

Attachment I: Scope of Work

Introduction

The DCo Thrives Guaranteed Income Program is a pilot program seeking to determine the effectiveness of providing no-strings-attached cash assistance to low-income families in increasing the economic security and well-being of families. The cash assistance payments are intended to supplement, not replace, existing supports and move Durham families from just surviving to thriving. Providing guaranteed income instead of targeted housing, food, or medical assistance allows families to take ownership in meeting their needs and improving their own economic outlook. The DCo Thrives pilot represents part of Durham County's efforts to respond to the negative impacts of the COVID-19 pandemic by using ARPA funding in attempt to address the ongoing impacts of poverty exposure on children through cash-assistance to low-income families. DCo Thrives also aligns with goal one of Durham County's strategic plan by "empowering citizens to choose pathways for their own success," and with the County's Early Childhood Action Plan recommendation to "ensure families with young children have economic security and opportunities for wealth-building and long-term economic prosperity."

Durham Children's Initiative Responsibilities

Post-award Kickoff Meeting

Durham Children's Initiative ("DCI") shall attend a post-award kickoff meeting with the County Designated Representatives within 4 weeks of the contract award date. Specific items to be covered in the kickoff meeting include the scope of the contract, technical and reporting requirements, potential problem areas, invoicing requirements, and payment procedures. The meeting will not be used as an avenue to change the terms of the contract.

Attend Trainings Required by Collaborating Organizations

DCI will attend relevant training by the County, the County's technical assistance provider, and/or the County's research partner as necessary.

Track and Communicate Progress Towards Goals

The DCo Thrives project will require regular collaboration between the County, the County's selected research partner, the County's technical assistance partner, DCI, and any potential subcontractors. DCI will meet with these partners throughout the contract period to discuss implementation, data collection, outreach, and progress towards goals. DCI will track progress toward the pilot's target enrollment, retention, and survey completion goals and provide regular updates (as frequently as weekly during the design and initial implementation phases of the project) to Durham County and other pilot partners on this progress. DCI shall attend any and all such meetings as required by the County or its partners, and will document all meetings, including the date, persons in attendance, and subjects discussed. Electronic copies

of the meeting records shall be furnished to the County Designated Representatives within 3 days of any meetings.

Advertise and Recruit Applicants

DCI will develop and implement a branding and advertising plan to generate increased local awareness of the DCo Thrives program, its eligibility requirements and logistics, and its application process. Absent an extension provided by the County, DCI will provide a copy of the advertising and recruitment plan to the County for review within one (1) week of the contract start date. DCI will be responsible for recruiting applicants to the DCo Thrives program using outreach focused on low-income families.

Administer Application and Onboard Participants

DCI will host the online program application in an appropriate location in accordance with their advertising plan. Unless an extension is approved by the County, DCI will ensure that the application is publicly available (“live”) within nine (9) weeks of the contract start date. DCI will assist applicants with application completion and enrollment, including assistance completing enrollment applications, certifying income, and any additional information necessary to apply or participate in the program. This assistance may be provided in person with appropriate public health precautions, by phone, or online through Zoom or a similar platform. DCI must ensure that all interested, eligible applicants with barriers to internet access are able to complete the application. DCI will take all necessary technical steps to ensure that the application publication and collection processes operate efficiently and effectively, and that there are no interruptions in application accessibility. Unless an extension is approved by the County, onboarding of stipend recipients must begin within thirteen (13) weeks of the contract start date.

Determine Eligibility and Select Participants

DCI will determine the eligibility of participants based on eligibility and verification criteria provided by the County. From the population of applicants determined to be eligible for the program, DCI will randomize applicants and select 125 stipend recipients, 125 comparison recipients, and 5 alternate participants according to randomized control trial (RCT) protocols. Unless an extension is approved by the County, DCI will determine eligibility and select control, treatment, and alternate participants within twelve (12) weeks of the contract start date. DCI must ensure that participants' personal identifying information shall be securely held and will not provide such personal identifying information to the County at any point during or after the program. Therefore, any information regarding participants should be anonymized before being reported to the County.

Provide Benefits Counseling

DCI will be responsible for providing 1:1 benefits counseling to all stipend recipients at the beginning and end of the program and make this service available as needed during the program period. Benefits counseling should inform program participants regarding the impact of receiving guaranteed income stipends and survey compensation on any public benefits they currently receive, help pilot participants weigh the costs and benefits of participating in DCo Thrives, ensure pilot participants know who to contact if they have a question about their benefits during the pilot, and help participants re-enroll in benefits as necessary at the end of the pilot period.

Collect Qualitative and Quantitative Data and Report Anonymized Data to County

Under the guidance of the County's research partner, technical assistance provider, and the County, DCI will collect qualitative and quantitative data on participants, their experience with the program, and stipend usage. DCI will provide this data to the County and/or its research partner monthly, as directed by the County as part of their regular programmatic reporting (described below). Data to be collected includes, but is not limited to, data from applications, survey responses, stipend spending, and data on survey completion and retention. DCI must ensure that any collected data is stored securely, including contact data and all data on participant and applicant demographics. DCI will also utilize their established agreement with Duke University, or other identified data partner, to assist in relevant parts of this collection and transmission.

