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BUREAU CHIEF, OFFICE OF
CHILD ABUSE PREVENTION

September 12, 2016

To: All Interested Parties

Subject: Grant Opportunity for Child Trafficking Prevention Education Project
Fiscal Years 2016/2018

The California Department of Social Services' (CDSS) Office of Child Abuse Prevention (OCAP), in collaboration with the Child Trafficking Response Unit (CTRU), is pleased to announce the availability of funds for a Child Trafficking Prevention Education project. The OCAP is seeking applicants that are private nonprofit organizations or public institutions of higher education with the capacity and ability to deliver a trauma-informed child trafficking (sexual exploitation or labor) prevention curriculum to children. The goal of this funding is primary prevention: to help children and youth, and may include their parents, improve their ability to recognize and avoid exploitation and trafficking, as well as help children understand the consequences of participating as a purchaser or exploiter of sexual acts or labor. The desired outcomes of this grant include increased awareness of trafficking exploitation dynamics, safety planning and knowledge of what to do when exploitation is experienced or witnessed.

Approximately $175,000 of state funding will be available for the Child Trafficking Prevention Education project for Fiscal Year (FY) 2016-17 and FY 2017-18 with a grant period beginning January 1, 2017, and ending June 30, 2018. The funding amount is provisional and contingent upon OCAP receipt of state grant awards. OCAP reserves the right to terminate or extend this agreement following an evaluation at the conclusion of the grant period (June 30, 2018).

Please note that only the most current versions of CDSS/OCAP grant application forms will be accepted in the grant award application. Current application forms must be obtained by submitting the attached Letter of Interest by September 30, 2016. Forms will be emailed to applicants upon receipt of the Letter of Interest. Applications with outdated forms may result in disqualification.

Submit the application package via email by **October 21, 2016**, to apply for funding for FY 2016-2018 through the Child Trafficking Prevention Education project. Instructions for electronically submitting the application package are included in the Request for Application (RFA). Should you have questions, please contact Trang Le, Analyst, by email at CSECProgram@dss.ca.gov.

Thank you for your interest.

Sincerely,

Angela Ponivas
Bureau Chief, Office of Child Abuse Prevention
California Department of Social Services

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CHILD TRAFFICKING PREVENTION EDUCATION PROJECT

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CHILD TRAFFICKING PREVENTION EDUCATION PROJECT

PART I – OVERVIEW

A. INTRODUCTION
B. CONTACT INFORMATION
C. APPLICATION DUE DATE AND SUBMISSION
D. ELIGIBILITY
E. FUNDS
F. PROGRAM INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information necessary to prepare an application for the California Department of Social Services' (CDSS) Office of Child Abuse Prevention (OCAP) grant funds. This RFA also contains the "Letter of Interest" which must be submitted in order to receive the electronic applicant forms.

B. CONTACT INFORMATION

The OCAP/CTRU staff cannot assist the Applicant with the actual preparation of its application. The OCAP/CTRU can only respond to technical questions about the RFA. Questions about this grant announcement and its requirements will only be accepted via email from **September 19 through 30, 2016**. Questions and corresponding answers will be posted on the CDSS-OCAP website on **October 7, 2016**. Please list the name of RFA in the subject line and send all questions to:

ATTN: Trang Le, Analyst
California Department of Social Services
Child Trafficking Response Unit
CSECProgram@dss.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION

The grant application and all required documents must be submitted **electronically** to the OCAP/CTRU at CSECProgram@dss.ca.gov. The OCAP/CTRU does not provide notification the application was received. Request a "Read Notification" in your email browser to verify the application packet was received by the OCAP/CTRU. The OCAP/CTRU must receive the application documents by **October 21, 2016, at 5:00 PM PST**. Applications received later than this deadline will not be reviewed. Applications will be rated and ranked competitively and incomplete applications will not be accepted.

D. ELIGIBILITY

- Applications will be accepted on behalf of individual organizations, or as a collaborative applicant (two or more organizations). Only private nonprofit organizations or public institutions of higher education with recognized expertise in fields related to child welfare may apply.
- Applicants must have the capacity and ability to provide child trafficking primary prevention (prior to victimization) education/training
- Applicants must demonstrate the training curriculum is completed and ready to be delivered

- Applicants must have demonstrated ability to successfully partner with state / county level government agencies

All Applicants will be required to electronically submit a Proof of Not-for-Profit Standing (See Part II E below).

Additionally, all Applicants will be required to submit certification that the Applicant or their principles or affiliates have not been debarred or suspended from federal financial assistance programs and activities, and are not proposed for debarment, declared ineligible or voluntarily excluded from participation in covered transactions by any federal department or agency. Complete the Certification of Debarment and Suspension (Document E) with your application, which also certifies that the Applicant is not listed on the Excluded Parties Listing System (https://www.SAM.gov).

Conflict of Interest: if an applicant is a member of the Child Welfare Council CSEC Action Team's Survivor Advisory Board, they cannot participate in any decisions about CDSS funding, on this grant or any other funding opportunities, or influence members that could lead to funding by CDSS.

E. FUNDS

1. **Source of Funds:** The Child Trafficking Prevention Education Project is supported by the State Children's Trust Fund (SCTF).
2. **Funding Cycle and Duration:** January 1, 2017 – June 30, 2018**

   **OCAP reserves the right to extend this agreement following an evaluation at the conclusion of the grant period (June 30, 2018).
3. **Projected Funds Available:** An approximately combined amount of $175,000 for FY 2016-17 and for FY 2017-18.
4. **Restrictions on How Funds May (or must) be Used:**
   - Applicants must understand funding will only be allowed for child trafficking prevention education activities or services which seek to assist children and/or parents in mitigating the major risk factors of child trafficking.
   - No funding will be provided for existing services currently funded through another source (i.e., no funding may be used to supplant local, state, or federal funds for any purpose).
   - The OCAP cannot reimburse or supplement funding for services already funded by OCAP or other government programs, such as Denti-Cal or Medi-Cal.
   - Funds that are requested by the Applicant must be used exclusively for the operation and administration of the proposed activities outlined in the Applicant's Scope of Work for this RFA.

