

**FFY 2017
FFY 2018**

**Request for Application:
CalFresh Outreach Plan**



Released: 02/29/2016
CalFresh RFA 17-01

California Department of Social Services
CalFresh Branch
FFY 2017 – FFY 2018



TABLE OF CONTENTS

- A. BACKGROUND, PURPOSE AND GOALS-----2
- B. KEY ACTION DATES-----4
- C. CONTRACT TERM-----4
- D. FUNDING-----4
- E. FEDERAL REQUIREMENTS-----5
- F. WHO MAY SUBMIT APPLICATIONS-----5
- G. APPLYING AGENCY QUALIFICATIONS-----6
- H. PERSONNEL REQUIREMENTS-----7
- I. FISCAL EXPERIENCE-----8
- J. APPLICATIONS WITH SUBCONTRACTING AGENCIES-----9
- K. PROGRAM DELIVERABLES – FOR APPLYING AGENCY-----10
- L. BUDGET DETAIL AND SUMMARY-----13
- M. APPLICATION FORMAT AND CONTENT REQUIREMENTS-----24
- N. APPLICATION SUBMISSION-----26
- O. APPLYING AGENCY ASSURANCES-----27
- P. APPLYING AGENCY QUESTIONS-----28
- Q. EVALUATION AND SELECTION-----30
- R. GENERAL RFA INFORMATION-----33
- S. SMALL BUSINESS AND NON-SMALL ENTERPRISE PREFERENCE PROGRAM-----37
- T. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION PROGRAM REQUIREMENTS-----37
- U. DARFUR CONTRACTING ACT-----37
- V. TAX DELINQUENCIES CONTRACT BAN-----37
- W. IRAN CONTRACTING ACT-----38
- Y. CONTRACT TERMS AND CONDITIONS-----38
- Z. DEFINITIONS-----40
- AA. ATTACHMENTS AND EXHIBITS-----41

REQUEST FOR APPLICATION

A. BACKGROUND, PURPOSE AND GOALS

1. Background

The mission of the California Department of Social Services (CDSS) is to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence. One of the ways this mission is accomplished is by providing information and application assistance to Californians who may be eligible for CalFresh (California's name for the Supplemental Nutrition Assistance Program), but are not participating, so they may have access to healthy food using CalFresh benefits. The CalFresh Outreach (CFO) Plan is a specific example of how CDSS works to reach the goal of increasing participation in and access to CalFresh.

Although CalFresh is a critical component of the safety net for needy families and individuals, not all who are potentially eligible apply for the program. As a result, California has one of the lowest program participation rates in the country. Common barriers to CalFresh participation include lack of knowledge regarding eligibility, frustration with the application process and stigma and misconceptions in immigrant communities. This may be especially true among potentially eligible working low-income households or seniors that perceive less need or reason to enroll.

In 2003, CDSS partnered with California Department of Public Health (CDPH) to identify and implement various methods of Food Stamp Program (now known as CalFresh) outreach. This resulted in the development of a two-year demonstration project with six non-profit agencies to promote participation and access. What was unique about the project was that it combined, for the first time in California, the use of State Share (in-kind) funding from local non-profit agencies to access federal financial participation funding from the United States Department of Agriculture—Food and Nutrition Service (USDA-FNS).

CDSS provides the operational management and direct programmatic responsibility for the California CFO Plan. In Federal Fiscal Year (FFY) 2016, CDSS continues efforts through the CFO Plan to increase CalFresh participation in California by at least 57,000 households and provide services in 46 of California's 58 counties through seven contractors and their 90 subcontracting agencies. The total CFO Plan budget is \$22.8 million for FFY 2016, consisting of \$11.4 million in State Share costs and \$11.4 million in total Federal Share costs (funding from USDA-FNS).

2. Purpose

The purpose of this Request for Application (RFA) is to solicit potential contractors to participate in the next two-year CFO Plan. The objective of the CFO Plan is to increase California's CalFresh participation rate by assisting potentially eligible Californians to apply for CalFresh and to maintain their benefits as long as they are eligible. Successful awareness efforts help correct myths and misconceptions about CalFresh and enable potentially eligible people to make an informed decision to

participate. The CFO Plan focuses its activities on targeted population groups, including households with children under the age of 18, seniors age 60 or older and working low-income households.

3. Goals

- a. **Increase participation** in CalFresh by increasing the number of qualified applications submitted to County Welfare Departments (CWD) and approved for benefits.
- b. **Promote retention** in CalFresh by assisting clients to submit timely semi-annual reports (SAR 7) and Annual Recertification Applications.
- c. **Create strong partnerships** with local CWDs:
 - Understand the county's preferred method of application submission
 - Understand the minimum requirements necessary to submit a complete application
 - Explore collaboration efforts to provide better client application experiences and results
- d. **Provide CFO assistance** in each county of the state.
- e. **Educate people potentially eligible** for the program about CalFresh and address barriers to program participation including:
 - 1) Lack of knowledge of who is eligible for the program, especially among working low-income households and households with children under the age of 18
 - 2) Frustration with the application process, especially with the amount and type of information required by the household to apply for CalFresh
 - 3) Misconceptions in immigrant communities including:
 - Fear that applying for the program will affect their application for legal residency
 - Fear of losing future earnings by having to pay back the benefits they have received through the program
 - 4) Perceptions among seniors that they are taking benefits away from others or that they have less need or reason to enroll
- f. **Build and enhance horizontal integration** efforts with programs such as Women, Infants and Children (WIC), Medi-Cal, Area Agencies on Aging (AAA), Covered California, First 5 agencies and schools.
- g. **Utilize available technologies** to support the program, such as call centers, mobile tools and online application assistance.

B. KEY ACTION DATES

Below are key action dates to respond to the RFA. In the event that any of the key action dates change, an addendum to this RFA will be released.

EVENT	DATE	
RFA Released to Prospective Applicants	February 29, 2016	
Written Questions Submission Deadline	March 11, 2016	4:00 p.m.
Voluntary Pre-Applicant Teleconference	March 16, 2016	1:30 p.m.
Teleconference Summary Posted	March 18, 2016	
Final Date for Application Submission	April 12, 2016	4:00 p.m.
Notice of Intent to Award Posted	April 20, 2016	
Last Day to Appeal	April 26, 2016	4:00 p.m.
Final Awards Posted	April 29, 2016	
Contract Start Date	October 1, 2016	

C. CONTRACT TERM

The anticipated term of the agreement is for two years beginning on October 1, 2016 or upon approval from the Department of General Services' (DGS), whichever is later, through September 30, 2018. The agreement will be of no force or effect until it is signed by both parties and approved by DGS. The CFO Plan must also receive approval from USDA-FNS. The contractor is hereby advised not to commence performance until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered voluntary.

D. FUNDING

The USDA-FNS Guidance allows total costs for CFO activities to be reimbursed 50 percent. CDSS splits total program costs of contracting agencies into State Share and Federal Share expenses (see Definitions, Section AA). **CDSS will reimburse contractors up to a total of 77 percent of the State Share expenditures contributed by the agency.** The remaining monies will be used by CDSS to support, coordinate and conduct statewide CFO Plan activities.

Funding for each federal fiscal year is subject to approval of the annual state plan by USDA-FNS. If full funding does not become available, CDSS will amend, reduce or cancel the remaining agreement. Continuation of services is subject to the contractor's continued satisfactory performance. Applying Agencies must apply for a two-year term with each year

contingent upon satisfactory performance and the continued availability of federal matching funds.

E. FEDERAL REQUIREMENTS

The CFO Plan is governed by the following guidelines and regulations. In order to participate, contractors must comply with these guidelines and regulations. Please take time to read through each of these documents that pertain to the Applying Agency's organization before submitting an application.

1. USDA State Outreach Plan Guidance

- [Supplemental Nutrition Assistance Program](#) (SNAP)

2. Office of Management and Budget (OMB) Circulars

- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, <https://federalregister.gov/a/2013-30465>. Please see Section B: Subpart E and Appendices III-VIII: Cost Principles. Reforms to Cost Principles (Circulars A-21, A-87 and A-122)

3. Code of Federal Regulations:

- [Title 7, Part 277 - Payments of Certain Administrative Costs of State Agencies](#)
- [Title 7, Part 3016 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments](#)
- [Title 7, Part 272 - Requirements for Participating State Agencies](#)

4. Farm Bill (Agricultural Act of 2014):

- Public service announcements through billboard, radio or television advertising are not allowed for CFO contracts under the recently approved Farm Bill (Agricultural Act of 2014, Section 4018(a) <http://www.gpo.gov/fdsys/pkg/BILLS-113hr2642enr/pdf/BILLS-113hr2642enr.pdf>).

