

EXHIBIT B
TANF
SCOPE OF SERVICES AGREEMENT 2026-2027
MANNA RESOURCE CENTER

THIS SCOPE OF SERVICES AGREEMENT (“SOSA”) is made and entered into this _____ day of _____ 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **MANNA RESOURCE CENTER**, authorized to do business in Colorado (the “Contractor”). The County and Contractor are sometimes collectively referred to herein as the “Parties”.

RECITALS

WHEREAS, the County has an active Master Services Agreement dated June 24, 2025, (the “MSA”) with the Contractor to perform services for the County governed and executed through Scope of Services Agreements (SOSA); and

WHEREAS, the County is undertaking certain activities in its role as the local Human Services Agency, in accordance with Colorado State laws and mandates; and

WHEREAS, the County has budgeted and appropriated the necessary funds to satisfy the financial obligations set forth in this SOSA.

NOW, THEREFORE, for and in consideration of the premises and other good and valuable consideration, the Parties agree as follows:

1. **MASTER SERVICES AGREEMENT:** This SOSA is subject and subordinate to the terms and conditions specified in the MSA, executed between the Parties.
2. **SCOPE OF WORK:** All services described in Exhibit 1, attached hereto and incorporated herein, shall be performed by Contractor.
3. **MAXIMUM CONTRACT LIABILITY:** Any other provisions of this SOSA notwithstanding and pursuant to Section 29-1-110, C.R.S., the amount of funds appropriated for this Contract is **sixty thousand dollars and zero cents (\$60,000.00)** for the Term. Payment terms are as described in Exhibit 2. The County is not under obligation to make any future apportionment or allocation to this SOSA. Any potential expenditure for this SOSA outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.


Federal rule prohibits entities from supplanting, i.e., replacing or substituting, state or local funds with federal funds. Therefore, if the Contractor is already receiving state or local funds for a specific purpose described in Exhibit 1, the Contractor attests by virtue of executing this Scope of Services Agreement that they will not now use payments made under this Contract (which include federal funds) to cover costs related to those services that were previously covered by state or local funds. Federal funds may be used to supplement existing state or federal funds but not replace them.

4. **TERM:** It is mutually agreed by the parties that the term of this SOSA shall commence as of 12:01 a.m. on **July 1, 2026, and terminate at 11:59 p.m. on July 1, 2027.** This SOSA and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County's satisfaction with all products and services received during the preceding term.
5. **HEADINGS; RECITALS:** The headings contained in this SOSA are for reference purposes only and shall not in any way affect the meaning or interpretation of this SOSA. The Recitals and Exhibits 1-2 and Attachments 1-3 to this SOSA are incorporated herein.
6. **COUNTY EXECUTION OF AGREEMENT:** This SOSA is expressly subject to and shall not be or become effective or binding on the County, until execution by all signatories of the County.

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IN WITNESS WHEREOF, the County and the Contractor have executed this Contract as of the above date.

MANNA RESOURCE CENTER

BY: 
Erin White, Director

DATE: 6/2/26

Exhibit 1

TANF

Contractor agrees to provide service(s) outlined herein. Services provided outside of this Exhibit will be deemed gratuitous and are subject to non-payment at the Department of Human Services' (Department) discretion.

This contract allows our partner to engage with TANF eligible families who reside in Douglas County and are experiencing short-term barriers to economic stability. The partner will assess each household's current situation and needs, determine their ability to meet those needs going forward, and, when appropriate, provide onetime assistance to help resolve the immediate barrier and support ongoing economic stability.

- I. Temporary Assistance for Needy Families (TANF)
 - A. Contractor will provide services for Temporary Assistance for Needy Families (TANF) eligible pregnant individuals and families as outlined herein. The TANF program permits the use of federal funds as long as they relate to one or more of the four federal purposes:
 1. To provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives;
 2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 3. To prevent and reduce out-of-wedlock pregnancies and to establish annual goals for preventing and reducing the incidence of these pregnancies; and
 4. To encourage the formation and maintenance of two-parent families.
 - B. The Department determined these services at least meet TANF purposes 1 & 2 above. This is considered a "non-emergency" service for the purposes of TANF eligibility, and Contractor will use the Affidavit in Attachment 2.
 - C. TANF eligibility for this Exhibit is as follows:
 1. The household has gross annual income of under \$75,000,
 2. The household has a dependent child under 18, and
 3. Everyone 18 years or older must be U.S. citizens or lawfully present.
 - D. TANF Affidavit Requirements:
 1. The Contractor shall use the Affidavit provided in Attachment 2 and comply with all applicable federal, state, and county laws, regulations, rules, policies, and guidance governing the use, acceptance, verification, and documentation of self-attested information for the TANF program.
 2. The Contractor shall collect a completed Affidavit and government-issued identification for all adult household members age eighteen (18) and older, along with documentation verifying the expense(s) for which assistance is requested.
 3. The Contractor is only required to seek additional verification when information provided is questionable or believed to be inaccurate and shall not be held responsible if the County later determines that an Affidavit was falsely completed.
 4. If the Contractor identifies that an Affidavit has been falsely completed, the Contractor shall notify the County immediately to determine how any incurred costs will be managed.