F. PROGRAM INFORMATION

1. **Purpose of Grant Opportunity**

   The OCAP is committed to preventing child abuse and neglect and its lasting effects. In this grant, OCAP/CTRU desire to promote education which strengthens children and their families and the communities that surround them. The purpose of this grant is to create increased awareness of child trafficking, commercial sexual exploitation and/or labor trafficking, through education or training so that children are able to recognize

and avoid trafficking. It is the OCAP/CTRU's expectation that this training be broader than training of county foster children or victims of trafficking, who may already be served with current county funding. The training should also include social media/Internet safety as a core strategy to prevent sexual exploitation, as data from law enforcement has shown this to be a primary tool used to recruit victims. The training will empower these children to make good choices, remain safe and support peers who may be vulnerable to exploitation.

The Child Trafficking Prevention Education project grantee will provide training to engage and empower children (and possibly parents) in a geographical location of increased risk of trafficking. The desire is that this pilot will lead to a best practice model that can be replicated throughout the State of California. The grantee will be responsible for organizing the training logistics, such as training formats, coordinating staff, time schedules, travel and facilities.

The OCAP/CTRU has identified overall goals for the Child Trafficking Prevention Education project that are consistent with the goals of the State Children's Trust Fund. Applicants will be expected to describe the activities they plan to execute to prevent child trafficking. Goals of those activities should include, but are not limited to:

a. Develop an outreach plan to engage children and youth, and possibly their parents, to participate in the prevention education.
b. Strengthen the capacity of children to be aware of and avoid sexual exploitation, including social media/Internet safety, and labor trafficking.
c. Increase children's understanding of how to respond if trafficking occurs and/or is observed in others.
d. Evaluate the effectiveness of the prevention education.
e. Work cohesively with the OCAP and its partners through the use of data, performance measures, and the utilization and implementation of evidence-based/informed practices to maximize the effectiveness of prevention education for children and families.

2. OCAP and CTRU Background

OCAP Philosophy and Background

Our understanding of the consequences of child maltreatment has helped to generate a collective urgency to act. However, research has found that successful prevention strategies must both reduce risk factors and build protective factors to best safeguard the safety and well-being of children. Children need and deserve safe, secure, nurturing relationships and environments to thrive.

The prevention of child abuse and neglect is most effective when families can ensure their child's safety and well-being, and therefore do not engage or require child welfare involvement. The OCAP contends that when families are resilient, parents are more likely to withstand times of stress in ways that do not compromise a child's safety or well-being. As such, the OCAP seeks to build resilient families and communities throughout California as an essential prevention strategy.

The OCAP, within the California Department of Social Services, was created by statute and is required by the Legislature to oversee and administer child abuse prevention and early intervention programs to administer federal grants, contracts and state programs designed to promote best practices and innovative approaches to child abuse prevention, intervention and treatment. The OCAP plays a valuable role to ensure that successful prevention strategies support and are integrated as part of the CDSS initiatives and activities. The OCAP's priority objectives are to:

- Promote an agenda to prevent child abuse and neglect both statewide and as part of the CDSS work.
- Maintain responsibility to effectively utilize multiple state and federal prevention-focused funding streams, ensuring compliance with all governing legislation.

In total, the OCAP provides oversight to approximately $86 million dollars of funding per year. These funds are utilized throughout the continuum of child welfare, from prevention to intervention to after-care. Specific funding streams the OCAP oversees include: the federal grants to California for the Child Abuse Prevention and Treatment Act (CAPTA), the Community- Based Child Abuse Prevention (CBCAP) program, and the Promoting Safe and Stable Families (PSSF) program, as well as the state Child Abuse Prevention, Intervention and Treatment Act (CAPIT), the State Children's Trust Fund (SCTF) and the State Family Preservation Fund (SFP).

To ensure the OCAP is a good steward of public and private funds, maximizing resources through leveraging, resources pooling, fiscal accountability and return on investment is required. Through partnership and collaboration, the OCAP is able to leverage and support children, families and communities in a more effective manner.

For more information please visit: http://www.cdss.ca.gov/ocap/

CTRU Philosophy and Background

The CTRU, within the California Department of Social Services, was established in November 2014 to oversee the opt-in county child welfare CSEC Program in California after the passage of Senate Bill (SB) 855 (Chapter 29, Statutes of 2014). The CTRU plays a valuable role to ensure that counties and stakeholders have the resources, support and effective systems to address this vulnerable population.

Following the passage of SB 855 and the establishment of the state CSEC Program pursuant to Welfare and Institutions Code Section 16524.7, the CTRU's efforts have focused on intervention and providing services to children receiving child welfare services who are victims or at risk of commercial sexual exploitation. Since effective practices to address CSEC are still in development, including prevention efforts, the CTRU has joined OCAP in supporting the development of effective primary prevention programs to address child trafficking. Many youth education programs address victims in their recovery. The CTRU wants to support reaching children early, educating them on things to be aware of that could put them at risk of exploitation and support keeping them safe.

The CTRU provides oversight to approximately $19 million dollars of State General funding per year to counties and an additional $400 thousand in federal grants,

including a five-year discretionary fund grant from the Administration for Children and Families (ACF), Children's Bureau.

To ensure the CTRU is a good steward of public and private funds, it maximizes resources through advocating for and leveraging funding, collaborating with internal and external stakeholders to efficiently address issues, ensuring funds exists for training, learning about best practices and sharing them, and providing reports to the legislature and ACF on progress accomplished with funding.

The authority and funds for this grant reside within OCAP. The CTRU manages child trafficking projects. The OCAP (in collaboration with the CTRU) will handle management of the grant, including facilitating the process to get the grant into award, processing monthly invoices, coordinating progress reports and monitoring implementation of the project.

PART II – RFA INSTRUCTIONS

A. PREPARING AN APPLICATION
B. PROJECT NARRATIVE
C. PROJECT BUDGET
D. APPLICATION APPENDIX

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided after the applicant submits a Letter of Interest. The application must be completed only on the emailed forms, along with additional documentation that must be electronically submitted with the application. The Narrative, Budget page, Budget Narrative and other forms that will be provided are formatted to CDSS standards—Arial 11 font (except for Scope of Work and Logic Model), double-spaced, with one inch margins. If a page limitation is specified for a component, strict adherence to the limitation is required.