F. WHO MAY SUBMIT APPLICATIONS

This RFA is open to all non-profit organizations; state or public universities and other governmental entities located in California that meet the requirements of the program. Counties or organizations that are receiving USDA-SNAP administrative funding for CFO activities outside of the CFO Plan are not eligible to apply.

Before submitting an application, please review the entire RFA to ensure that the Applying Agency understands the requirements for the RFA and the requirements of the program. Review the Submission Checklist (**Attachment 2**) to ensure that all required documentation and information is provided. In addition, review the sample contract terms, conditions and contract exhibits and be willing to comply with the contract terms, conditions and contract exhibits should a contract be awarded.

The RFA and all required documents for this RFA are available on the CFO website at: <http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm>

G. APPLYING AGENCY QUALIFICATIONS

1. **Submit all necessary documents, per the Submission Checklist (Attachment 2). If the applying agency does not submit the necessary documents the application may be deemed non-responsive and the application may be rejected.**

2. **Agency Background and Previous Experience Narrative (Attachment 4)**

Provide a brief description of the applying agency, including:

- a. Date of establishment and type of ownership. If applicable, explain any changes in business history (i.e., name change, ownership, partnership arrangements, etc.) or organizational structure that will assist CDSS in determining the qualifications of the applying firm.
- b. A description of the applying agency's goals that are relevant, closely related, or will complement this project.
- c. Location of agency headquarters and any outlying offices.

3. **Describe experience that qualifies the applying agency to undertake this project (Attachment 4)**

Experience must include at least one of the following:

- a. The applying agency possesses at least one and a half (1.5) consecutive years of experience within the last three (3) years of services similar in nature or closely related to the CFO program deliverables in this RFA.
- b. The applying agency possesses at least one and a half (1.5) consecutive years of other relevant experiences and partnerships within the last three (3) years that qualify the agency to undertake this project and support the CFO program deliverables in this RFA.

4. **Describe experience working with CalFresh eligible clients, special target populations, collaborating with key partners and managing subcontractors, if applicable. (Attachment 4)**

- a. At least one and a half (1.5) years of experience working with CalFresh eligible clients in community-based settings. Experience must include at least one of the following:
 - 1) Providing access through application submissions (new applications, SAR 7 and Annual Recertification Applications) for the CalFresh program.
 - 2) Establishing and maintaining direct linkages with CalFresh and/or similar benefit programs that provide electronic application assistance to potentially eligible households.

- b. 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, age 60 and above
 - Working low-income households
 - Immigrants
 - Latinos
 - Mixed-status households
 - Veterans and military families
- c. Establishing and maintaining effective working relationships with groups including:
 - Local Health Departments
 - Government entities and programs, such as: CWDs, AAA, WIC, Medi-Cal, Covered California, First 5, UC Cooperative Extension
 - Schools and colleges
 - Local community-based organizations (CBOs)
 - Private nonprofit organizations, such as Project Lean
- d. Managing subcontractors, if subcontractors are to be utilized.

5. The Application must include:

- a. A current organizational chart of Applying Agency's entire organization.
- b. Non-profit organizations must certify their eligibility by submitting a copy of the IRS determination letter indicating nonprofit or 501(c)3 tax exempt status. Submit a written explanation if this documentation cannot be submitted and reason(s) for non-submittal.
- c. Letters of support from at least three (3) organizations that the applicant has partnered with in the past three (3) years that can confirm their satisfaction with the applicant's services and confirm whether the applicant provided timely and effective services or deliverables.
- d. Disclosure of Lobbying Activities (**Attachment 9**), if the applicant or a subcontracting agency has a Federal Share budget that will equal or exceed \$100,000.

H. PERSONNEL REQUIREMENTS

Provide the following narrative (**Attachment 4**)

1. List the name, title, work and/or educational experience of key personnel in the 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.

2. List the applicant's proposed positions by type (administrative activities and/or direct services), the number of positions and include a duty statement for each position type.
3. Complete **Attachments 5b and 5d** and **Attachment 6b and 6d**. If subcontractors are included, list the number of employees who will be engaged in this agreement (i.e., number of employees involved in CFO related services), including their time percentage involvement.
4. Analyze the staffing proposed in the application by completing the worksheet (**Attachment 4**)
 - a. Sum total FTEs of all staff covered by the application (Prime contractor staff and all subcontractor staff, if applicable).
 - b. Calculate total hours worked per year for CFO activities by multiplying total FTEs by 2,080.
 - c. List the total number of proposed submitted applications (add together both electronic and paper from Program Deliverables Worksheet (**Attachment 7**)).
 - d. Calculate hours per submitted application by dividing proposed total work hours by total proposed submitted applications.
 - e. If the application proposes using less than the total FTE calculated by the FTE Estimation Calculator (**Attachment 7**), explain how the applicant will meet contract deliverables with fewer staff.

I. FISCAL EXPERIENCE

Please provide the following narrative (**Attachment 4**):

Describe how the applying agency will manage accounting, invoicing and general fiscal management practices to be in compliance with CDSS requirements including:

1. The financial stability of the organization, especially the ability to have adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State.
2. How the applying agency will ensure program and fiscal integrity of all program awareness and CFO activities.
3. How subcontractors will be monitored for programmatic and fiscal compliance, if applicable.

J. APPLICATIONS WITH SUBCONTRACTING AGENCIES

Please provide the following narrative (**Attachment 4**):

1. The agency may utilize subcontracting agencies for conducting CFO activities. **If the agency chooses to utilize subcontracting agencies, the subcontracting agencies may also have subcontracts (hereafter referred to as second-tier subcontractors). However, any second-tier subcontractors cannot have subcontractors of their own.**

For example, applying Agency A may have a prime subcontractor, Agency B. Agency B may have a subcontractor of its own, Agency C. However, Agency C may not have any of its own subcontractors for conducting CFO activities.

2. If the agency intends to utilize subcontracting agencies, the applying agency is responsible for all fiscal and programmatic training (as pre-approved by CDSS) and periodic site reviews of their subcontractors. The frequency and number of site reviews will be mutually agreed upon by the applying agency and CDSS.
3. Please submit a template for a Memorandum of Understanding (MOU) that will be used with each subcontracting agency. A MOU template is available for the applicant's use (**Attachment 8**).
4. The applying agency shall be responsible for establishing and maintaining contractual agreements with, and reimbursing subcontractor's work performed, in accordance with the terms of the Agreement.

For each subcontracting agency in the application, include a description with the following information: (Attachment 4)

- a. Full legal name of the organization (must match information provided on Program Deliverables Worksheet and Budget Detail) and address
- b. Organization's website address, if any.
- c. A paragraph that provides a brief description of the agency.
- d. A narrative describing 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 this program
 - 4) Necessity of using each subcontractor

K. PROGRAM DELIVERABLES – FOR APPLYING AGENCY

Applications that do not respond to the requirements in the Program Deliverables Worksheet (**Attachment 7**), located at <http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm> will not be considered. If a prime contractor wants one subcontractor to focus on program deliverable Item 5 and another subcontractor to focus on program deliverables Items 1-4, this is allowable as long as the overall **program deliverables fit within budget parameters.**

1. Program Deliverables Item Detail:

- a. **Item 1:** Submitted CalFresh Applications
- Item 1-a: Electronic Applications
 - Item 1-b: Paper Applications

This deliverable is defined as CalFresh applications (both paper applications and electronic applications) submitted by a prime contractor and/or subcontractors on behalf of a client and funded by the CFO plan. The number of submitted applications must be greater than the number of approved applications proposed in this RFA.

CDSS encourages contractors to submit applications electronically. CDSS will provide reports to contractors of submitted electronic applications. The contractors may keep application confirmation numbers to confirm the numbers in the CDSS Reports. Paper application submissions are self-reported.

- b. **Item 2:** Approved CalFresh Applications
- Item 2-a: Electronic Applications
 - Item 2-b: Paper Applications

This deliverable is defined as CalFresh applications submitted by a prime contractor and/or subcontractors on behalf of a client and subsequently approved by the CWD for benefits.

CDSS reports will also provide the number of electronic applications approved, denied and pending. It is beyond the scope of this RFA for contractors to obtain application status on each paper or electronic application from their CWD.

If contractors submit paper applications, CDSS will calculate each prime contractor's approved paper applications based upon CDSS report totals for the prime contractor and all its subcontractors, if applicable. To determine the number of paper applications approved, CDSS will use the approved and denied numbers from the CDSS report to calculate an approval rate. Approved paper applications submitted each invoice period will be calculated by dividing the number of approved electronic applications by the sum of approved and denied electronic applications for the invoicing period.