5. A new Affidavit must be obtained when the existing Affidavit is more than twelve (12) months old or when the Contractor becomes aware of changes in household composition or income.

E. Charitable Choice Requirements:

1. Contractor may provide the services described within this Exhibit B and Attachment 1 to TANF eligible Douglas County families.
2. The offer or receipt of services can never be contingent upon any participation in the church, donation to the church, or any proselytization; all client activities connected to the church must be voluntary and not a condition of receipt of these services.
3. Contractor will:
 - a. Notify anyone who is or may be eligible for these services but objects to receiving services from a religious organization that he or she should contact the Department to verify eligibility, and they will be able to receive a benefit of comparable value. The contractor will facilitate this contact in a timely manner; and
 - b. Ensure that all recipients of this benefit are notified via 1) a posted flyer (See Attachment 3), and 2) using the Affidavit provided in Attachment 2.

II. Conducting Business

1. Contractor will conduct all program operations, service activities, and administrative functions in full compliance with the requirements of this Contract, all applicable federal, state, and county laws and regulations, and all Department policies and procedures governing the delivery of services under this Agreement.
 - a. Retain confidentiality of all client information. This includes all verbal, written, and electronic communication, and all service delivery information. All client data must be sent via secure email, secure file transfer or US mail between the Department and Contractor.
 - b. Notify the County in writing of any change in the persons authorized to bind this Contract.
 - c. Contractor will meet with Department staff as needed to review contract performance, discuss new referral and coordination options, and other related items.
 - d. Provide appropriately skilled, continuous supervision of staff and appropriate overall management.
 - e. Not subcontract this work to any other entity.
 - f. Participate in any Federal, State or County audits or performance reviews, and allow access to all related records and systems, including an on-site visit if requested.
 - g. All services and related work shall be performed at 3900 Grace Boulevard, Highlands Ranch, CO 80126. If during an emergency the Department and Contractor mutually agree that work can be completed from Contractor's staff home or other location, the requirements and expectations outlined herein remain in effect.
 - h. If any clarifications or modifications are required, the agreement(s) will be outlined in a letter from the Department to the Contractor (both parties outlined in term 17. NOTICES of the MSA). The agreements outlined in said letter will immediately become an enforceable attachment to this Contract. If needed,

multiple letters may be prepared. Any second or subsequent letter will identify what, if anything, remains in effect from the prior letter(s).

III. Compliance with Laws, Rules and Policies

A. Contractor shall:

1. Immediately report suspected child and adult abuse, neglect and exploitation. Contractor must receive the Department's mandatory reporter training.
2. Abide by all applicable Federal, e.g., civil rights, HIPAA and Adam Walsh Act, and State laws, rules, and regulations.
3. Contact the Department's Investigations Unit with any questions regarding possible or known client or provider fraud or abuse, and complete fraud referrals as appropriate.