The OCAP has established the requirements for the selection of the recipient based on state and federal requirements for the use of government funds. Each Applicant must electronically submit all of the following:

1. Narrative Report (Document A)
2. Budget (Document B – Page One of Document)
3. Budget Narrative (Document B – Page Two of Document)
4. Scope of Work (Document C)
5. Applicant Information Form (Document D)
6. Grantee Certification of Federal Requirements (Document E)
7. Evaluation Plan (Document F) and Program Logic Model (Document F1)
8. Applicant Qualifications (Document G)

NOTE: The Applicant must ensure that all information requested by the RFA is included in the appropriate section of the application in order to receive credit. Failure to include the required components may result in a reduced score or disqualification. The OCAP/CTRU will *not* advise the Applicant if the application is incorrect and/or incomplete prior to rating or disqualification.

The Application Information Form (Document D) is to be used as the Application's Cover Page.

B. NARRATIVE

The narrative is the main body of information describing the problem to be addressed (see Program Information), the plan to address the identified problem through appropriate and achievable goals, objectives, activities, and deliverables, the evaluation and sustainability plans, collaboration, and the ability and qualifications of the Applicant to implement the proposed plan.

1. Problem Statement – To be included in Narrative Report, Document A [3 pages maximum]

   - Describe the incidence of child trafficking in your county or service area. Utilize current statistical data to explain the reason(s) for this.
   - Describe the need for prevention education throughout your service area and compare this with the need in California, including a description of the gaps and/or barriers your Agency has

identified in existing collaborative approaches, including other agencies' prevention education efforts.

- Describe your Agency's current funding and services related to child trafficking education in your community/service area and why education is essential to child trafficking prevention.

2. Implementation Plan – To be included in Narrative Report, Document A [10 pages maximum]

The OCAP/CTRU seeks Applicants to prevent the maltreatment of children in California by focusing on the goal described in the Program Information description. Clear descriptions should be provided to demonstrate the applicant's understanding of the core values listed below and their application in the curriculum. This section of the project narrative should present the overarching plan or context of how the program fits within your organization's mission to address the problem (specifics of the plan should be completed in the Scope of Work-SOW).

- Describe a comprehensive and feasible plan to accomplish the overarching goals and objectives above and your chosen goals, including the reasons you chose your strategy to implement the goals and objectives described in the SOW. [up to 6 pages]. Include anticipated locations of service delivery, which participants will be educated/target population, the proposed number of participants to educate, how you propose to recruit participants, and numbers/descriptions of all aspects of your project. The reasoning of your plan should be clear.
- Describe how you will build on existing and effective practices and resources already in place and working in your agency. Include a description of the theoretical foundation your prevention education is built upon and how it demonstrates being survivor and trauma-informed. [up to 3 pages]
- Describe how you propose to utilize a combination of staff, consultants, or in-kind partners to achieve objectives. (Additional information about what kinds of personnel, their qualifications and duties can be described in detail in the Applicant Qualifications section below) [up to 1 pages]

The following **core values** are how CTRU believes the work is to be done. Describe how you will address all of the following core values in your plan.

a. **Quality** – We support culturally responsive, prevention education that has a proven track record of being effective;

b. **Survivor-Informed** – We support curriculum that has received insights and review from survivors (describe the amount of input);

c. **Trauma-Informed –** We support curriculum that is embedded with a trauma perspective that recognizes the sensitivity of the trafficking subject, the vulnerability of children and demonstrates sensitivity to protecting children's emotional well-being;

d. **Child abuse, Medical and Developmentally Accurate/Appropriate Terminology –** We support projects that incorporate accurate knowledge of child abuse, sexual development and medical terminology and communicate in developmentally appropriate language (i.e., includes a reasonable amount of content for the education session);

e. **Theory-Based** – We seek projects that have a strong theoretical foundation that informs project design and outcomes; and

f. **Outcomes Focused** – We use data and a focus on outcomes (evaluation) as a guide to all of our work.

3. Sustainability Plan – To be included in Narrative Report, Document A [1 page max]

- Is this a limited-term project that will end at the end of the funding cycle? Yes or No
- If no, describe a feasible and realistic plan to continue services beyond the end of the grant (assume there will not be continued CDSS/OCAP funding). Include whether funding is needed and the specific resources (cash—local, state, federal, foundation, corporation; in-kind donations) you propose to contact to obtain funds.

4. Funding Maximization – To be included in Narrative Report, Document A [1 page max]

- Describe your plans to leverage, match or otherwise utilize funds to increase funds available for the project (however, do not include these funds on the budget).

5. Collaboration – To be included in Narrative Report, Document A [1 page max]

The OCAP desires projects, strategies, and activities which are collaboratively planned and implemented. Describe how you would facilitate local collaboration among child trafficking organizations and government agencies.

- The successful Applicant must demonstrate how they will achieve the goals by building and sustaining linkages that support prevention; and
- By facilitating their work so that mutually-beneficial collaborative opportunities are possible.

6. Past Performance – To be included in Narrative Report, Document A [1 page max]

Include a description of your experience as a grantee or contractor receiving public funds and your experience managing partnerships with state level agencies.

Have you had any issues with non-compliance or failure to meet the deliverables or objectives of any grant agreement with OCAP, CTRU or another entity? Indicate yes or no. If yes, describe how these issues were resolved and the manner they were solved (Corrective Action Plan, etc.). Compliance issues include, but are not limited to, the following:

- Late on deliverables
- Failure to meet the deliverables or objectives of a grant agreement
- Failure to submit Progress Reports, evaluations, invoices or audits as required and in a timely manner
- Failure to comply with any term or condition of a grant agreement
- Negative audit findings

7. Scope of Work (SOW) – Document C [5 pages max]

In addition to a narrative, Applicants must submit a proposed SOW that includes the goals, objectives, activities, deliverables, performance measures and timeline of the project. The required template is attached (Document C). Please do not modify the template. Applicants will be scored based on content of responses. For each column, use numbers for each separate item (i.e., Goal 1, Objective 1, Activity 1a, Deliverable 1a, Measure 1a, Timeline 1a—date)

- Develop goals which describe the end result or outcome when the objectives under each goal are completed.
- Develop objectives that are specific, measureable, attainable, realistic / reasonable, and time-bound (SMART).
- Activities should support efforts to effectively meet the objectives and address the challenges of the target population.
- Develop an appropriate number and type of deliverables.
- Ensure the measures are specific and concrete to meet the deliverables.
- Ensure the timeline of activities is reasonable so that work is effectively accomplished throughout the grant period.