For example, if an invoicing period showed 80 electronic applications approved and 20 denied, the approval rate would be 80 divided by 100, or 80 percent. The calculated approved paper applications would be the number of self-reported paper applications multiplied by the electronic approval rate of 80 percent.

c. **Item 3:** Submitted SAR 7 Forms

This deliverable is defined as SAR 7 forms submitted by a prime contractor and/or subcontractors on behalf of a client. Contractors must work with their county to determine the SAR 7 application submittal process that works best for the county. SAR 7 submissions are self-reported.

d. **Item 4:** Submitted CalFresh Annual Recertification Applications

This deliverable is defined as CalFresh Annual Recertification Applications submitted by a prime contractor and/or subcontractors on behalf of a client. Contractors must work with their county to determine the Annual Recertification Application submittal process that works best for the county. Annual Recertification Application submissions are self-reported.

e. **Item 5:** Partnering and General CFO Activities

This deliverable is defined as partnering with counties and CBOs to address barriers to participation and meet the overall goals of the CFO Plan. These agencies may include, but are not limited to: Local Health Departments, AAAs, WIC, First 5, Project Lean, UC Cooperative Extension, Medi-Cal, Covered California and schools. This deliverable also includes:

- 1) Distribution of CFO approved materials (posters, brochures, websites and direct mail) to inform low-income, potentially eligible households about CalFresh eligibility. No funds from this contract shall be used for public service announcements on radio, television or billboards. For reference, please see the Farm Bill (Agricultural Act of 2014, Section 4018(a) <http://www.gpo.gov/fdsys/pkg/BILLS-113hr2642enr/pdf/BILLS-113hr2642enr.pdf>).
- 2) Participating in local collaborative meetings to promote CFO.
- 3) Providing training and technical assistance to other agencies serving the targeted populations or developing web-based technologies to assist eligible populations.
- 4) Creating strong partnerships with local CWDs to:
 - Understand the county's preferred method of application submission
 - Understand the minimum requirements necessary to submit a complete application
 - Explore collaboration efforts to provide better client application experiences and results

- 5) Providing outreach in areas of need, such as, but not limited to: Title I school districts and rural communities.

2. Applying Agency Program Deliverables Worksheet must include the following:

- a. Provide a one to two page program deliverables narrative that describes how the agency plans to meet and demonstrate completion of program deliverables (Items 1 – 5). The program deliverables section in the Application Narrative (**Attachment 4**) must align with Program Deliverables Worksheet (**Attachment 7**).
- b. Indicate which of the following target populations the applicant's plan will reach and how they intend to reach the selected target populations.
 - Household 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
- c. Provide a description of how the applicant intends to submit quality applications (See Definitions, Section AA).

Note: Please ensure that any activities that are undertaken in support of completing the program deliverables are in compliance with the FNS guidance: http://www.fns.usda.gov/sites/default/files/Outreach_Plan_Guidance.pdf, refer to Section B1 for information on allowable activities.

- d. Use the Program Deliverables Worksheet (**Attachment 7**) to submit estimates and a narrative for FFY 2017 and FFY 2018. The Program Deliverables Worksheet (**Attachment 7**) for both fiscal years to cover the two-year contract term must be completed. Applicants must submit estimates for each deliverable that they plan to undertake.
- e. If subcontractors will be utilized, use the provided tabs in **Attachment 7** to submit program deliverables estimates and a narrative. Subcontractor's program deliverables must be primarily subvention services. All awarded contracts and subcontracts are subject to the requirements set forth in DGS' OLS California State Contracting Manual, Volume 1, Chapter 3, Section 3.17.

If an applicant utilizes subcontractors, then:

- The subcontractor must complete Program Deliverables Worksheet (**Attachment 7**) for itself and its second-tier subcontractors.
- The applying agency must ensure that any of its subcontractors that are utilizing second-tier subcontractors must be included in the applying agency's program deliverables.

- f. Program deliverables must coincide and be consistent with the Budget Detail maximum guidelines (Section L) and consistent with Sample Contract - **Exhibit B** Invoicing and Payment.
- g. If applicants choose to reject tasks, activities or functions, indicate '0' in the Program Deliverables Worksheet (**Attachment 7**). Do not delete or strikeout the tasks. The only exception to indicating '0' in the Program Deliverables Worksheet (**Attachment 7**) is that the number of submitted applications must be greater than the number of approved applications. For example, if the agency expects to submit 1,000 approved electronic applications, more than 1,000 submitted electronic applications will be in the submitted electronic field.
- h. Complete the list of the counties in which the applicant and subcontractors (if any) will be conducting outreach activities in Program Deliverables Worksheet (**Attachment 7**). Include the percent of total efforts anticipated in each county as instructed in Program Deliverables Worksheet (**Attachment 7**).

L. BUDGET DETAIL AND SUMMARY

1. The Budget section consists of the following documents:

(Required Budget Attachments are located at
<http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm>)

- a. Applying Agency Budget Summary, FFY 2017 (**Attachment 5a**)
- b. Applying Agency Annual Budget Detail, FFY 2017 (**Attachment 5b**)
- c. Applying Agency Budget Summary, FFY 2018 (**Attachment 5c**)
- d. Applying Agency Annual Budget Detail, FFY 2018 (**Attachment 5d**)
- e. Subcontractor(s) Budget Summary, FFY 2017. One for each subcontractor, if subcontractors are included. (**Attachment 6a**)
- f. Subcontractor(s) Budget Detail, FFY 2017. One for each subcontractor, if subcontractors are included. (**Attachment 6b**)
- g. Subcontractor(s) Budget Summary, FFY 2018. One for each subcontractor, if subcontractors are included. (**Attachment 6c**)
- h. Subcontractor(s) Budget Detail, FFY 2018. One for each subcontractor, if subcontractors are included. (**Attachment 6d**)

2. General Instructions and Guidelines:

- a. Using Budget **Attachments 5a-d** and (if necessary) **Attachments 6a-d**, list program costs using whole dollars only. Round fractional dollar amounts or cents to the nearest whole dollar amount.
- b. When completing the budget(s) include all estimated costs to perform the services for the entire budget year, including applicable annual rate adjustments attributable to merit increases, profit margins and inflation or cost of living adjustments.

- c. Budget Attachments include formulas and formatting designed to assist the Applying Agency and subcontractor(s) in submitting accurate budgets. The formulas and formatting may need to be adjusted, if necessary, and are not intended to restrict budget creation.
- d. The Applying Agency and Subcontractor Budget Attachments are different. Instructions are included separately below.

If an Applying Agency utilizes subcontractors with second-tier subcontractors, then:

- The subcontractor must complete Budget **Attachment 5a-d** (renamed to subcontractor budget) as well as receive and submit Budget **Attachment 6a-d** from all second-tier subcontractors.
- The Applying Agency must ensure that any subcontractor and second-tier subcontractor budgets and program deliverables are included in the Applying Agency's RFA submission.

3. Applying Agency Budget Evaluation:

The Applying Agency's budget will be evaluated and scored in conjunction with three key program deliverables—**approved electronic and paper** applications, **submitted** SAR 7s and **submitted** Annual Recertification Applications. The budget guidelines below apply to the Applying Agency's combined budget. A combined budget includes Federal Share and State Share program costs across all line-items (personnel, fringe benefits, operating expenses, travel and per diem, equipment, subcontracts, other costs and indirect costs). The Applying Agency's Budget must demonstrate that it corresponds to the following requirements, for the combined budget when compared with submitted program deliverables and outcomes.

Attachment 7 provides a maximum combined budget calculator on the roll-up tab.

- a. Reimbursement for program deliverables
 - \$0 (zero dollars) per submitted application
 - According to the Agricultural Act of 2014, compensation is not allowed for recruitment activities to the CalFresh program (see Section 4018) <http://www.fns.usda.gov/sites/default/files/SNAP%20Provisions%20of%20the%20Agricultural%20Act%20of%202014%20-%20Implementing%20Memo.pdf>
 - \$320 per approved electronic application
 - \$180 per approved paper application
 - \$50 per submitted SAR 7
 - \$100 per submitted Annual Recertification Applications

The budget guideline amounts used in this RFA were selected to make more efficient use of federal funds, encourage the use of electronic application submissions to reduce county workload and increase client retention with a greater emphasis on SAR 7 and Annual Recertification Application submissions.

The following example shows a sample \$500,000 **combined budget** and corresponding minimum program deliverables necessary to substantiate the budget.