IV. Client Financial Assistance

A. Contractor may provide financial services as outlined below for any TANF eligible person or family as follows:

1. Non-emergency shelter assistance, e.g., rental or mortgage assistance
2. Utility expenses, e.g. water, electricity, natural gas
3. Driver and vehicle expenses only to include:
 - a. Driver's license fees,
 - b. Vehicle registration (only if valid driver's license and ownership of the vehicle is verified), and
 - c. Up to 6 months of car insurance (only if valid driver's license and ownership of the vehicle is verified and as long as it's paid in one installment).
4. Transportation expenses only to include:
 - a. car repair (up to \$2,000 and only if valid driver's license and ownership of the vehicle is verified),
 - b. emissions testing (only if valid driver's license and ownership of the vehicle is verified),
 - c. tire purchases (up to \$1,000 and only if valid driver's license and ownership of the vehicle is verified), and
 - d. gasoline gift cards, bus passes, taxi vouchers.
5. If client assistance is sought that does not fall into categories a. thru d., contractor will reach out to the Department for approval.
6. Contractor is not subject to a family maximum; however, the Contractor is encouraged to consider a family cap of \$3,000 so that available funding may be utilized across multiple families. Payments will be issued to the provider on behalf of clients. Direct payments to clients should not occur. If the Contractor believes it necessary to issue a direct payment to a client, this must be discussed with the Department in advance and prior written approval from the Department must be obtained.
7. Contractor may contact the County to discuss any requests not specifically mentioned above that would assist the family with meeting one of the four federal purposes of TANF. The County will consider each request on a case-by-case basis, and if some other use is approved, will provide written confirmation that outlines the use and any applicable cap or restrictions.
8. The Contractor acknowledges that the State of Colorado may modify or eliminate self-attestation processes, affidavits, verification procedures, or eligibility standards at any time. Any such changes in applicable federal or state requirements shall be

automatically incorporated into this Contract upon their effective date without the need for amendment, unless otherwise required by the County.

9. Contractor will review the “TANF Partner Client Log” that resides on the Department’s TANF Partner SharePoint site prior to issuing financial support to or on behalf of the client(s). If the client has received assistance consecutively in the three (3) prior months from this Contractor or any community partner, assistance shall not be provided with TANF funding for the fourth month. When the Contractor is issuing assistance on behalf of a client, they will log the assistance in the TANF Partner Client Log.
10. Contractor shall maintain a current, Department-approved Release of Information (ROI) for each household member age eighteen (18) or older. If an approved ROI already exists, Contractor may rely on that ROI so long as it remains valid and fully executed. Contractor shall not enter, share, or access any client-specific data in the TANF Partner Log without a current, fully executed, Department-approved ROI. Any changes to the ROI shall require Department approval prior to use.

V. Case Management

A. Contractor will refer to Attachment 1

B. Staffing Requirements:

1. Contractor’s case management staff will have at least one (1) year of case management experience.
2. Supervisory staff will have at least two (2) years of case management experience and will be directly and exclusively supervised by Contactor.

C. Case Management Time

1. Case Management provided under this Exhibit may also not be an invoiced and reimbursed expense covered by a separate contract with this Department. If requested, Contractor will provide within 30 calendar days of the request a sufficiently detailed accounting to the Department outlining how this expense is not also included in any payment made under a separate contract with this Department.

VI. Reporting

A. Contractor will refer to Exhibit B and Attachment 1.

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Exhibit 2
TANF
METHOD OF PAYMENT

1. The Contractor will accept any and all forms of payment. The Department will determine which funding stream(s) is appropriate for the services and may switch between funding streams if needed.
2. Rates outlined in Table 1 constitute payment in full and the Contractor will not be paid for any additional fees, amounts, or costs. The Contractor will not be paid more than one time for the same service as outlined under the term Maximum Contract Liability in paragraph 3 of this agreement.

Table 1.

#	Services	Budget	
1	Exhibit 1	Client Financial Assistance	\$25,000.00
		Case Management	<u>\$35,000.00</u>
		Total	\$60,000.00
		Actual hours worked will be reimbursed at a flat rate of \$34.00 per hour up to this item's budget cap.	

3. Contractor will not charge any fees or co-pays for services to clients or use any part of payment made under this Contract as a co-pay or partial payment to any third-party.
4. In the event that any costs are shared by multiple clients, or a cost is shared across two or more contracts with Douglas County, the Contractor must prorate the expense(s). The Department will only reimburse the portion of the expense incurred for the execution of this Contract.
5. If the Contractor elects to simultaneously use any of the same staff members on this Contract and another contract with the Department, the Contractor must provide documentation that clearly identifies that the Contractor is not receiving more reimbursement for that expense than the appropriate share for each contract.
6. Invoices will be submitted monthly by the 15th of the month following the month in which the expense occurred except the invoice for June 2026 is due to the County by July 7, 2027 at noon. Invoices cannot include estimates or requests for pre-payment. Contractor will post invoices to the County's OneDrive folder.
7. Invoices and back-up documentation may only be posted to the Department's OneDrive contractor folder, or mailed to:

Douglas County Human Services
 Attn: Business Office
 11045 E. Lansing Circle, First Floor
 Englewood, CO 80112

Contractor will email HSAccounting@douglasco.gov when new invoices have been added to OneDrive or existing documents edited in OneDrive.