8. Evaluation Plan – Document F [3 pages max]

- Describe how the success of the work will be measured and how results will be utilized.
- Describe what you intend to evaluate: process and outcome evaluation; outcome is required.
- Describe who would do the evaluation (include experience). Retention of an outside evaluator is encouraged and can be included in the budget.
- Develop an action plan to meet the goals and objectives of the program that identifies the activities to be performed, and the outputs, short, mid and long-term outcome measures of performance (also include these outcomes on the provided logic model, [2 pages max in addition to evaluation plan 3 pages max]).
- Provide results from any previous evaluation of prevention education (does not apply to page number limitation).

9. Applicant Qualifications – Document G [3 pages max]

Describe how your organization is qualified to implement or perform the goals and objectives of this RFA.

- State how this project fits within the Agency's the mission and purpose of the agency.
- Describe the familiarity and connections with the program's identified target population(s);
- Describe the history of performing this or similar work and expertise in child trafficking prevention education that makes you the best candidate.
- Describe your capacity to implement the scope of the project, including examples of successful partnerships with state agencies and/or use of public funding.
- Describe the qualifications and roles of current or planned program staff or subcontractors to implement the proposed activities, including who will manage the project. Indicate whether you plan to hire staff to begin implementation and the time frame for doing this.
- Provide an organizational chart that shows the project within the organization and includes position and names of staff anticipated to be involved in the project. [Does not apply to page number limitation; 2 pages max]
- Provide job descriptions and resumes of project staff and any known subcontractors. [no limit; Does not apply to page number limitation]

C. BUDGET

Applicant must include a budget with specific line items (Document B) and narrative descriptions (Document B). The required templates will be emailed to you.

The purpose of the project budget is to demonstrate how the Applicant will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget

must cover the entire grant period. In the budget, include ***only*** those items covered by **grant funds.** Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the project budget any funds other than listed in the grant. Budgets are subject to OCAP modifications and approval.

The OCAP requires the Applicant to develop a ***line-item*** budget, using the categories on the Budget form that will enable the project to meet the intent and requirements of the project and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

Should you have additional budget questions after reading this section thoroughly, contact the person listed in Part I, section B.

1. Budget Categories

   The budget template displays a six category budget. The six budget categories include: Personnel, Program Expenses, Subcontracts, Operating Expenses, Program Costs and a maximum of 10 percent Indirect Cost. Each category is explained in detail as follows, and the Applicant should use these definitions to complete the budget template. Specific line items should be included under each category. Include a formula for how you arrived at each line item cost. Administrative costs should be reasonable and limited.

   a. Personnel and Fringe Benefits

      Positions that are directly involved in the development, delivery and support of the grant activities are listed under this line item with Personnel and the Fringe Benefits listed separately.

      - Personnel. Identify each funded position by job title, salary and FTE.
      - Staff performing only administrative and fiscal duties is not included in this line item. They can only be included as part of indirect expenses.
      - Identify the monthly salary rate for each position. Do not combine multiple personnel on the same line. Each position must be displayed on a separate line.
      - Fringe Benefits. Expenses include, but are not limited to, employer paid social security; worker's compensation insurance; unemployment insurance; health, dental, vision and/or life insurance; disability insurance; pension plan/retirement benefits etc. Display fringe benefits individually for each staff as part of the annual salary.

   b. Program Expenses

      - Stipends. Support for intern/parent/caregiver/youth participation in collaborative meetings.
      - Materials. Educational printed matter or tools that are required to implement program goals.
      - Training. Costs for training program staff and collaborative members to implement program goals.

- Other. Any expenses not covered in the above categories must be specified, explained and justified in the budget narrative.

c. Subcontractors

- A subcontract results when a Recipient enters into an agreement for services with another party. All subcontracts must be included in the budget and the use of subcontracts shall be justified in the budget narrative. If any subcontractor is subcontracted with for a total grant amount of five thousand ($5,000) dollars or more, the subcontract must be submitted for approval by the State prior to final execution of the grant and/or reimbursement, and a separate Budget Summary will be required. If the subcontract is less than five thousand dollars ($5,000), the State reserves the right to request a copy. Subcontract expenses shall not be included in indirect costs.

- The Recipient shall be solely responsible for the work of any subcontractor under this agreement. Subcontracts are subject to the same provisions as the primary grant agreement and should therefore contain written reference to the provisions of the primary grant agreement.

d. Operating Expenses

Direct costs necessary to conduct the day-to-day operations are listed in this line item. The line item categories listed below are provided in the budget template for ease of completion. Applicants may add additional Operating Expense lines or leave some blank if not applicable.

- Travel. Travel and per diem rates are established and periodically adjusted by the State Department of Personnel Administration. Proposed reimbursable expenditures for travel may not exceed those ceilings. Expenses for Out-of-State travel will not be allowed without prior written approval by CDSS. Out-of-country travel is prohibited. Applicants must include a sufficient travel and per diem allocation to attend any required in-person meetings, as needed. Travel for parent or youth participants is allowed at state reimbursement rates, but is not allowed for coalition members.

- Office Space. The cost of office space (square feet x cost per square foot x FTE x months) is included in this line item. Estimated costs for space may be based on the full or prorated amount expected to be paid in rent. Where the facility is owned by the prospective recipient, costs may be reimbursed on the basis of depreciation or a use allowance. When space is rented, indicate in the Budget Narrative whether the charge also provides for services such as utilities or parking.

- Printing. Costs incurred specifically for the program are allowable and include printing, photocopying and other reproduction services.