- 1,250 approved electronic applications at \$320 accounts for \$400,000
- 350 approved paper applications at \$180 accounts for \$63,000
- 300 submitted SAR 7s at \$50 accounts for \$15,000
- 220 submitted Annual Recertification Applications at \$100 accounts for \$22,000

- b. Federal Share Budget to State Share Budget ratio must not exceed 77 percent.
- c. Budgeted staff FTE meets the FTE Estimation Calculator.
- d. The staff salaries should be appropriate in relation to the assigned duties and level of responsibility.
- e. The non-staff expenses should be appropriate and allowable.

4. **Applying Agency Combined Annual Budget Summary and Budget Detail Instructions:**

- a. The Applying Agency budget (**Attachments 5a-b for FFY 2017 and 5c-d for FFY 2018**) contains two (2) tabs. The first tab is the “Annual Budget Summary” and the second tab is the “Budget Detail.” The Applying Agency’s State Share and Federal Share budget costs must be entered on the Annual Budget Detail tab. These numbers will automatically populate the Budget Summary tab.
- b. Two (2) separate Applying Agency Budgets must be submitted, one for each Federal Fiscal Year of the two year contract term. Applying Agencies utilizing subcontractors must also submit two (2) separate Subcontractor Budgets for each subcontractor corresponding to each Federal Fiscal Year of the contract term.
- c. List applying agency’s legal name at the top of each tab.
- d. **Budgets that do not correspond to the maximum guidelines for the combined budget when compared with submitted outcomes of program deliverables will be reduced to meet the combined maximum.** Please check all calculations with a calculator before submitting budget documents.

5. **Applying Agency Line Item Instructions:**

a. **Personnel Costs**

Describe and justify staffing information for each position budgeted. Please refer to the Personnel Requirements section of this document to verify that the applying agency has sufficient staff needed to perform program deliverables. Include all of the following information:

- 1) **Percent of Salary Paid from State Share:** A percentage based upon how an Applying Agency conducts and/or manages the CFO program activities. The percentage entered will be used by embedded formulas to calculate the split

between State Share and Federal Share for each position listed. If staff salaries have different proportions of State Share, spreadsheet formulas for affected staff will need to be changed.

- 2) **Organization's Total Full Time Equivalent (FTE) for Proration:** This should be the sum of the agency's FTEs for all staff working at the CFO operations center or administrative office, including staff working on projects other than CFO.
- 3) **Name and Position Title:** Enter the employee name(s) and position title(s). If a position is not filled, indicate To Be Determined ("TBD").
- 4) **Annual Salary:** Enter the annual salary used for each employee. When converting a monthly, semi-monthly, weekly or hourly salary to an annual salary, use the standard 52 week year at 2080 hours per year to make the calculation. Calculations must be based on actual salaries.

NOTE: Per the USDA Outreach Guidance, Section 4 Cost Policy, "The wages under the outreach plan are not necessarily the same as wages paid to the individual when they perform the duties to which they may be credentialed. Their benefits and wages must be related to the outreach task they perform."
- 5) **Full Time Equivalent (FTE):** Enter the FTE that each employee will spend on allowable CFO activities (e.g. 20 hours of a 40-hour week equals 0.5 FTE). **Enter this as a decimal not a percentage.** (The FTE must be carried to four decimal places.) The Applying Agency must use a standard 52-week year at 2,080 hours to make this calculation. For example, if the position is budgeted for 48 hours, the FTE would be calculated as $48/2080 = 0.0230$. Total FTE for All Staff Listed will automatically be totaled above the personnel table.
- 6) **Total Dollars:** Automatically totaled to reflect the annual CFO salary for each position. Annual salary multiplied by Total FTE must equal the Total Dollars column.
- 7) **Position Descriptions:** In the space provided, include a brief description of each employee's duties and responsibilities as they relate to allowable CFO activities.

NOTE: If any staff work on a reduced time basis (part time), but dedicate 100 percent to CFO with no other funding source for salary and benefits, prorating is not required and salary figures must be adjusted manually. Part time staff dedicated less than 100 percent to CFO will require proration at a different percentage than would a full time staff person and their proration percentage must be adjusted manually. **Please denote part time personnel with a "PT" next to their name and indicate their part time basis e.g. "0.75 time."**

b. Fringe Benefits

Include fringe benefit expenses including, but not limited to, costs for workers' compensation insurance; unemployment insurance, health, dental, vision and/or life insurance; disability insurance; pension plan/retirement benefits; etc.

Benefits Rate (percent of salary): Display fringe benefit costs as a percentage rate of the total personnel costs. Enter 0 percent if no fringe benefit costs will be incurred. State Share, Federal Share and Total Dollars cells will automatically calculate.

c. Operating Expenses

- 1) **Percent of Operation Expenses Paid from State Share:** A percentage based upon how the Applying Agency conducts and/or manages CFO activities. The percentage entered will be used by embedded formulas to calculate the split between State Share and Federal Share for each operating expense listed. Proration Percentage (as calculated in Personnel section): This field is automatically populated.
- 2) **Fixed Costs:** Identify major recurring operating expenses and provide a detailed cost breakout of these expenses. The detailed cost breakout must include the basis for the calculation. Example: "Postage -1,000 stamps at 49 cents each for CFO mailing = \$490."
- 3) **Prorated Costs:** Non-direct expenses, operating expenses, space allocation and other allowable operating expenses must be prorated based on the FTE dedicated to CFO, which was calculated in the personnel section. Examples include, but are not limited to, items such as office supplies, communications (telephone, facsimile, email), routine printing and duplication and space-rent/lease (include formula for calculating space costs) and any other costs which are shared by all staff, not just those working on CFO. Indicate the number of items and the cost per item for each budgeted cost.

NOTE: Non-routine and one-time expenses must be budgeted under the "Other Costs" line item.

d. Equipment Expenses

- 1) **Percent of Equipment Expenses Paid from State Share:** A percentage based upon how the Applying Agency conducts and/or manages CFO activities. The percentage entered will be used by embedded formulas to calculate the split between State Share and Federal Share for each equipment expense listed.
- 2) **Proration Percentage (as calculated in Personnel section):** This field is automatically populated.

- 3) **Fixed Costs:** Describe and itemize any equipment to be purchased needed by the organization to fulfill contract deliverables. Equipment is defined as non-expendable property used to conduct allowable CFO activities. This could include items such as computers, televisions, VCRs/DVDs, cameras, typewriters, non-modular furniture, etc.
- 4) **Prorated Costs:** If equipment will not be used exclusively for allowable CFO activities or by a 1.0 FTE CFO staff person, then the expense must be prorated to include only the portion related to CFO. If prorating, please indicate the percentage by which the organization is prorating the expense and the staff to whom the equipment is assigned (the percent FTE for the staff must match the prorated percent of the cost) or the name of the program(s) sharing the equipment and the percentage of use by the additional program(s).

NOTE: Any equipment used to handle personally identifiable information (e.g., computers, fax machines, filing cabinets) must adhere to CDSS confidentiality requirements specified in Sample Contract - **Exhibit E, Attachment 1**.

e. Travel Expenses

- 1) **Percent of Travel Expenses Paid from State Share:** A percentage based upon how the agency conducts and/or manages CFO activities. The percentage entered will be used by embedded formulas to calculate the split between State Share and Federal Share for each travel expense listed.
- 2) **Description:** Clearly describe the type of travel, the event to be attended, the percent of CFO content, purpose of the travel and how many staff are included.
- 3) **Minimum Travel Requirements:** CDSS expects attendance at the annual CalFresh Forum by at least one representative from the applying agency. Travel for subcontracting agencies to this event will not be covered.
- 4) **Estimated Cost:** Indicate the total cost for travel and per diem estimates prorated if necessary. The estimated cost must include an expense breakdown for registration, hotel, mileage, meals, parking, etc. Proration of travel is not necessary for CDSS-required training and activities. Proration is necessary for optional travel which includes both proration for a staff person's FTE dedicated to CFO and proration for the percentage of a conference dedicated to CFO.

Example: A 0.5 FTE project coordinator will be attending a workshop on Children's Health and CalFresh. It is determined from the program agenda that CFO-related content is 50 percent. Total expenses for the trip are \$400. The reimbursable amount would be \$100 (Calculation: \$400 x 0.5 FTE x 50 percent program content).