- a. Contractor will submit a complete invoice, and only complete invoices will be paid. If the invoice is not complete, the Department will reject the invoice by emailing the Contractor’s Office Director and delete all documents from the OneDrive folder. The Contractor is responsible for reposting the correct and complete invoice once it is available.
- b. A complete invoice is defined as:
 - i. Invoice completed, printed off and signed;
 - ii. Complete invoices will include the required deliverable(s) listed in Attachment 1,
 - iii. All items listed in the Checklist below are due that month:

#	Invoicing Requirements	Deliverable
1	Case Manager Expenses	Hours x Rate = Cost
2	Shelter Financial Assistance	Expense, proof of payment, signed TANF affidavit, ROI, valid ID for all adult household members and supporting documentation
3	Utility Financial Assistance	Expense, proof of payment, signed TANF affidavit, ROI, valid ID for all adult household members and supporting documentation
4	Transportation	Expense, proof of payment, signed TANF affidavit, ROI, valid ID for all adult household members and supporting documentation
5	Sales Tax	Dollar Amount
6	Monthly Report	Contractor will provide a monthly report. See Attachment 1 for report details.

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Attachment 1
TANF
SERVICES, DELIVERABLES AND SUBMISSION FREQUENCY

Invoices must be submitted by the 15th of each month after the month in which service(s) were rendered. Complete invoices will only include the required deliverable(s) listed in Exhibit 3. Failure to submit invoices timely or without required deliverables may result in non-payment.

#	Service	Description	Deliverable(s)	Rate & Unit
1	TANF eligibility determination	Contractor will determine TANF eligibility and maintain all documentation using the Affidavit, and valid id for adult household members.	See Attachment 2.	Monthly submission with invoice
2	Intake Assessment	If the minimum eligibility requirements are met, the adult(s) will be required to participate in an intake assessment with a case manager to determine the household's stability in various self-sufficiency and protective factors. Following this assessment, applicants will be either invited into the program or provided referrals to community partners that are better able to provide assistance based on the family's needs.	Contractor will maintain all documentation.	Reference Exhibit 1
3	Care Plan	Applicants will work with their case manager to identify goals related to the domains that scored below the level of stability (score of 1 or 2 points on the Colorado Family Support Assessment or CFSA 2.0). The case manager will then	Contractor will maintain all documentation.	Reference Exhibit 1

		create a “Care Plan” in empowOR where these goals will be documented. Each Care Plan will have a maturity date that is 120 days from the date the Care Plan is created.		
4	Monthly Care Plan status meetings	<p>Once the Care Plan is established, the case manager meets regularly with the family, as often as necessary but no less than monthly, to review progress on their goals. The role of the case manager is to walk alongside the family as they work on their goals – encouraging action, celebrating successes and coaching through setbacks.</p> <p>The assessment tool can be used at any time to reassess the family’s situation but must be completed at least every 90 days. At the case manager’s discretion, the maturity date may be shortened or extended based on the circumstances.</p>	Contractor will maintain all documentation.	Reference Exhibit 1
5	Case Staffing	<p>Independent of conversations with the Client, internal case conferencing will be used to bring the collective wisdom of the case management team together to discuss challenges in case work and develop remediation strategies that promote the family’s success.</p> <p>Care Plan Reporting- Contractor will document whether or not each goal has</p>	Contractor will maintain all documentation.	Reference Exhibit 1

		<p>been successfully completed by the maturity date of the Care Plan. For individual families and at the consolidated program level, empowOR reports can be generated to show the number and percentage of goals successfully achieved, and the incremental change in the household's assessment scores between the start and end dates of their Care Plans. Case managers may also enter case notes and action plans into the system in order to provide a narrative of the family's journey. Accompanying documentation, such as pay stubs, rental agreements, and reference documents are also stored in the data management system.</p>		
6	Financial Assistance	<p>Contractor may provide financial services as outlined in Exhibit B. SCOPE OF SERVICES, D. Client Financial Assistance.</p>	<p>TANF Affidavits- Contractor will provide TANF affidavits for all household members 18 and over.</p> <p>Release of Information (ROI)- Contractor will provide the ROI for all household members 18 and over.</p> <p>Financial Assistance Documentation- Contractor will provide proof of the expense, proof of payment and a copy of the ID for all adult household members.</p>	<p>Financial Assistance Documentation provided at the time of monthly invoice.</p>