- Communication. It is expected that all Recipients will have telephone, telephone conferencing, and email capabilities. This category includes telephone, fax, computers (email), postage, etc.

- Utilities. Utilities that are not provided with space rent or use, such as power, water, electricity, gas, etc. Other costs. Any expenses not covered in the above categories must be explained and justified.

e. Program Costs.

Included in these line items are those expenses directly related to the implementation of the project activities. These include, for example, materials for clients, outreach, equipment, training for families and providers or other direct program expenses.

f. Indirect Cost Rate.

The indirect cost rate refers to costs that accrue in the normal conduct of business that can only be partially attributable to performance of a grant (e.g., administrative expenses such as payroll handling, accounting/personnel expenses, liability insurance coverage, executive director's time). The indirect cost rate must be justified in the budget narrative. Specify an indirect cost rate as a percentage of the total personnel salary and wage costs, including fringe benefits, not to exceed 10 percent.

2. Prohibited Items.

Grants using federal Health and Human Services Agency federal funds are required to follow cost principles governing non-federal entities and are outlined in the Office of Management and Budget (OMB) regulations found at 2 C.F.R. Part 200. Other prohibited expenses include the following:

- Lobbying
- Bonuses/Commissions
- Interest
- Supplanting other federal funds
- Lease-Purchase Options: It is prohibited to use grant funds to enter into a lease-purchase contract for the purchase of equipment
- Purchase of Real Property

D. BUDGET NARRATIVE

The Applicant is required to submit a narrative with the project budget (Document B). The budget narrative provides a brief description that justifies the appropriateness and necessity of each expense. Include headings that mirror the budget. In addition, the narrative should also describe each personnel position, its role in performing these activities and qualifications to do so. The narrative must be typed and placed in the provided form and describe:

- How the project's proposed budget supports the objectives and activities and the intent and requirements of the project;
- The duties of project-funded staff, including the experience or education level necessary for the job assignment;
- How project-funded staff duties and time commitments (FTE) support the proposed objectives and activities; Include formula for each position (wage x FTE/hours x number of months); in addition to time allocated to this project indicate the proposed staff percentage of time to other efforts in the agency;
- The necessity for subcontracts and unusual expenditures; and
- Any salary range adjustments anticipated during the grant period.

E. APPLICATION APPENDIX

The application appendix provides the OCAP/CTRU with additional information from the Applicant to support components of the application. There are no formatting requirements or page limitations for these components, unless otherwise mentioned. The following must be included:

- Logic Model (2 pages max on the CDSS form, single-spaced)
  The logic model should clearly illustrate needs, inputs, activities, output and outcome measures of performance.

- Organizational Chart (2 pages max)
  The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.

- Job descriptions and resumes for all project staff and known subcontractors.

- Memorandum of Understanding (MOU), [if applicable]:
  MOUs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Scan and attach when submitting the application.

- Certification of Federal Requirements (Debarment and Suspension/Federal Revenue Certification), which includes the Excluded Parties Listing System verification (Document E). Complete and submit electronically.

- Proof of Not-for-Profit Standing with the federal Department of the Treasury, Internal Revenue Service, by submitting a copy of your tax exempt status letter or either (a) a certification from the State of California, Office of the Secretary of State, or (b) a letter from the federal Department of the Treasury, Internal Revenue Service, classifying the Applicant agency as a private, non-profit corporation. (Scan and submit electronically) [if applicable]

PART III – POLICIES AND PROCEDURES

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

A. SELECTION OF APPLICATION FOR FUNDING
B. FINALIZING THE STANDARD AGREEMENT

A. SELECTION OF APPLICATION FOR FUNDING

1. Application Rating and Scoring

Eligible applications received by the deadline are generally rated by a team of three evaluators. The rater scores are averaged and applications are then ranked numerically. The Rating Form assigns point values to the following categories:

- Narrative (Maximum 90 points)
  - Problem Statement
  - Implementation Plan
  - Sustainability
  - Funding Maximization
  - Collaboration
  - Past Performance
- Scope of Work (Maximum 85 points)
- Evaluation Plan and Logic Model (Maximum 40 points)
- Applicant Qualifications (Maximum 78 points)
- Budget and Budget Narrative (Maximum 50 points)
- Comprehensive Assessment/Core Values (Maximum 57 points)

Applications will be scored based on whether the Applicant answered the question as requested as well as on the quality, clarity, depth, relevance and thoroughness of the responses provided. The maximum point amount is 400. Applicants receiving less than 200 points are not eligible for award and are disqualified. See the attached Rating Form.

2. Funding Recommendation

Funding recommendations are based on the following:

- The highest ranked score(s) of the applications;
- Consideration of funding priorities or geographical distribution specific to this RFA;
- Past performance under grant agreements with OCAP or other entities (Please include this detailed information in the Past Performance Section of the Narrative); and
- Final approval by the OCAP Bureau Chief. OCAP reserves the right to determine the number of grant awards made and the amount of each grant under this RFA. OCAP reserves the right to decline an award to an entity that has failed to meet the stated objectives or comply with the terms and conditions of prior grant agreements with OCAP or other funders.

3. Notification Process

Applicants will be notified by electronic communication of the grant award results. Applicants not selected for funding will also be notified by electronic communication.

4. Appeal Process and Requirements

All projects selected for funding are selected on a "contingency basis," pending resolution of any appeals of the selection process used for this RFA. The CDSS has the discretion to reject all applications.

Grants shall be awarded after a notice of the proposed award(s) has been posted on the OCAP website for five (5) working days. If, prior to the award deadline, an Applicant files a letter of appeal via email against the awarding of a specific grant, the grant shall not be awarded until the appeal has been resolved. Only non-funded Applicants that submitted a timely application complying with the RFA instructions may file an appeal.