The guidelines for allowable reimbursement rates are located on the California Department of Human Resources (CalHR) website
<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

NOTE: CDSS will provide statewide and regional training events to agencies and their subcontractors. Attendance at these events is required. Expenses will be covered by CDSS. At least one representative from the applying agency will attend planning meetings with CDSS throughout each year of the contract. Expenses will be covered by CDSS.

f. **Subcontract Expenses (leave blank if not applicable)**

- 1) **Subcontractor Name:** List one subcontractor per line. A Subcontractor Budget for each Federal Fiscal Year must be submitted in this RFA for each named subcontractor.
- 2) **State Share and Federal Share and Total Dollars:** Enter the State Share, Federal Share and Total Dollars from the corresponding Federal Fiscal Year of the Subcontractor Budget Summary page.

NOTE: The Applying Agency is responsible for ensuring subcontractor State Share sources conform to standards set forth in the USDA Guidance.

g. **Other Costs**

- 1) **Percent of Other Costs Paid from State Share:** A percentage based upon how the agency conducts and/or manages CFO activities. The percentage entered will be used by embedded formulas to calculate the split between State Share and Federal Share for each Other Costs expense listed.
- 2) **Proration Percentage** (as calculated in Personnel section): This field is automatically populated.
- 3) **Fixed Costs:** Non-routine or one-time expenses to be used entirely for CFO efforts.
- 4) **Prorated Costs:** Non-routine or one-time expenses used partially for CFO efforts.

NOTE: Other Costs might include expenses such as single audit costs, website design, CalFresh banners and similar one-time expenses.

h. **Indirect Costs**

Federal cost principles apply to organizations receiving federal reimbursements. Please refer to the link listed below, based on the applying agency type, for information on how to determine indirect rate calculations.

Office of Management and Budget (OMB) Circulars:

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, <https://federalregister.gov/a/2013-30465>. Please see Section B: Subpart E and Appendices III-VIII: Cost Principles. Reforms to Cost Principles (Circulars A-21, A-87 and A-122)

Federally-Negotiated Rates

If the Applying Agency has a federally-negotiated indirect cost rate, that rate should be the Applying Agency's standard indirect cost rate and must be used for calculating the indirect cost line item. Applying Agencies using a federally-negotiated rate must submit supporting documentation of that rate with the RFA in the form of a letter from the cognizant agency that has approved the indirect rate. A cognizant agency is a federal agency that is responsible for establishing indirect cost rates.

Simplified Allocation Method

If the Applying Agency does not have a federally negotiated rate, the Applying Agency may use the Simplified Allocation Method to determine an indirect rate for the proposed budget. Applying Agency's choosing this option must complete and sign the Certification of Indirect Costs form (**Attachment 11**) which signifies the use of the simplified allocation method to determine their indirect rate. The established rate indicated on the Certification of Indirect Costs form must be used for calculating the indirect cost line item. Use the indirect cost for FFY 2017 as the estimated indirect cost for FFY 2018.

- 1) **Percent Indirect Costs:** Enter the percentage calculated for Indirect Costs (not to exceed 26 percent, or 25 percent of total personnel costs for universities and government entities).
- 2) **Check the line items on which indirect costs are to be applied:** Indicate with a check mark by clicking in the appropriate box (es).
- 3) **Calculate State Share, Federal Share and Total Dollars:** Apply Indirect Cost rate to each line item indicated and enter whole dollar amounts under State Share and Federal Share (Total Dollars will auto-fill).

De Minimis Rate

For non-federal entities without a negotiated rate, they may use a de minimis rate of 10 percent of modified total direct costs.

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-63>

i. Total Costs

Line item totals will automatically be summed at the end of the spreadsheet. Ensure all line item costs equal these figures.

6. Subcontractor Combined Annual Budget Summary and Budget Detail Instructions:

- a. The Subcontractor Budget (**Attachments 6a-b for FFY 2017 and 6c-d for FFY 2018**) contains two (2) tabs. The first tab is the “Annual Budget Summary” and the second tab is the “Budget Detail.” The subcontractor’s costs must be entered on the Annual Budget Detail tab; these numbers will automatically populate the Budget Summary tab.
- b. As mutually agreed upon by the Applying Agency and subcontractor, add the **Percent of Total Program Costs to be reimbursed** by contractor to the bottom of the Budget Summary page.
- c. Two (2) separate Subcontractor Budgets must be submitted—one for each Federal Fiscal Year of the two year contract term.
- d. List the official name of the subcontracting agency and the name of the contractor at the top of each tab where indicated.

7. Subcontractor Line Item Instructions:

a. Personnel Costs

Describe and justify staffing information for each position budgeted. Please refer to the Personnel Requirements section of this document to verify that the applying agency has sufficient staff needed to perform program deliverables. Include all of the following information:

- 1) **Organization’s Total FTEs for Proration:** This should be the sum of the agency’s FTEs for all staff working at the CFO operations center or administrative office, including staff working on projects other than CFO.
- 2) **Name and Position Title:** Enter the employee name(s) and position title(s). If a position is not filled, indicate “TBD.”
- 3) **Annual Salary:** Enter the annual salary used for each employee. When converting a monthly, semi-monthly, weekly or hourly salary to an annual salary, use the standard 52-week year at 2080 hours per year to make the calculation. Calculations must be based on actual salaries.
- 4) **FTE:** Enter the FTE that each employee will spend on allowable CFO activities (e.g., 20 hours of a 40-hour week equals .50 FTE). **Enter this as a decimal not a percentage.** (The FTE must be carried to four decimal places.) The applicant must use a standard 52-week year at 2,080 hours to make this calculation. For example, if the position is budgeted for 48 hours, the FTE would be calculated as $48/2080 = 0.0230$. Total FTE for All Staff Listed will automatically be totaled above the personnel table.

- 5) **Total Dollars:** Automatically totaled to reflect the annual CFO salary for each position. Annual salary multiplied by Total FTE must equal the Total Dollars column.
- 6) **Position Descriptions:** Include a brief description of each employee's duties and responsibilities as they relate to allowable CFO activities.

NOTE: If any staff work on a reduced time basis (part time), but dedicate 100 percent to CFO with no other funding source for salary and benefits, prorating is not required and salary figures must be adjusted manually. Part time staff dedicated less than 100 percent to CFO will require proration at different percentage than would a full time staff person and their proration percentage must be adjusted manually. **Please denote part time personnel with a "PT" next to their name and indicate their part time basis e.g. "0.75 time."**

b. Fringe Benefits

Include fringe benefit expenses including, but not limited to, costs for workers' compensation insurance, unemployment insurance, health, dental, vision and/or life insurance, disability insurance, pension plan/retirement benefits, etc.

Benefits Rate (percent of salary): Display fringe benefit costs as a percentage rate of the total personnel costs. Enter 0 percent if no fringe benefit costs will be incurred. The Total Dollars cell will automatically calculate.

c. Operating Expenses

- 1) **Proration Percentage (as calculated in Personnel section):** This field is automatically populated.
- 2) **Fixed Costs:** Identify major recurring operating expenses and provide a detailed cost breakout of these expenses. The detailed cost breakout must include the basis for the calculation. Example: "Postage -1,000 stamps at 49 cents each for CFO mailing = \$490."
- 3) **Prorated Costs:** Non-direct expenses, operating expenses, space allocation and other allowable operating expenses must be prorated based on the FTE dedicated to CFO, which was calculated in the personnel section. Examples include, but are not limited to, items such as office supplies, communications (telephone, facsimile, email), routine printing and duplication and space-rent/lease (include formula for calculating space costs) and any other costs which are shared by all staff, not just those working on CFO. Indicate the number of items and the cost per item for each budgeted cost.

NOTE: Non-routine and one-time expenses must be budgeted under the "Other Costs" line item.

d. Equipment Expenses

This line item is not allowed in subcontracts.

e. **Travel Expenses**

- 1) **Description:** Clearly describe the type of travel, the event to be attended, purpose of the travel and how many staff are included.
- 2) **Estimated Cost:** Indicate the total cost for travel and per diem estimates prorated if necessary. The estimated cost must include an expense breakdown for registration, hotel, mileage, meals, parking, etc. Proration on travel is not necessary for CDSS required training and activities. Proration is necessary for optional travel which includes both proration for a staff persons FTE dedicated to CFO and proration for the percentage of a conference dedicated to CFO.

Example: A 0.5 FTE project coordinator will be attending a workshop on Children's Health and CalFresh. It is determined from the program agenda that CFO -related content is 50 percent. Total expenses for the trip are \$400. The reimbursable amount would be \$100 (Calculation: \$400 x 0.5 FTE x 50 percent program content).

