childhood Literacy Specialists (ECLS) will collaborate with H5Q and Choices for Children to identify and contact potential sites (ongoing) 2. ECLS support 41 Sites receiving 12 visits a. ECLS will provide an introduction at the first visit that will enroll at least 36 providers in H5Q in iPinwheel including completion of a site improvement plan with two primary strategies: CA Preschool Foundations and Frameworks and Developmental Screens. An additional 5 providers will be encouraged to engage in CLASS training. FE staff will provide technical assistance to providers as necessary. b. ECLS will provide curriculum support and mentoring using 5 skill sets = 10 visits (1) to introduce the topic and model implementation and (2) to observe provider's use of skill and provide constructive feedback. c. ECLS will provide a final visit to assess progress on the SIP and encourage continued work in H5Q.</p>	<p>41 providers</p>	<p>FCCH</p>	<p>Number/Percent of licensed early care and education programs are tier 3 and above on the quality rating matrix. (Program Performance Tables, QRIS iPinwheel Datasystem) Aligned with CA Preschool Foundations and Frameworks.</p>
<p>Adapt and facilitate parent early literacy sessions based upon ELOM curriculum to meet cultural and linguistic needs and increase the number of parents or family members reading with their child each day.</p>	<p>Early Literacy on the Move (ELOM) with Alternative or FFN: 1. ECLS will collaborate with H5Q to identify and contact potential groups and locations (ongoing) 2. ECLS will facilitate 4 workshops for Family, Friend and Neighbor groups (legally licensed exempt) or alternative settings (parents and caregivers organized by location) based upon ELOM (ongoing)</p>	<p>10 children 10 children 20 adult caregivers</p>	<p>Children 0-3 Children 3-6 Parents/ Guardians Other Family Members FFN or Alternative Site Grou</p>	<p>QRIS iPinwheel Database</p>

El Dorado County Library – EDCOE
SCOPE OF WORK

1 STRATEGIES (WHAT)	2 ACTIVITIES (HOW)	3 Numbers to be Served	4 Target	5 PERFORMANCE INDICATORS (HOW WELL DID WE DO)
Promote family engagement through ELOM.	Assemble, manage and distribute Boom Book collection (41 sites x 5 exchanges) Library and FE will collaboratively develop parent guidance for reading daily, child development and family engagement on one page of paper for distribution to parents (September – June).	41 provider locations 5 documents aligned with 5 of study	Parents/ Guardians Providers and families	Hub team meetings
Promote family engagement through Community Hubs.	Encourage FCC families access to Community Hub resources Library and FE will participate in at least 2 evening and/or weekend family engagement events per Hub Community.	164 children 164 children 328 adults	Children 0-3 Children 3-6 Parents/ Guardians Other Family Members Providers	Hub team meetings
Ensure the children's library environment promoting reading with their child each day.	Explore developing and maintaining self directed STEAM activities in the library	4	Quarterly	Hub team meetings
Promote regular developmental screening using the ASQ and ASQ SE in all Hub Communities.	Library and FE will promote and collect paper ASQ:3 and ASQ SE:2 developmental screens by language (September – June): • Library will assist providers to facilitate developmental screens. • FE will enter and score developmental screens. FE will connect families with community partners based upon developmental screening results (September – June). Library and FE will refer families scoring outside the norm to PHN for additional assessment and case management (September – June).	25 children screened 50 children screened 65 adults 15 adults 10 adults	Children 0-3 Children 3-6 Parents and Guardians Other Family Members Providers	Number of children who received developmental screenings. (FS Q7, Brookes DB ASQ Report) Number of children who received social emotional developmental screenings. (FS Q7, Brookes DB ASQ SE Report) Number of children who scored outside the norm ASQ/ASQ:SE that received a referral for Regional Services or Early Intervention Services. (Brookes DB Outside Norm & Referral Report)

