**Application Narrative**

**Please use this attachment to provide a written narrative description to support the application. Utilize the text boxes below to include information necessary to assess the organization’s capabilities and plan.**

***Applying Agency Qualification (Refer to RFA Section G):***

**Section G.2.** Describe the applying agency’s background and previous experience. Include the date of establishment and type of ownership, changes in business history, description of relevant goals, location of agency headquarters and any outlying offices. [Not to exceed two pages]

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**Section G.3.** Describe experience that qualifies the applying agency to undertake this project. Demonstrate that the applying agency possesses at least one and a half (1.5) consecutive years of experience within the last three (3) years of service similar in nature, and/or compelling experiences and partnerships qualifying the applying agency to undertake this project and support the CFO Program Deliverables in this RFA. [Not to exceed one page]

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**Section G.4.a.** Describe possession of at least one and a half (1.5) years of experience of working with low-income clients for in community-based settings, including: the number of low-income persons served; providing access through application submissions; and establishing and maintaining direct linkages with CalFresh, and/or similar benefit programs that provide electronic application assistance to potentially eligible households. [Not to exceed one page]

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**Section G.4.b.** Describe experience in educating people potentially eligible for the program about CalFresh and addressing barriers to program participation, especially with the following target populations; households with children under the age of 18, seniors, working low-income households, immigrants, Latinos, mixed-status households, and veterans and military families. [Not to exceed one page]

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**Section G.4.c.** Describe experience in establishing and maintaining effective working relationships with government entities, local community-based organizations (CBOs), and private non-profit organizations including but not limited to: Local Health Departments, CWDs, AAA, WIC, First 5, Project Lean, UC Cooperative Extension, Medi-Cal, Covered California, and schools. [Not to exceed one page]

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**Section G.4.d.** Describe experience with managing subcontractors, if subcontractors will be utilized. [Not to exceed one page]

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***Personnel Requirements (Refer to RFA Section H):***

**Section H.1.** List the name, title, and work and/or educational experience of key personnel in the applying agency’s organization that will be necessary to achieve the Program Deliverables of CFO by providing administration and assistance with application submissions, SAR 7s and Annual Recertification Applications.

| **Name** | **Title** | **Work and/or Educational Experience** |
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**Section H.2.** List the applying agency’s proposed positions by type (administrative activities and/or direct services), the number of positions, and ensure a duty statement for each position type is included with the application.

| **Proposed Position Type** | **Number of Positions** | **Duty Statement Included?** |
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**Section H.4.a-d** Analyze the staffing proposed in the application by completing the worksheet below.

| **Step** | **Cell #** | **FFY 2017** | **FFY 2018** |
| --- | --- | --- | --- |
| Sum total FTEs of all staff covered by the application (Prime contractor staff and all subcontractor staff, if applicable) | Cell A |  |  |
| Calculate total hours worked per year for CFO activities by multiplying total FTEs (Cell A) by 2,080 | Cell B |  |  |
| List the total number of proposed submitted applications (add both electronic and paper from Program Deliverable Item 1) | Cell C |  |  |
| Calculate hours per submitted application by dividing proposed total work hours (Cell B) by total proposed submitted applications (Cell C) | Cell D |  |  |
| List the average FTE needed to achieve Program Deliverables from the FTE Estimation Calculator **(Attachment 7)** | Cell E |  |  |

**Section H.4.e** If the application (Cell A) proposes using less than the total FTE calculated by the FTE Estimation Calculator (Cell E), explain how the applying agency can meet contract deliverables with fewer staff.

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***Fiscal Experience (Refer to RFA Section I):***

**Section I.1.** Describe how the applying agency will manage accounting, invoicing and general fiscal management practices to be in compliance with CDSS requirements. Provide details about the financial stability of the organization, including the ability to have adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State.

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**Section I.2.** Describe how the applying agency will ensure program and fiscal integrity of all program awareness and CFO activities.

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**Section I.3.** Describe how subcontractors will be monitored for programmatic and fiscal compliance, if applicable.

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***Applications with Subcontracting Agencies, If Applicable (Refer to Section J):***

**Section J.4.a-d.** For each subcontracting agency in the application, include a description with the full legal name of the organization, full legal address, website, and a paragraph that provides a brief description of the agency.

Provide a narrative that describes the capability of this subcontractor to participate successfully in the CFO Plan. The narrative should provide the following information and **must not exceed one page for each subcontractor:** 1) organization description; 2) qualifications and experience; 3) contribution their services and expertise will add to the program; 4) necessity of using the subcontractor.

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***Program Deliverables – For Applying Agency (Refer to RFA Section K):***

**Section K.2.a.** Provide a one to two page narrative that describes how the agency plans to meet and demonstrate completion of Program Deliverables (Items 1-5).

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**Section K.2.b.** Indicate by checking any or all of the following target populations the applying agency intends to reach if awarded a contract:

**Households with children under the age of 18**

**Seniors, age 60 and above**

**Working, low-income households**

**Immigrants**

**Latinos**

**Mixed-status households**

**Veterans and military families**

Provide details about the applying agency’s plan to reach each population selected.

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**Section K.2.c.** Describe how the applying agency intends to submit quality applications.

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