The guidelines for allowable reimbursement rates are located on the CalHR website <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

NOTE: CDSS will provide statewide and regional training events to agencies and their subcontractors. Attendance at these events is required. Expenses will be covered by CDSS. At least one representative from the applying agency will attend planning meetings with CDSS throughout each year of the contract. Expenses will be covered by CDSS.

f. **Second-tier Subcontracts:**

This section is applicable if the subcontractor is utilizing second-tier subcontractors. Subcontractors should follow the Applying Agency instructions above (Section L.5), with all second-tier subcontractors following the instructions for subcontractors (Section L.7)

g. **Other Costs**

- 1) **Proration Percentage (as calculated in Personnel section):** This field is automatically populated.
- 2) **Fixed Costs:** Non-routine or one-time expenses to be used entirely for CFO efforts.
- 3) **Prorated Costs:** Non-routine or one-time expenses to be used partially for CFO efforts.

NOTE: Other Costs might include expenses such as single audit costs, website design, CalFresh banners and similar one-time expenses.

h. **Indirect Costs**

See this section in Applying Agency Combined Annual Budget Detail Instructions above for details on establishing an Indirect Costs rate.

i. **Total Costs**

Line Item totals are automatically summed at the end of the spreadsheet. Ensure all Line Item costs equal these figures.

M. APPLICATION FORMAT AND CONTENT REQUIREMENTS

The following instructions describe the **mandatory** application format for development and presentation of the application. The instructions are designed to ensure submission of information essential to the understanding and comprehensive evaluation of the application. Failure to adhere to the instructions as outlined in this RFA shall be cause for disqualification and rejection of the application.

1. **General Instructions**

- a. The applicant must be a non-profit organization, state or public university or other government entity.
- b. Each non-profit organization, state or public university, or other government entity, can submit only one application. The Applying Agency must be located in California and serve clients in California.
- c. More than one application from a non-profit organization, state or public university, or other government entity shall not be considered. Reasonable grounds for believing that any Applying Agency and/or proposed subcontractor has submitted more than one application shall cause rejection of all applications submitted by that Applying Agency.
- d. Before submitting a response to this solicitation, Applying Agencies should review, correct all errors and confirm compliance with RFA requirements.

2. **Format Requirements**

- a. Submit:
 - One (1) original application in a three-ring binder
 - The original application must be marked "**ORIGINAL.**" All documents contained in the original application package must have original signatures.
 - Two (2) hard copies of the application, in a three-ring binder
 - All additional application sets may contain photocopies of the original package.
 - One electronic copy on CD.

- b. The application must be submitted in the legal entity name of the Applying Agency. The application must be signed by the Applying Agency, a corporate officer, or an authorized agent of the Applying Agency. **All signatures must be original and signed in blue ink.**
- c. Format the narrative portions of the application using one-inch margins at top, bottom and both sides, a font size of not less than 11 points, printed single-sided on white bond paper with sequential pagination. The application must include tabbed divider pages, separating the application into the following sections:
 - *Introduction*
 - *Application Narrative*
 - *Budgets*
 - *Program Deliverables*
 - *Other Attachments*
- d. Do not mark any portion of the application response as “Confidential” or “Proprietary.” CDSS will disregard any such markings.

3. Content Requirements

This section specifies the required **order** and **content** of each application.

a. Introduction

1) Table of Contents

- Identify all major sections of the application by page number.
- Identify all exhibits and attachments by page number.

2) Application Cover Page (**Attachment 1**)

3) Submission Checklist (**Attachment 2**)

4) Contractor Information Form (**Attachment 3**)

5) Proof of Non-Profit Status, if applicable

6) Organizational Chart

7) Letters of Support

b. Application Narrative (**Attachment 4**)

1) Applying Agency Qualifications (**Section G**)

2) Personnel Requirements (**Section H**)

3) Fiscal Experience (**Section I**)

4) Subcontracting Agencies, if applicable (**Section J**)

5) Program Deliverables (**Section K**)

6) Duty Statements

c. Budgets (Section L)

- 1) Applying Agency Budgets
 - a) Budget Detail and Summary FFY 2017 (**Attachments 5a & 5b**)
 - b) Budget Detail and Summary FFY 2018 (**Attachments 5c & 5d**)
- 2) Subcontractor Budgets, if applicable
 - a) Budget Detail and Summary FFY 2017 (**Attachments 6a & 6b**)
 - b) Budget Detail and Summary FFY 2018 (**Attachments 6c & 6d**)

d. Program Deliverables Worksheet (Attachment 7)

e. Other Attachments

- 1) Sample MOU - proposed or template (**Attachment 8**)
- 2) Disclosure of Lobbying Activities (**Attachment 9**)
- 3) Payee Data Record (**Attachment 10**)
- 4) Certification of Indirect Costs (**Attachment 11**)
- 5) Federal Funding Accountability and Transparency Act of 2006 (**Attachment 12**)
- 6) Darfur Contracting Act Certification (**Attachment 13**)
- 7) Iran Contracting Act, if applicable (**Attachment 14**)
- 8) Contractor Certification (**Attachment 15**)

N. APPLICATION SUBMISSION

1. **The complete application package** must be received by CDSS **no later than 4:00 p.m. on April 12, 2016**. Postmarks or facsimile (FAX) transmission shall not be accepted in lieu of this requirement. Late applications received after this date and time will not be considered and will be deemed nonresponsive by CDSS.
2. The application must be submitted under sealed cover with the Applying Agency's business name, return address and the words "**SEALED BID - DO NOT OPEN, CALFRESH RFA 17-01, CFO PLAN, Due April 12, 2016, 4:00 p.m.**" indicated on the outside of the package.
3. Applications must be submitted either by mail, express mail or by personal delivery to:

Ms. Liza Karpekin, Branch Secretary, or designee
California Department of Social Services, CalFresh Branch
744 P Street, MS 8-9-32
Sacramento, California 95814

Phone: (916) 654-1896

Applications submitted to any other office shall not be accepted.

4. **Applying Agency Warning for Deliveries:** CDSS' internal processing of U.S. mail may add up to 48 hours to the delivery time. If the Applying Agency chooses hand delivery, allow sufficient time to locate parking and for visitor security procedures. Applying Agencies will need to provide security personnel with the name and telephone number of the person to whom the package is to be delivered. Security personnel will not accept delivery. Security will only notify the appropriate staff to accept delivery.
5. Costs for developing applications in anticipation of award are entirely the responsibilities of the Applying Agency and shall not be charged to, or reimbursed by, CDSS. If the Applying Agency is awarded a contract, the successful Applying Agency shall not retroactively be entitled to compensation for developing the application.
6. All applications shall include the documents identified in Section M.3., Content Requirements. Applications not including required content shall be deemed non-responsive. A non-responsive application is one that does not meet the basic application requirements.
7. The State's General Terms and Conditions (GTC) are not negotiable.

O. APPLYING AGENCY ASSURANCES

The Applying Agency must certify (**Attachment 1**) that the following statements are true as applied to the Applying Agency and all subcontractors, if any:

1. The Applying Agency is accountable for the content of the program deliverables and will provide program oversight of all subcontractors, if any.
2. The Applying Agency is fiscally responsible for outreach activities funded under the contract, including those of subcontractors, if any, and is liable for repayment of unallowable costs.
3. CFO activities conducted by contractor or subcontractors, if any, are targeted to those most likely eligible for benefits.
4. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
5. Duplicate or additional payments for the same work (approved electronic applications, approved paper applications, SAR 7s and Annual Recertification Applications) are not received through separate contracts with county welfare departments.
6. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
7. Documentation of Applying Agency and subcontractor (if any) costs, payments and donations for approved CFO activities are maintained by the Applying Agency and available for CDSS and/or USDA-FNS review and audit.

8. Program activities are conducted in compliance with all applicable Federal laws, rules and regulations including Civil Rights and Office of Management and Budget regulations governing cost issues.
9. Program activities do not supplant existing CFO programs and where operating in conjunction with existing programs, enhance and supplement them.
10. Program activities are reasonable and necessary to accomplish CFO goals and objectives.

P. APPLYING AGENCY QUESTIONS

Interested parties are advised to notify CDSS before the date and time stated for “Written Questions Submission Deadline” in Section B of this RFA entitled, “Key Action Dates” if clarification is needed regarding the services sought or if questions arise about the RFA and/or its accompanying materials, instructions, or requirements. CDSS may contact an inquirer to seek clarification of any inquiry received. The written inquiry must be transmitted to CDSS as instructed below.

Applying Agencies that fail to report a known or suspected problem with the RFA and/or its accompanying materials, or who fail to seek clarification and/or correction of the RFA and/or its accompanying materials, submit their application at their own risk.

If an inquiry appears to be unique to a single firm or is marked “Confidential,” CDSS will mail or email a response only to the inquirer if CDSS concurs with the inquirer’s claim that the inquiry is sensitive or proprietary in nature. If CDSS does not concur, the inquiry will be answered in the manner described herein and the inquirer will be notified. Inquiries and/or responses that CDSS agrees with shall be held in confidence until the Notice of Intent to Award is posted.