A letter of appeal will be accepted via email only. The deadline to submit a letter of appeal to CDSS is five working days, by 5:00 PM, after the notice of proposed award is posted. It is the Applicant's responsibility to ensure receipt by this date and time. Verbal, mailed, and late appeals will not be accepted. All letters of appeal shall be emailed to:

ATTN: Marja Sainio, Analyst
California Department of Social Services
Office of Child Abuse Prevention
marja.sainio@dss.ca.gov

The letter of appeal filed by a protesting Applicant must set forth the issues in dispute, the basis for the appeal, the legal authority supporting the appeal, and the remedy sought. Applicants may not use the appeal process to add new information to the grant application. Appeals shall be limited to the following grounds:

- The grant(s) was not awarded to the Applicant(s) whose proposal was given the highest score(s) by the evaluation committee; and/or
- The applications were not evaluated according to the scoring and selection procedures described in the RFA. Disagreements with an evaluator's comments or scores are not sufficient grounds for an appeal.

Upon receipt of the emailed letter of appeal, the State will examine the matter and issue a written decision to the appellant within 20 working days. This decision of the State shall be final. The written decision of the State shall contain the following information:

- A description of the dispute;
- A statement of the factual areas of agreement or disagreement; and
- A statement of the State's decision with supporting rationale.

B. FINALIZING THE STANDARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. The CDSS does not have the authority to disburse funds until the budget is passed and the Standard Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. The CDSS employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Standard Agreement. However, once the Standard Agreement is finalized the Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the grant award period.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, CDSS may immediately terminate or reduce the grant award by written notice to the Recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Recipient to the extent state or federal funds are available for payment of such costs.

The CDSS Standard Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Standard Agreement.

2. Reservation of Rights and Processing Grant Awards

The OCAP reserves all rights regarding this RFA, including, without limitation, the right to do any of the following:

a. Amend or cancel this RFA prior to the execution of a grant agreement.

b. Make corrections to the RFA up until the application submission deadline including:

- Modifying any date or deadline appearing in this RFA or the RFA Timeline.
- Issuing clarification notices, addenda, alternate RFA instructions, forms, etc.
- Waiving any RFA requirement or instruction for all Applicants if the OCAP determines that the requirement or instruction was unnecessary, erroneous, or unreasonable.
- Allowing Applicants to submit questions about any RFA change, correction, or addenda. If the OCAP allows such questions, specific instructions will appear in the cover letter accompanying the document.

c. Grant Award Conditions

The CDSS may add grant award conditions to the Standard Agreement prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Recipient when the conditions are made part of the Standard Agreement.

d. Standard Agreement

A copy of the executed Standard Agreement and pertinent attachments will be sent to the Project Director. The Applicant is not authorized to incur costs against the grant until a grant agreement is fully executed.

e. Grant Award Amounts

When the amount of funds available is limited, the CDSS may reduce the amount of the grant award from the amount requested by the Applicant. In addition, CDSS reserves the right to negotiate budgetary changes with the Applicant prior to executing the Standard Agreement. If either of these actions is required, CDSS will notify the Applicant prior to executing the Standard Agreement. The Applicant may decline the award if it does not agree to terms.

f. Additional Requirements for Selected Recipient

The Recipient will complete and return to the OCAP the provided Exhibits that will become part of the terms of the grant agreement. In addition, the Recipient will work with the OCAP to

finalize the Scope of Work and Budget, with the contractor submitting a final Scope of Work and Budget. The approval process can take up to eight weeks to complete.

The OCAP may provide Recipients with new or updated templates and/or budget processes during the grant period.

The Recipient shall:

- Complete the grant activities in accordance with the SOW. Recipient shall be responsible for exercising the degree of skill and care required by customarily accepted good professional practices and procedures in the performance of grant activities.

- Provide program reports, quarterly reports, equipment inventory reports, and data forms completed and submitted as specified in the SOW, or upon the request of the OCAP.

- Promptly provide details of any and all expenditures (including those of subcontractors) under this Agreement when requested by the State.

- Complete the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and the Office of Management and Budget (OMB) standards and requirements set forth at 2 C.F.R. Part 200.

- Maintain all project materials and records pertaining to service delivery and fiscal and administrative controls for three years after final payment has been made under the terms of this Agreement, or until all pending county, state and federal audits are completed, whichever is later. Recipient agrees that the State or its designated representative shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement.

- Recipient certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this grant for the acquisition, operation or maintenance of computer software in violation of copyright laws.

- Recipients with an annual budget of $500,000 or more must submit a copy of your most recent financial audit report or financial review annually.

A. Application Forms Checklist

Once you submit the Letter of Interest, OCAP/CTRU will email you the following forms, which include:

- ☐ Narrative Report (Document A)
- ☐ Budget (Document B)
- ☐ Budget Narrative (Document B)
- ☐ Scope of Work (Document C)
- ☐ Application Information Form (Document D)
- ☐ Grantee Certification of Federal Requirements (Document E)
- ☐ Evaluation Plan (Document F)
- ☐ Logic Model (Document F1)
- ☐ Applicant Qualifications (Document G)

Applicants must submit these additional documents, which must be attached (scan if necessary) to the electronic application via email:

- ☐ Proof of Not-for-profit Standing, if applicable
- ☐ Staff Job Descriptions and Resumes, including any subcontractors
- ☐ Organizational Chart
- ☐ Memorandum of Understandings, if applicable
- ☐ Education/Training Curriculum (all materials developed involving the curriculum or training others to teach the curriculum)
- ☐ Previous prevention education evaluation results, if applicable

B. LETTER OF INTEREST

[suggested format; items with * must be answered; 2 page max]
Retype on agency letterhead, scan and only submit electronically to CSECProgram@dss.ca.gov
by September 30, 2016.

California Department of Social Services
Office of Child Abuse Prevention
Attn: Trang Le
744 P Street
Sacramento, CA 95814

Dear Ms. Le:

On behalf of [applicant organization name], I am writing to express my interest in receiving funding for the Child Trafficking Prevention Education Project for State Fiscal Years 2016-2018.

The name of our proposed project is [list*].

We meet the eligibility criteria in the following ways*:

- .
- .
- .

Our intended target audience is [describe briefly*].

We have experience using the [name of curriculum; describe use briefly*].

Please email me the Request for Application forms so I may submit an application.

