

### Guidelines and Explanations

The Texas School Ready Project (TSR) at Children's Learning Institute (CLI) at The University of Texas Health Science Center at Houston (UTHealth) will enter a contractual agreement with each TSR Comprehensive Lead Agent that is selected to participate in the 2017-19 TSR Project. The Services Agreement will cover the period from August 1, 2017 through July 31, 2019 and a Purchase Order (PO) will be issued to cover the time frame. Lead agencies will be required to submit reimbursement worksheets in accordance with grant funding periods, i.e. August & September 2017, October '17 – September '18, and October '18 – July '19 and the PO will be amended accordingly.

The contract/reimbursement worksheet will include the following items:

1. Salary and fringe of the TSR field staff (TSR project coordinators and coaches);
2. Mileage reimbursement for the TSR field staff;
3. Supplement for Lead Agent's provision of office space/furniture/equipment;
4. Office and/or training supplies for the TSR field staff;
5. Supplement for time and effort provided by Lead Agent's assigned organizational leader to communicate with TSR management team for ongoing support and monitoring of TSR Project implementation.
6. Additional reimbursements considered by request when justified

The Agreement will start whenever it is fully executed and ends on July 31, 2019, or when one party elects to terminate the Agreement earlier. Agencies are required to submit an invoice monthly with proper supporting documents. Failure to do so may result in disencumbering the budgeted amount. **Residual on the Purchase Order from one funding period cannot be carried over to the next period.**

CLI will reimburse the Lead Agent the following categories:

*Salary and Fringe of the TSR field staff (project coordinators and coaches):*

1. CLI will reimburse up to \$88,270 for a full time coordinator/coach and up to \$67,670 for a full time coach in his/her combined annual salary and fringe for the implementation of the TSR Project from August through July of the following year. The Lead Agent may choose to pay a TSR field staff above the maximum reimbursement amount and absorb the difference. **There will be no separate category of cell phone stipend. Lead agents may choose to include the \$60/month amount in salary or in fringe of the TSR field staff. Lead Agents may also choose to include the \$60/month stipend into "office & equipment" category. If a lead agent chooses this option, the maximum reimbursement for salary and fringe for a coordinator will be \$87,750 and \$66,950 for a coach.**

## Attachment B

### Reimbursement to Lead Agents 2017-19

2. CLI understands that the TSR field staff is the employee(s) of the Lead Agent and is subject to the agency's operational rules and schedules. However, we expect a full time TSR field staff to work exclusively for the TSR Project during the implementation period. The lead agent may assign non-TSR related work to the field staff when TSR requires minimum time efforts from the field staff.
3. The proposed salary/fringe of the TSR field staff should be in accordance with his/her position, full time equivalence (FTE) status, and starting date. TSR strongly recommends lead agencies to hire full time staff to implement the TSR Project (instead of assigning two part time for a 1.0 FTE position). TSR reserves the right to decline/negotiate with the lead agency on FTE allocation and number of field staff assigned.

#### *Mileage reimbursement for TSR staff's local travel*

1. CLI will reimburse the field staff's local travel for conducting TSR-related business, such as coaching visits, attending/conducting training, and/or meetings for teachers and administrators.
2. CLI understands that lead agents partner with early childhood programs in urban, rural, or in between locations. We request that the lead agent works with the field staff to find reasonable solutions so the field staff spends the majority of their time working with teachers and not in transit. We also encourage lead agents to consider "hybrid" or "remote" delivery models to reduce field staff's travel time/mileage.
3. The reimbursement rate can be at local discretion (following your agency's rate) but shall not exceed the current reimbursement rate under the state's travel guidelines. CLI will communicate with the lead agencies if the state reimbursement changes during the fiscal year. The state reimbursement rate is \$.535/mile as of 1/1/2017.
4. CLI does not reimburse mileage for personnel who are not TSR Project field staff. CLI does not reimburse project field staff for unauthorized "out of town" travel. TSR will make travel arrangements for all project field staff if "out of town" travel is required. No "per diem" under local travel will be reimbursed.
5. Local mileage must be documented on a standardized form showing the date, to/from locations (address/school or building name), purpose of trip, and the mileage (up to two decimals). You may choose to use your agency's established form or the TSR mileage form. CLI requires that all trips that are 50 miles and over be accompanied by a verifiable document – MapQuest (preferred), or Google.
6. Mileage is reimbursed for actual miles traveled by the TSR field staff. Please do not over-estimate in this category. For calculation purpose, the mileage reimbursement will be capped at \$5,400 for a full time field staff. Lead agencies that have staff who travels over 1,000 miles a month to deliver face-to-face coaching to teachers may be consulted with CLI to consider other options to maximize time in coaching instead of driving.