DCI will administer surveys (provided to them by the County and/or its research partner) to both stipend recipients and control group members. As part of its proposal, DCI should provide an outreach plan for participants regarding survey distribution and completion. DCI will report anonymized data from survey responses back to the County on or about the 11th of the month following the stipend and survey incentive distribution.

Further, should DCI choose to offer additional programming to stipend recipients and control group, DCI must clearly communicate to participants that additional programming is a separate opportunity they can choose to utilize, not a requirement for pilot participation. If pilot participants choose to utilize additional programming provided by DCI, DCI should supply anonymized data on this to the county.

Create and Implement Storytelling Strategy

In collaboration with the County, its technical assistance provider, and its research partner, DCI will develop and implement a storytelling strategy highlighting the impacts of the program on the lives of guaranteed income stipend recipients. This includes recruiting a cohort of participating recipients to share their stories and amplify their experiences with the guaranteed income stipends. The storytelling strategy should promote trust among program participants and the larger community and provide transparency. DCI will also collaborate with the County to respond to press inquiries about the pilot program.

Distribute Payments and Incentives to Participants

DCI will design and implement a plan to distribute payments and survey participation incentives to participants, including to those with bank accounts, without bank accounts, without social security numbers, those who are ITIN filers, and undocumented community members. The County will provide DCI with \$1,125,000, which DCI will use to distribute \$750 per month for 125 stipend recipients for the 12 months of the pilot. DCI will choose a distribution method that automatically tracks the spending of the guaranteed income, utilizing recommendations of the County, technical assistance provider, and/or DCI's research. Unless an extension is approved by the County, DCI will distribute first stipend payments within seventeen (17) weeks of the contract start date.

DCI will also distribute \$300,000 from the County as survey completion incentives. DCI will distribute \$100 per participant survey completion (as frequently as monthly, as determined by the County and its research partner) for up to 250 total survey recipients (125 in the stipend-receiving group and 125 in the control group). DCI should choose an appropriate mechanism for survey incentive distribution that is clearly differentiated from the monthly stipend. How participants spend the survey incentives does not need to be tracked. DCI will troubleshoot any issues that arise with payment and incentive distribution throughout the pilot to ensure timely distribution of funds.

Manage DCo Thrives Program

DCI will manage the program throughout the duration of the pilot and be available to answer participant questions. DCI will also serve as a liaison between the County, the technical assistance provider, research partner, and the pilot participants.

Reporting and Monitoring

In order to ensure that the County is able to comply with US Treasury requirements relating to ARPA funding, Durham Children’s Initiative will be required to provide mandatory monthly financial and programmatic reporting to Durham County using templates provided by the County. If DCI fails to report as required, the organization may lose their funding and be responsible for paying back all ARPA funding received from Durham County. These reports will describe utilization of program funding, as well as progress towards program outcomes.

DCI is also required to maintain detailed back-up documentation of expenditures, available for review by county staff upon request. Failure to comply with any requests for documentation may jeopardize ARPA funding. The County may perform site visits at its discretion to evaluate program activities and verify data collection methodologies.

Funding Management and Distribution

The DCo Thrives initiative consists of funds that will be distributed by DCI to program participants as guaranteed income payments (\$1,125,000) and survey incentives (\$300,000), as well as funds paid to DCI for their services of administering the program (\$166,000). The award breakdown is found below.

Maximum amount	Activity
\$1,125,000	Stipend payments (\$750 per month for 125 recipients, 12-month period)
\$300,000	Survey incentives. (up to 250 participants, once per month, for 12 months)
\$166,000	All program administration
\$1,591,000	Total Award

The County agrees to provide DCI with a total of \$1,591,000 for the implementation of the guaranteed income pilot program. For costs associated with administering the program, DCI shall submit an itemized invoice to County by the end of each month during which Services are performed. Payment will be processed promptly upon receipt and approval of the invoice by the County.

For the guaranteed income and survey incentives under the program, the County shall transfer a portion of the total funds budgeted for those purposes to DCI by electronic funds transfer (EFT) monthly, with the first payment of \$118,750 made on or about the 14th day of the month prior to the first month of guaranteed income stipend distribution. DCI will submit monthly reports after disbursing the funds for stipends and survey incentives outlining the amount of funds actually distributed to program participants from the previous month’s disbursement by no later than the 11th of each month. The undistributed amount will then be deducted from the standard monthly \$118,750 guaranteed income and survey incentive payment

transfer, and \$118,750 less the remaining undistributed funds will be transferred via EFT to DCI on or about the 14th of the month. DCI will then disburse guaranteed income stipends and survey incentives to program participants on or about the 28th of the month. DCI will return any undistributed program funding to the County at the end of the project period.