Sincerely,

Signature*

Name
Title

CHILD TRAFFICKING PREVENTION EDUCATION PROJECT

V. ATTACHMENTS

A. RATING FORM

Application #: _____

Rater #: _____

CATEGORY	TOTAL POINTS
1. NARRATIVE – PROBLEM, IMPLEMENTATION PLAN, SUSTAINABILITY PLAN, FUNDING MAXIMIZATION, COLLABORATION, PAST PERFORMANCE	**90**
2. SCOPE OF WORK	**85**
3. EVALUATION	**40**
4. APPLICANT QUALIFICATIONS	**78**
5. BUDGET AND BUDGET NARRATIVE	**50**
6. COMPREHENSIVE ASSESSMENT/CORE VALUES	**57**
TOTAL	**400**

Each of the above categories are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V.** The Applicant's response to each question is evaluated on the following criteria:

I. **ABSENT:** The response does not address the specific question or a response was not provided.

II. **PARTIALLY SATISFACTORY:** Applicant provided a partial response that does not completely address the question and/or provides a vague response. The information presented does not provide a complete understanding of Applicant's intent. The response does not give the detailed information requested by the RFA, and/or does not adequately support the application or the intent of the Program. The information presented lacks clarity. The proposed application would have minimal impact.

III. **SATISFACTORY:** The response sufficiently addresses the question and provides a basic understanding of the Applicant's intent. The project concept is sufficiently developed and the proposed services/activities will likely have a moderate impact. The response adequately supports the application and the intent of the Program.

IV. **ABOVE AVERAGE:** The response is above average and provides evidence of an understanding of the Applicant's intent. The response presents a persuasive argument that supports the application and the intent of the Program. The project concept is clearly developed and the proposed services/activities will likely have a meaningful and measurable impact. The applicant has convinced the reader of their capacity to successfully execute the proposed project.

V. **EXCELLENT:** The response is outstanding, with clear, highly detailed examples and relevant information that leaves the reader with a clear understanding of the project. The project concept is innovative and thoroughly developed and the proposed services/activities will likely have a high impact that is clearly measurable. The applicant has convinced the reader of their exceptional capacity to execute the proposed project successfully. The response presents a compelling argument that supports the application and the intent of the Program.

	I	II	III	IV	V
1. NARRATIVE (Maximum 90 points)	ABSENT	PARTIALLY SATISFACTORY	SATISFACTORY	ABOVE AVERAGE	EXCELLENT
Problem Statement					
A. The Applicant utilized current statistical data to describe the incidence of child trafficking and the various reasons for the problem in their county and/or service area.	**0**	**4**	**8**	**12**	**14**
B. The Applicant described gaps and/or barriers in collaborative efforts as they relate to providing prevention education to the identified population.	**0**	**2**	**5**	**8**	**10**
C. The Applicant clearly described their Agency's current funding and services for dealing with the problem and why education is essential to child trafficking prevention.	**0**	**3**	**6**	**9**	**12**
Implementation Plan					
A. The Applicant described a clear, comprehensive, reasonable and feasible plan to accomplish the goals and objectives, including social media/Internet safety, and the reasons they chose each strategy to implement the goals and objectives described in the Scope of Work.	**0**	**4**	**8**	**12**	**14**
B. The Applicant clearly described how they would build on existing and effective practices and resources that are already in place and working in their agency. There is a clear description of the curriculum's theoretical foundation and how it is survivor and trauma-informed.	**0**	**2**	**4**	**6**	**8**
C. The Applicant clearly described how they would utilize a combination of staff, consultants, or in-kind partners to achieve the objectives.	**0**	**3**	**6**	**9**	**12**
Sustainability					
A. This project will continue beyond the end of the funding cycle. (5-yes , 0-no)	**0**	**-**	**-**	**-**	**5**
B. If yes to A, the Sustainability Plan described is a feasible and realistic plan to continue services to clients beyond the end of the grant.	**0**	**1**	**2**	**3**	**5**
Funding Maximization					
A. The Applicant described how funding will be effectively leveraged, matched or otherwise utilized to increase funds available for the project.	**0**	**1**	**2**	**3**	**5**
Collaboration					
A. The Applicant demonstrated how they would achieve their goals by building and sustaining linkages that support child trafficking prevention.	**0**	**1**	**2**	**3**	**5**
Past Performance (subtract based on severity)		***No issues***	***Mild Issues***	***Moderate Issues***	***Severe Issues***
A. Did the Applicant have out-of-compliance issues on previous OCAP/CTRU/other grants? If yes, how severe were the findings (late on deliverables, failure to meet deliverables or objectives, failure to submit documentation in a timely manner, failure to comply with terms or conditions, negative audit findings) and to what extent were they resolved?	0	0	-4	-8	-12

	I	II	III	IV	V
2. SCOPE OF WORK (Maximum 85 points)	ABSENT	PARTIALLY SATISFACTORY	SATISFACTORY	ABOVE AVERAGE	EXCELLENT
A. Applicant clearly identified specific goals, objectives and activities that are measurable, attainable, realistic/ reasonable, and time-bound.	**0**	**7**	**15**	**23**	**30**
B. Applicant outlined an appropriate number and clearly described deliverables.	**0**	**5**	**10**	**15**	**20**
C. The measures are specific and concrete to determine whether the deliverables were met.	**0**	**5**	**10**	**15**	**20**
D. The timeline of activities is reasonable so that work will be effectively accomplished throughout the grant period.	**0**	**3**	**7**	**11**	**15**
3. EVALUATION PLAN (Maximum 40 points)					
A. Applicant clearly identified in the evaluation action plan how the success of the work will be measured and how results will be utilized.	**0**	**3**	**5**	**7**	**9**
B. Applicant clearly identified and described what will be evaluated (outcomes) and who would do the evaluation (including experience).	**0**	**3**	**5**	**7**	**9**
C. The logic model is clear on how the project will meet the intent, goals, and purpose of the project and identifies the activities to be performed, and the short, mid and long-term outcomes.	**0**	**3**	**7**	**11**	**14**
D. Previous evaluation results are included and show positive outcomes.	**0**	**2**	**4**	**6**	**8**
4. APPLICANT QUALIFICATIONS (Maximum 78 points)					
A. The Applicant clearly describes how the project fits within the Agency's mission/purpose.	**0**	**2**	**4**	**6**	**8**
B. The Applicant has an extensive history of performing this or similar work and is familiar with the program's identified target population.	**0**	**3**	**6**	**9**	**12**
C. The Applicant has topical expertise in child trafficking prevention education, which makes them the best candidate.	**0**	**3**	**6**	**9**	**12**
D. The Applicant has demonstrated the ability to successfully collaborate with state agencies and/or use public funding.	**0**	**2**	**5**	**8**	**10**
E. Applicant has the capacity to implement the scope of the project and provides examples of successful partnerships.	**0**	**2**	**5**	**8**	**10**
F. The Applicant demonstrates the qualifications, and roles of current or planned program staff/contractors, to implement the proposed activities, including the project manager.	**0**	**3**	**6**	**9**	**12**
G. The Organizational chart clearly shows how the project fits into the overall agency organization and includes staff positions and names.	**0**	**2**	**4**	**6**	**8**
H. Appropriate job descriptions and resumes of project staff/subcontractors are included. (0 no, 6 yes)	**0**	**-**	**3**	**-**	**6**