To the extent practical, inquiries shall remain as submitted. However, CDSS may consolidate and/or paraphrase similar or related inquiries.

1. What to Include in an Inquiry

- a. Inquirer’s name, name of firm submitting the inquiry, mailing address, email address, area code and telephone number and fax number.
- b. RFA section, page number or other information useful in identifying the specific problem or issue in question.
- c. A description of the subject or issue in question or discrepancy found.
- d. Remedy sought, if any.

2. How to submit questions

Applying Agencies must email questions to CDSS at CalFreshAccess@dss.ca.gov no later than 4:00 p.m. on March 11, 2016. All questions and responses will be posted on the CFO website at <http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm> within seven to ten business days after March 11, 2016.

CDSS will only accept questions about RFA errors or irregularities if such questions are received prior to the application submission deadline. Only written questions will be allowed. Verbal inquiries will not be allowed. The questions and answers will be posted on our CFO website and can be found at:

<http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm> after the **voluntary** Pre-Applicant Teleconference.

3. **Addenda**

If any clarifications or modifications to this RFA are necessary, all questions and answers, addenda or changes will be posted on the CFO website at <http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm>. It is the responsibility of the potential Applying Agencies to check the website frequently for updated information regarding this RFA.

4. **Voluntary Pre-Applicant Teleconference**

CDSS will conduct a **voluntary** Pre-Applicant Teleconference on the date and time stated for “Voluntary Pre-Applicant Teleconference” in Section B of this RFA entitled, “Key Action Dates”. Prospective Applying Agencies that intend to submit an application are encouraged to participate in the **voluntary** Pre-Applicant Teleconference.

To participate in the teleconference, use a touch-tone telephone to dial (888) 398-2342, and then enter the following access code 3366340#. The voluntary Pre-Applicant Teleconference is a public event or meeting that anyone may join.

Teleconference participants will be asked to identify the potential contractor they are representing so that a sign-in sheet can be generated for the teleconference.

It shall be each prospective Applying Agency’s responsibility to join the teleconference promptly at the time stated in Section B of this RFA entitled, “Key Action Dates.” CDSS reserves the right not to repeat information for participants that join the teleconference after it has begun.

If a potential prime contractor is unable to attend the voluntary Pre-Applicant Teleconference, an authorized representative of its choice may attend on its behalf. The representative may only sign in for one potential contractor. Subcontractors may represent a potential prime contractor at the voluntary Pre-Applicant Teleconference.

5. **Teleconference Purpose**

- a. Allow prospective Applying Agencies to ask questions about the services sought or RFA requirements and/or instructions.
- b. Share the answers to general questions and inquiries received before and during the teleconference.

Verbal responses to questions/inquiries are unofficial and are not binding on CDSS. All questions will be confirmed in writing and posted to the website.

<http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm>

Carefully review this RFA before the teleconference date to become familiar with the qualification requirements, program deliverables and application content requirements. Teleconference attendees are encouraged to have a copy of this RFA available for viewing during the teleconference.

If CDSS is unable to respond to all inquiries received before and/or during the teleconference, CDSS will provide written answers shortly thereafter. CDSS reserves the right to determine which inquiries will be answered during the teleconference and which will be answered later in writing.

Teleconference attendees are responsible for their costs to attend/participate in the teleconference. Those costs cannot be charged to CDSS or included in any cost element of an Applying Agency's submitted budget.

For an Applying Agency who need assistance, due to a physical impairment, reasonable accommodation will be provided by CDSS upon request for the Voluntary Pre- Applicant Teleconference. The Applying Agency must email calfreshaccess@dss.ca.gov no later than the fifth working day prior to the scheduled date and time of the Voluntary Pre- Applicant Teleconference conference to arrange for a reasonable accommodation.

NOTE: The range of assistive services available may be limited if requestors cannot allow ten (10) or more business days prior to the date the alternate format material is needed.

Q. EVALUATION AND SELECTION

A multiple stage evaluation process will be used. CDSS will reject any application that is found to be non-responsive at any stage of evaluation.

1. Application Review

- a. After the application submission deadline, the evaluation committee will review each application to ensure it includes all items of the Submission Checklist in **Attachment 2. Applications that do not include all items of the Submission Checklist may not be considered for funding and may be deemed non-responsive.**
- b. The evaluation committee will evaluate the application based on its adequacy, accuracy, thoroughness and the degree to which it complies with the RFA requirements.

2. Applying Agency Qualifications

(Refer to Section G & Attachment 4)

To what extent did the narrative provide evidence of:

1. Section G.2.

- a) Agency background, ownership, locations and business information?
- b) Relevant goals, closely related or complementary to the program deliverables of CFO?

2. Section G.3.

- a) At least one and a half (1.5) consecutive years of experience within the last three (3) years of services similar in nature or closely related to the CFO program deliverables in this RFA?

And/or

- b) At least one and a half (1.5) consecutive years of other relevant experiences and partnerships within the last three (3) years that qualify the agency to undertake this project and support the CFO program deliverables activities in this RFA?

3. Section G.4.a.

- a) At least 1.5 years of experience providing access through application submissions (new applications, SAR 7 and Annual Recertification Applications) for the CalFresh program?

And/or

- b) At least 1.5 years of experience establishing and maintaining direct linkages with CalFresh and/or similar benefit programs that provide electronic application assistance to potentially eligible households?

4. Section G.4.b.

- a) Experience in educating people potentially eligible for the program about CalFresh and addressing barriers to program participation?
- b) Experience in working with targeted population groups, including households with children younger than 18 years old, seniors, working low-income households, Latinos, mixed status households, immigrants, veterans and military families?

5. Section G.4.c.

- Experience in implementing programs and developing effective relationships with government entities, local CBOs, schools and private non-profit organizations?

6. Section G.4.d.

- Experience in managing subcontractors (if applicable)?

3. Personnel Requirements

(Refer to Section H & Attachment 4)
<p>To what extent did the Applying Agency:</p> <ol style="list-style-type: none"> 1. Section H.1. <ul style="list-style-type: none"> • Provide name, title, work and/or educational experience regarding key personnel in the Applying Agency’s organization that will be necessary to achieve the program deliverables by providing administration and assistance with application submissions, SAR 7s and Annual Recertification Applications? 2. Section H.2. <ul style="list-style-type: none"> • List the Applying Agency’s proposed positions by type (administrative activities and/or direct services), number of positions and included a duty statement for each position type? 3. Section H.4. <ul style="list-style-type: none"> • Demonstrate the FTE of all staff indicated in the application is consistent with anticipated program deliverables?

4. Fiscal Experience

(Refer to Section I & Attachment 4)
<p>To what extent did the narrative provide evidence of:</p> <ol style="list-style-type: none"> 1. Section I.1. <ul style="list-style-type: none"> • Fiscal experience in managing accounting, invoicing and general fiscal management practices to be in compliance with CDSS requirements, including details of the financial stability of the organization? 2. Section I.2. <ul style="list-style-type: none"> • Fiscal experience to ensure program/fiscal integrity of all program awareness and CFO activities? 3. Section I.3. <ul style="list-style-type: none"> • A description to monitor subcontractors for programmatic and fiscal compliance, if applicable?

5. Subcontractor Qualifications (If Applicable)

(Refer to Section J & Attachment 4)
<p>To what extent did the narrative provide evidence of:</p> <ol style="list-style-type: none"> 1. Section J.4. <ol style="list-style-type: none"> a) A brief description of each subcontractor and including the full legal name of the organization, full legal address and website? b) The subcontractors’ capability to participate successfully in the CFO Plan? c) The qualifications and experiences of each subcontractor? d) That each subcontractor is necessary and their contribution of services and expertise will add to the CFO Plan?

6. Program Deliverables

(Refer to Section K & Attachment 4)

To what extent did the narrative provide evidence of:

1. Section K.2.

- a) How the agency plans to meet program deliverables (Items 1-5)?
- b) The details about the Applying Agency's plan to reach target populations?
- c) A description of how the Applying Agency intends to submit quality applications (See Definitions, Section AA)?

7. Budget Detail and Summary (for Applying Agency and all subcontractors)

(Refer to Section L & Attachments 5a-5d, 6a-6d and Attachment 7)

Did the Applying Agency demonstrate that:

1. Section L.2.

- The budget conforms to RFA budgeting guidelines and have all required budget attachments been submitted? Are they complete and correct?