ATTACHMENT I 17-18 Scope of Work

El Dorado County Library – EDCOE
SCOPE OF WORK

1 STRATEGIES (WHAT)	2 ACTIVITIES (HOW)	3 Numbers	4 TARGET	5 PERFORMANCE INDICATORS (HOW WELL DID WE DO)
<p>Ensure Hub services are aligned and coordinated through monthly Team Meetings.</p>	<p>Library Director will develop an annual meeting calendar for ECLS Meetings (August) Each meeting will reserve 30 minutes for First 5 Activities including (1) ECLS will demonstrate ELOM activity for the month, (2) FE will integrate a CLASS Concept, (3) F5 will update on SOW progress (August – June). SOW progress may include: Library and FE will participate in at least 2 evening and/or weekend family engagement events per Hub Community.</p>	<p>Monthly</p>	<p>12 times a year</p>	<p>Meeting calendar Meeting agenda and notes.</p>
<p>Ensure Team professional development needs are addressed to improve family satisfaction.</p>	<p>Ensure Team professional development needs are addressed to improve family satisfaction.</p>			<p>Number of library card applications accepted, developmental screens completed, and health/dental screens completed.</p>
<p>Ensure families are better off after services to increase protective factors including family resiliency.</p>	<p>Ensure families are better off after services to increase protective factors including family resiliency.</p>			<p>Number/Percent of families in Hub participating in parenting and child development activities by satisfaction (FS Q13).</p>
<p>Ensure barriers to services are addressed to increase family access to services.</p>	<p>Ensure barriers to services are addressed to increase family access to services.</p>			<p>Number/Percent of families in Hub participating reporting increase in Protective Factors Scales (FS Q12) Number/Percent of families participating in parenting and child development activities by barriers (FS Q9d)</p>
<p>Ensure unserved or underserved families are reached to increase family access to Hub Services. 1. Library and FE staff will identify isolated families within each Hub (Unconnected neighborhoods, Spanish speaking communities, Faith based organizations, Home school populations, Remote or isolated groups) 2. Library and FE staff will identify best practices to promote Hub Services for isolated families in each community. a. Existing Community Events b. Existing Community Groups 3. Library, FE and PHN staff will facilitate sessions at identified locations for identified populations. (Spring)</p>	<p>ECLS meetings</p>	<p>Monthly</p>	<p>12 times a year at 5 locations = 60</p>	<p>Number/Percent of families participating in parenting and child development activities by demographic, income, language, and education (FS Q14-17).</p>

EI Dorado County Library – EDCOE
SCOPE OF WORK
Agreements and Tools
Assurances

Contractor agrees to:

YESNO <input type="checkbox"/> <input type="checkbox"/>	Promote all Health, Parenting and Child Development, Literacy, and Child Care hub activities with key messages to families in the community. Each partner shall: <ul style="list-style-type: none"> ✓ Post to each Hub Facebook Page 1-3 times per week with resources, program information and local events for families with children 0-18 related to Health, Parenting and Child Development, Literacy, and Child Care ✓ Promote hub events, contact information and staff hours ✓ Maintain current event information, contact information, and staff hours to be easily accessed and located by the public
YESNO <input type="checkbox"/> <input type="checkbox"/>	Grantee agrees to comply with all First 5 CA Commission IMPACT RFA grant requirements located at http://www.cfc.ca.gov/programs/programs_impact.html .
YESNO <input type="checkbox"/> <input type="checkbox"/>	Participate in contract monitoring site visits for the purposes of assessing progress on contract milestones including monthly hub team meetings.
YESNO <input type="checkbox"/> <input type="checkbox"/>	Participate in contractor's meetings for the purposes of training and professional development.
YESNO <input type="checkbox"/> <input type="checkbox"/>	Commit to providing program services that respect diversity and meet the needs of families. Engage and communicate directly with families creating awareness and knowledge of key messages that build strengths in protective factors scales and aligned developmentally, linguistically and culturally appropriate for families in the community.
YESNO <input type="checkbox"/> <input type="checkbox"/>	Assure timely delivery of program service and commit to continuous quality improvement necessary to meet the local needs of children and families.

Assurance Tools	References
<p>Evolution Tools: https://edcoe.sharepoint.com/sites/fir/st5/contractors/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffirst5%2Fcontractors/Forms/AllItems.aspx?id=%2Fsites%2Ffirst5%2Fdocuments%2Fshared%20Documents%2FEvaluation%20Tools</p>	<p>Family Survey: https://edcoe.sharepoint.com/sites/fir/st5/contractors/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffirst5%2Fcontractors%2FShared%20Documents%2FEvaluation%20Tools%2FFamily%20Survey</p> <p>Build Assessment Tool: https://edcoe.sharepoint.com/sites/fir/st5/contractors/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffirst5%2Fdocuments%2Fshared%20Documents%2FEvaluation%20Tools</p> <p>Strengthening Families Assessment Tool https://edcoe.sharepoint.com/sites/fir/st5/contractors/Shared%20Documents/Evaluation%20Tools/SF-%20COMMUNITY-BASED%20PROGRAM%20SELF-ASSESSMENT.pdf</p>

