

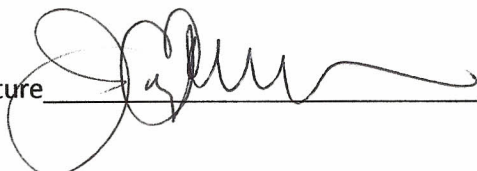
## SCOPE OF WORK

Subcontractor: Optimist Business Solutions:  
Scope of Work Value: \$20,250.00 (9%)  
Scope of Work Description: Grantee Readiness Program and Grant RFP

- Grantee Readiness Program
  - Design framework for Grantee Readiness Program that includes a series of 4 sessions to prepare potential grantees and increases their capacity to apply for a grant and implement a successful afterschool program.
    - Deliverable:
      - Participate in Grantee Readiness Program Planning Discussions
      - Provide Social Legends with an outline for 4 training sessions including but not limited to: content, outcomes, timeline, presenters, and tools/resources.
  - Coordinate and support the delivery of 4 training sessions
    - Deliverable:
      - Provide Social Legends with materials to support 4 training sessions including, but not limited to:
        - Agenda
        - Facilitator bio/s
        - PowerPoint
        - Tools/Resources/Handouts/Templates (as applicable based on topic)
      - Provide logistical support to facilitators scheduled to deliver training session content
      - Provide Social Legends with an outcome and participant satisfaction report for each session.
  - Design process to analyze grantee readiness program impact and effectiveness, conduct analysis, and produce outcomes report
    - Deliverable
      - Participate in Evaluation Strategy Discussions
      - Provide Social Legends with a process to evaluate the impact of the grantee readiness program
      - Provide Social Legends with tools to support the evaluation process
      - Conduct grantee readiness program evaluation
      - Provide Social Legends with an outcome and participant satisfaction report for the full program
- Grant RFP
  - Review RFP and scoring rubric – identify potential areas of improvement and provide input on updates to finalize both the RFP and rubric

- Deliverable
  - Provide Social Legends with recommended improvements for the RFP
  - Provide Social Legends with recommended improvements for the RFP scoring rubric
- Plan and coordinate grant reviewer training (agenda, location, materials, invitations, logistics and follow-up)
  - Deliverable:
    - Provide Social Legends with materials to support the grant reviewer training session including, but not limited to:
      - Agenda
      - PowerPoint
      - Tools/Resources/Handouts/Templates (as applicable based on topic)
    - Provide facilitation support (as needed) for the reviewing training session.
- Develop grant reviewer score collection strategy and manage process
  - Deliverable:
    - Design and manage the RFP score submission process
    - Provide Social Legends with an outline of the score management process
- Support reviewers and respond to any and all questions throughout grant review process
  - Deliverable:
    - Provide direct reviewer technical assistance
- Aggregate reviewer scores and support outlier score review process
  - Deliverable:
    - Provide Social Legends with documentation outlining all reviewer scores
    - Provide Social Legends with an aggregate scoring report
    - Support reviewer discussions analyzing outlier scores

Sub-Contractor Name (Print) Joy E. Mason

Sub-Contractor Signature  Date 26 Aug 2020