7	Goal Tracking	The Contractor shall support improved client self-sufficiency for households receiving services under the SFY 2026–2027 TANF contract. Progress toward this goal will be measured by changes in each client’s score on the Colorado Family Support Assessment 2.0. The Contractor shall administer the assessment at initial contact to identify self-sufficiency needs and barriers and shall reassess each participating household at intervals not to exceed ninety (90) days throughout the period of engagement.	Written correspondence to the Department identifying at least one goal to be quantifiably measured throughout the contract term.	N/A
8	Monthly Report	Contractor will provide a monthly report (in Microsoft Word), suitable for distribution. No client identifying information may be used.	Report must include: 1) Summary of services provided, 2) Number of clients served, 3) How funds were used.	The report is due no later than the 15 th of each month upon submission of the monthly invoice
9	Board of County Commissioners Report	Contractor will provide a report (in Microsoft Word), cumulative of the Monthly Report and suitable for distribution to the Board of County Commissioners and potentially shared at a public Board Business Meeting. No client identifying information may be used. The report is due no later than July 7, 2027, and must include: 1) Summary of services provided, 2) Number of clients served,	Contractor will provide a report (in Microsoft Word), suitable for distribution to the Board of County Commissioners and potentially shared at a public Board Business Meeting. No client identifying information may be used.	Report is due no later than July 7, 2027

	<p>3) How service delivery was approached, and</p> <p>4) How funds were used</p> <p>5) Identification of all TANF purposes met</p> <p>6) The Contractor shall incorporate the outcomes of all work performed under this Agreement toward achieving the quantifiable goal identified in Item #7. Progress toward this goal shall be monitored and evaluated throughout the contract term, and all required reporting shall reflect the Contractor's performance relative to this identified measurable objective.</p> <p>7) Any additional qualitative goals, measures or information relevant to the services provided.</p> <p>8) May include client success stories (without actual family names) and/or discussion related to the challenges or successes of the partnership over the contract period.</p>		
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Attachment 2
TANF
COLORADO WORKS ELIGIBILITY AFFIDAVIT

Colorado Works Eligibility Affidavit

Receipt of Colorado Works (TANF):

I am currently receiving Colorado Works (TANF) Basic Cash Assistance
 I am not currently receiving Colorado Works (TANF) Basic Cash Assistance from any Colorado County

Residency in the United State (Please check one box below):

I am citizen of the United States, or
 I am a Permanent Resident of the United States, or
 I can verify lawful presence in the United States, pursuant to state law, or
 None of the above

Family Income (Income from all family members living at your address who are 18 and over):

Less than \$75,000/year
 Greater than \$75,000/year

Family:

of adult (18 and over) members in household _____

of children (under age 18) _____

of biological or legally adopted children (under age 18) who do not live in your house _____

Race/Ethnicity (Optional):

White _____ Black/African American _____
American Indian/Alaskan Native _____ Asian _____
Native Hawaiian/Other Pacific Islander _____
Other: (Please specify) _____

Ethnicity (Optional): Hispanic _____ Non-Hispanic _____

County of Residence: _____

AFFIDAVIT

I, _____, do hereby declare and represent the information provided above to be TRUE and CORRECT to the best of my knowledge on this date signed below. The information you provided above could be subject to verification.

Signature: _____ Date: _____

The Douglas County Department of Human Services (Department) partners with faith-based and non-profit community organizations who may provide assistance to families who meet the following TANF eligibility criteria: 1) Douglas County residents, 2) dependent child under 18 in the home, 3) adults or children 18 and over are U.S. citizens or lawfully present, and 4) annual combined household income is under \$75,000.

However, if you believe you are eligible but have an objection to receiving this service from a faith-based organization, please contact the Department at 303-688-4825 or come to our office at 11045 E. Lansing Circle, First Floor, Englewood, CO 80112, to review possible alternatives.

Attachment 3
TANF

CHARITABLE CHOICE NOTICE

The following notice must be continuously posted in a location reasonably visible to clients who will be seeking financial services outlined in this contract.

The Douglas County Department of Human Services (Department) partners with Manna Resource Center to provide services to families that meet specific criteria: 1) Douglas County residents, 2) dependent child under 18 in the home, 3) adults or children 18 and over are U.S. citizens or lawfully present, and 4) annual combined household income is under \$75,000.

If you object to receiving these services from this faith-based organization, please contact the Department at 303-688-4825 or come to our office at 11045 Lansing Circle, First Floor, Englewood, CO 80112, to review possible alternatives.