El Dorado County Library – EDCOE
SCOPE OF WORK

<p>First 5 El Dorado Database</p>	<p>http://first5.edcoe.org Database Maintenance: https://edcoe.sharepoint.com/sites/first5/contractors/access_to_registration_form_family_survey_and_progress_report</p>															
<p>SharePoint</p>	<table border="1"> <thead> <tr> <th>Initials</th> <th>Username</th> <th>Original Set-up Password</th> </tr> </thead> <tbody> <tr> <td>Children's Health</td> <td>chl@partner.edcoe.org</td> <td>changeme</td> </tr> <tr> <td>High 5 for Quality</td> <td>high5@partner.edcoe.org</td> <td>changeme</td> </tr> <tr> <td>Family Literacy / IMPACT</td> <td>flay@partner.edcoe.org</td> <td>changeme</td> </tr> <tr> <td>Together We Grow</td> <td>twg@partner.edcoe.org</td> <td>changeme</td> </tr> </tbody> </table>	Initials	Username	Original Set-up Password	Children's Health	chl@partner.edcoe.org	changeme	High 5 for Quality	high5@partner.edcoe.org	changeme	Family Literacy / IMPACT	flay@partner.edcoe.org	changeme	Together We Grow	twg@partner.edcoe.org	changeme
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Together We Grow	twg@partner.edcoe.org	changeme														
<p>Face Book Promotions</p>	<p>https://www.facebook.com/EDC-Community-Hub-1-176446449470278/ https://www.facebook.com/EDC-Community-Hub-2-561380630737856/?fref=ts https://www.facebook.com/EDC-Community-Hub-3-1002519596541302/ https://www.facebook.com/EDC-Community-Hub-4-560988810754908/ https://www.facebook.com/EDC-Community-Hub-5-1058020160963107/</p>															
<p>Communications Tools</p>	<p>https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffirst5%2Fcontractors%2FShared%20Documents%2FCommunications</p>															
<p>Professional Development</p>	<p>https://edcoe.sharepoint.com/sites/first5/contractors/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Ffirst5%2Fcontractors%2FShared%20Documents%2FProfessional%20Development</p>															

Signature

Signatures are binding contractors to the assurances agreement:

Administrator Name: _____

Signature: _____

Date: _____

2017-2018 Annual Budget

Grantee Name: El Dorado County Library			
Project Name: Family Literacy IMPACT			
Contract Number:			
Contact Name & Title: Jeanne Amos, El Dorado County Library Director			
Total Contracted Amount: \$144,000			
Term: FY 2017-2020			
Staff	Total Approved Annual Budget Amount		\$ 48,000
Personnel:	Salary	Benefits	
1) 9% of 4 FTE ECLS	\$22,500		\$22,500
2) 9% of Librarian Assistants	\$7,620		\$7,620
3) 9% of 1 FTE Supervising Librarian	\$10,880		\$10,880
4)			\$0
5)			\$0
Subtotal Personnel	\$41,000	\$0	\$41,000
Operating Expenses:			
6) Office Supplies and Materials			\$3,000
7) Travel and Mileage			\$2,000
8) Training and Conferences			\$2,000
9) Rent and Utilities			
10) Equipment Lease			
11) Printing and Copying			
12) Telephone			
13) Postage and Mailing			
14) Computers and Equipment			
15)			
16)			
17)			
18)			
19)			
20)			
Subtotal Operating:			\$7,000
Indirect Expenses:			
	Max Indirect Cost (8.89%)		
TOTAL COSTS			\$48,000

PROGRESS REPORT

Agency Name:
Project Title:
Contact Name & Title:
Email Address:
Phone:
Report Time Period:

**1. Did you experience any noteworthy successes?
Identify and list possible contributing factors.**
List most compelling in 3rd person omitting names of people. (prioritize two per contractor)

**2. Did you encounter any difficulties or barriers?
Identify and explain how they were/are being addressed.**
List most compelling in 3rd person omitting names of people. (prioritize two per contractor)

How this issue can be prevented:

3. Top 3 challenges or areas of focus

1.
Approach / Strategy:
Status:

2.
Approach / Strategy:
Status:

3.
Approach / Strategy:
Status:

4.

SOW Strategy Activities (What and How)	Location (Where)	Dosage, Duration (How Often / Long)	Target (How Many)

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
	-
	-
Employer identification number	
	-
	-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
 - An estate (other than a foreign estate), or
 - A domestic trust (as defined in Regulations section 301.7701-7).
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.