	I	II	III	IV	V
5. BUDGET AND NARRATIVE (Maximum 50 points)	ABSENT	PARTIALLY SATISFACTORY	SATISFACTORY	ABOVEAVERAGE	EXCELLENT
Budget					
A. The budget is accurate, reasonable and cost-effective to support the project goals, development, delivery, and overall support of the grant activities.	**0**	**3**	**6**	**9**	**12**
B. The operating costs directly support the development, delivery and support of the grant activities.	**0**	**3**	**6**	**9**	**12**
C. Administrative positions are reasonable and limited.	**0**	**2**	**4**	**6**	**8**
Budget Narrative					
A. The budget narrative clearly supports the application's objectives and activities, and the intent and requirements of the Project.	**0**	**2**	**5**	**8**	**10**
B. The Applicant clearly details, explains, and justifies positions, subcontracts, program costs, and operating costs.	**0**	**1**	**2**	**3**	**4**
C. The Applicant clearly explains the roles and duties of each position, and their direct relationship to accomplishing the project goals.	**0**	**1**	**2**	**3**	**4**
6. COMPREHENSIVE ASSESSMENT (Maximum 57 points)					
A. This application clearly supports the overall intent, goals, and purpose of the Project as outlined in the RFA.	**0**	**3**	**6**	**9**	**12**
B. The writing in the application is persuasive and grammatical and formatting errors are limited (also in curriculum).	**0**	**1**	**3**	**5**	**7**
C. Directions were followed completely (i.e., formatting, page limits, etc.).	**0**	**1**	**3**	**5**	**7**
D. **Core Values:** The Applicant addressed each applicable OCAP/CTRU core value:					
Quality	**0**	**1**	**2**	**3**	**4**
Survivor-Informed	**0**	**1**	**2**	**3**	**4**
Trauma-Informed	**0**	**1**	**3**	**5**	**7**
Child Abuse, Medical, and Developmentally Accurate and Appropriate Terminology	**0**	**1**	**2**	**3**	**4**
Theory-Based	**0**	**2**	**4**	**6**	**8**
Outcomes Focused	**0**	**1**	**2**	**3**	**4**
TOTAL POINTS AWARDED (Maximum 400 points)					

B. GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Agreement that receives grant funds and is responsible to accomplish the planned objectives and program goals.
Application	The packet of forms and narrative as requested by the RFA and submitted to CDSS electronically that specified the priorities, strategies, and objectives of the Applicant. Once selected for funding, the original application plus any additional forms as required by CDSS becomes the application.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Deliverables	A completed process, product, or learning experience or other item specifically to satisfy the goal and objective. These are outputs after implementing activities.
Evaluation Plan	Evaluation of grantee's work will inform policy makers about the impact of the grantee's efforts on achieving required objectives. The evaluation plan describes how the success of the work will be measured, how the work benefits at risk children and families and how the results will be utilized.
Grant Agreement	The signed final agreement between CDSS and agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a program may be funded without competition.
Grant Funding Period	The period of time, determined by the Request for Application (RFA), which the narrative, objectives, activities, and budget cover. The time period is usually between one to three years, and is shown on the Cover Letter and Fund section of the RFA.
Memorandum of Understanding (MOU)	These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. MOUs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.
Nonprofit Organization (aka Community-Based Organization)	A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods: (1) Proof that the Internal Revenue Service recognizes the Applicant has

B. GLOSSARY OF TERMS

TERM	DEFINITION
	the status of a 501(c)(3). (2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual: (3) A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant; or (4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the Applicant is a local nonprofit affiliate.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals. These should be specific, measureable, attainable, realistic, and time-bound (SMART).
On Site	Refers to the location of operation of the grant award Recipient. If multiple sites exist, the site that provides the project Recipients with program direction qualifies as the "on site location."
Performance Measures	A description of an outcome as to whether an activity described in the SOW has been performed.
Program	A specific set of goals and objectives that address a specific problem or need.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Recipient (AKA Grantee)	The agency or organization designated on the Grant Agreement that receives the grant funds and will be responsible for accomplishing the planned program goals and objectives.
Request for Application (RFA)	The RFA is issued by CDSS to solicit competitive applications in order to select projects for funding.
Scope of Work (SOW)	A SOW is a formal agreement document that specifies all the criteria between a funder and the Recipient. It clearly documents the project requirements, milestones, deliverables, end products, documents and reports that are expected to be provided by the Recipient.
Site Visit	A site visit is an onsite assessment by the OCAP Analyst assigned to the project to determine if the project is in compliance with the terms of the program, the Standard Agreement, the SOW, and the RFA.
Source Documentation	Records that validate project expenses, activities and achievements as they pertain to the objectives outlined in the Standard Agreement.

B. GLOSSARY OF TERMS

TERM	DEFINITION
Supplanting	To reduce federal, state, or local funds because of the existence of CDSS funds. Supplanting occurs when a Recipient deliberately replaces its non-CDSS funds with CDSS funds, thereby reducing the total amount available for the stated purpose.
Sustainability Plan	A plan of how the agency will raise funds to continue providing services to the identified population.