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### Reimbursement to Lead Agents 2017-19

#### *Office Space/Equipment Supplement*

1. CLI expects the Lead Agent to provide a reasonable work space with proper office furniture and equipment for the TSR field staff. At a minimum, TSR field staff should have access to desk/table, chair, shelf or cabinet for storage in his/her work space. Please provide a picture of the assigned work space; list the square footage and the fair market value of the yearly cost if the space is being “leased.”
2. The Lead Agent will allow the field staff to use the office equipment for TSR related business. CLI expects each field staff to have access to the following equipment (but not limited to):
  - computer
  - high speed internet connection
  - land line phone (for conference calls)
  - printer for printing and making copies
  - fax machine
  - scanner
3. Most TSR field staff are providing face-to-face coaching to participating teachers, CLI recommends the lead agents to provide a portable device (laptop) with dual monitors and docking station to be used in the office and in the field. All TSR field staff must obtain and maintain a valid UHealth guest account; the device must have VPN (2-factor authentication) in order to access CLI/UHealth internal resources. A hotspot with data plan is recommended for TSR field staff to use the portable device in the field where internet connection may not be available. CLI can provide recommended equipment specifications if requested by the lead agencies.
4. CLI communicates with and provides professional development to TSR field staff via conference calls and webinars throughout the implementation period. Lead agents must assure TSR field staff have adequate equipment to access information and participate in these events. CLI’s IT personnel is available to consult with lead agent’s IT personnel, as needed.
5. CLI will supplement up to \$2,400 a year per full time field staff to the Lead Agent for office space and equipment provided. The Lead Agent may use the “allowance” to lease office equipment for the TSR field staff if you do not have such capacity. However, CLI will not reimburse any expense that is used to “purchase” equipment or furniture for the field staff. For further clarification/information, please contact TSR project manager.

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### Reimbursement to Lead Agents 2017-19

#### *Office and training supplies*

1. CLI will reimburse up to \$500 per full time field staff per year in purchasing of **consumable** supplies to be used in the office and for training.
2. All reimbursement requests for office/training supplies must be accompanied by appropriate supporting documents (PO invoices and/or original receipts). CLI recommends the Lead Agent to set up an account code specifically for TSR staff (for copies and supplies used) so the expense report can be used as supporting documentation for invoices.
3. CLI cannot reimburse any state sales tax incurred in a purchase. CLI will not reimburse the cost of non-allowable items such as furniture, equipment, food, drinks, gifts, door prizes and any non-TSR related items. When in doubt, please contact CLI.

#### *Supplement of the organizational leader assigned to communicate with TSR management team on support and monitoring of TSR Project implementation*

1. CLI will reimburse the Lead Agent up to \$4,000 per year for leadership time and effort, including: hosting community meetings, regular meetings with project staff, responding to reporting surveys, recruitment, outreach, and other administrative efforts. It is at the lead agencies' discretion how the reimbursement is utilized.
2. Reimbursement may be made twice a year (\$2,000 each in mid-year and end-of-year) with the monthly invoice. TSR manager will be asked to verify the leadership involvement before payment is processed.

#### *Additional reimbursement requests*

1. Lead agents may request additional funding to reimburse for program costs they have incurred above the previously outlined reimbursement package. Agencies are required to justify why extra funds are needed and to provide supporting evidence (e.g. PO invoices and/or original receipts) when appropriate. CLI retains the right to approve or deny any request based on justification and budget restrictions.