2. Section L.3.

- a) The budget is in alignment with their Program Deliverables Worksheet (**Attachment 7**) and that it corresponds to the maximum guidelines for the combined budget?
- b) The Federal Share Budget to State Share Budget ratio does not exceed 77 percent?
- c) The budget is in alignment with the FTE guidelines?
- d) The staff salaries and benefits are appropriate and relate to the outreach task they perform? (see FNS Guidance, page 16 http://www.fns.usda.gov/sites/default/files/Outreach_Plan_Guidance.pdf)
- e) The non-staff expenses are appropriate and allowable?

R. GENERAL RFA INFORMATION

1. Nonresponsive Applications

In addition to any condition previously indicated in this RFA, the following occurrences will cause CDSS to deem an application nonresponsive.

- a. Failure of an Applying Agency to meet application format, content or submission requirements.
- b. Applying Agency submits an application that is conditional, materially incomplete, or contains material defects, alterations, or irregularities of any kind.
- c. Applying Agency supplies false, inaccurate, or misleading information or falsely certifies compliance on any RFA attachment.

2. Application Modifications after Submission

An Applying Agency may modify an application after its submission by withdrawing its original application and resubmitting a new application prior to the application submission deadline. Application modifications offered in any other manner, verbal or written, will not be considered.

3. Withdrawal and/or Resubmission of Application

An Applying Agency may withdraw an application at any time before the application submission deadline. An Applying Agency may withdraw its application by submitting a written withdrawal request to the CDSS, signed by the Applying Agency or an authorized representative of the Applying Agency. An Applying Agency may thereafter submit a new application prior to the application submission deadline. Applications may not be withdrawn without cause subsequent to application submission deadline.

4. Contract Award

- a. CDSS shall post a “Notice of Intent to Award” on the CFO website at <http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm> for five (5) working days prior to awarding the contract.
- b. A copy of the Notice of Intent to Award will be mailed or faxed to all firms that submitted an application.

5. Appeal Process and Requirements

Applying Agencies selected for funding are selected on a “contingency basis,” pending resolution of any appeals of the selection process used for this RFA. CDSS has the discretion to reject all applications.

The ability to contract shall be awarded after a notice of the proposed award(s) has been posted on the CFO website at <http://www.cdss.ca.gov/calfreshoutreach/PG3510.htm> for five (5) working days. If, prior to the award deadline, an Applying Agency files a letter of appeal against the awarding of a specific contract, the contract shall not be awarded until the appeal has been resolved. Only non-funded Applying Agencies 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 April 26, 2016 by 4:00 p.m. PST. It is the Applying Agency’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:

Ms. Caryn Rizell, Bureau Chief
California Department of Social Services, CalFresh Branch
CalFreshAccess@DSS.ca.gov

- a. The letter of appeal filed by a protesting Applying Agency must set forth the issues in dispute, the basis for the appeal, the legal authority supporting the appeal and the remedy sought. Applying Agencies may not use the appeal process to add new information to the grant application. Appeals shall be limited to the following grounds:
 - 1) The contract(s) was not awarded to the Applying Agency(s) whose proposal was given the highest score(s) by the evaluation committee; and/or
 - 2) 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.
- b. Upon receipt of the emailed letter of appeal, the State will examine the matter and issue a written decision to the Applying Agency within 20 calendar days. This decision of the State shall be final. The written decision of the State shall contain the following information:
 - 1) A description of the dispute;
 - 2) A statement of the factual areas of agreement or disagreement; and
 - 3) A statement of the State's decision with supporting rationale.

6. Disposition of Applications

- a. Upon application opening, all documents submitted in response to this RFA shall become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. The State may not prevent disclosure of public documents. However, the contents of all applications, draft applications, correspondence, agenda, memoranda, working papers or other medium that discloses any aspect and/or personal identifiers of Applying Agency's application, shall be held in the strictest confidence until the "Notice of Intent to Award" is posted.
- b. Notwithstanding information considered by CDSS as confidential or personal identifiers, submission of an application by an Applying Agency shall constitute agreement to public disclosure of the application after the "Notice of Intent to Award" is posted.
- c. Application packages may be returned only at the Applying Agency's expense, unless such expense is waived by the CDSS.

7. CDSS Rights

In addition to the rights discussed elsewhere in this RFA, CDSS reserves the following rights.

- a. Interpretations and Addenda

CDSS reserves the right to amend, alter or change any rules or conditions contained in this RFA prior to the deadline for submission of applications. Any revisions to the RFA will be through addenda or supplements to the RFA and shall become a part of the RFA. The State will **not** be responsible for any other explanation or

interpretation. All addenda shall be sent to all persons and entities that received a copy of this RFA directly from the CDSS.

b. Immaterial Application Defects

CDSS may waive any immaterial defect in any application and allow the Applying Agency to remedy those defects. The CDSS' waiver of an immaterial defect in an application shall in no way modify the RFA document or excuse an Applying Agency from full compliance with all requirements if awarded the resultant contract.

c. Correction of Clerical or Mathematical Errors

- 1) CDSS reserves the right, at its sole discretion, to overlook, correct or require an Applying Agency to remedy any obvious clerical or mathematical errors.
- 2) If the correction of an error results in an increase or decrease in the total cost, CDSS may give the Applying Agency the option to accept the corrected cost or withdraw their application.
- 3) Applying Agencies may be required to initial corrections to costs and dollar figures if the correction results in an alteration of the annual costs or total cost offered.
- 4) If a mathematical error occurs in a total or extended price and a unit price is present, CDSS will use the unit price to settle the discrepancy.

d. Cancellation of Tentative Award or RFA

The issuance of this RFA does not constitute a commitment by CDSS to award a contract. CDSS reserves the right to reject all applications and to cancel this RFA if in the best interests of CDSS. The agency is not required to award an agreement.

e. CDSS Use of Ideas and Concepts

CDSS reserves the right to use any and all ideas or concepts in any application submitted and/or selected for the award of the contract.

f. Verification of Applications

CDSS reserves the right to contact all references provided and use independent means to verify and validate documentation or statements submitted by the Applying Agency.

8. News Releases

News releases pertaining to this RFA and its award will not be made without prior approval of the CDSS.

S. SMALL BUSINESS AND NON-SMALL ENTERPRISE PREFERENCE PROGRAM

Section 14835, et seq. of the California Government Code (GC) requires that a five percent (5%) preference be given to bidders who qualify as a small business. Moreover, GC Section 14838(b)(1)(2) provides for a non-small business preference. The preference to a non-small business Applying Agency that commits to certified small business or microbusiness subcontractor participation of 25 percent of its net bid price shall be five percent (5%). The rules and regulations of this law, including the definition of small business for the delivery of services, are contained in Title 2, California Administrative Code and Section 1896, et seq. To claim the small business/non-small business preference, which may not exceed \$50,000.00 for any bid, the Applying Agency's firm must have its principal place of business located in California and be certified by the Department of General Services (DGS), Office of Small Business and DVBE Services (OSDS). Should you have questions about small business certification, contact the OSDS at (916) 375-4940, or visit their Internet site: <http://www.pd.dgs.ca.gov/smbus>.

The Goal for Small Business and Non-small Enterprise Preference Program shall not apply to this RFA.

T. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION PROGRAM REQUIREMENTS

Subject to exceptions in the Government Code and pursuant to regulations, State law requires awarding agencies to have an annual participation goal of three percent (3%) for disabled veteran-owned business enterprises. The goal for DVBE participation shall not apply to this RFA.

For more information about the DVBE program, contact the OSDS at (916) 375-4940, or visit their Internet site at: <http://www.pd.dgs.ca.gov/smbus>

U. DARFUR CONTRACTING ACT

All bidders must address the requirements of the Darfur Contracting Act of 2008 (Attachment 13) for the reason described in Public Contract Code section 10475. Any scrutinized companies are ineligible to and cannot, bid on or submit an application for contract with a State agency for goods or services. A scrutinized company is defined in Public Contract Code section 10476. However, bids may be submitted by scrutinized companies if permission is obtained first from the Department of General Services according to the criteria set forth in Public Contract Code section 10477(b).

V. TAX DELINQUENCIES CONTRACT BAN

Public Contract Code section 10295.4 provides that a state agency shall not enter into any contract for goods or services with a contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. This section applies to contracts executed on or after July 1, 2012. The Franchise Tax Board (FTB) and Board of Equalization (BOE) will post and periodically

update lists of the 500 largest tax delinquencies on their websites as required by law. Starting July 1, 2012, prior to executing the contracts, state agencies must check the FTB and BOE lists to ensure the proposed awardee/vendor is not on either list.

W. IRAN CONTRACTING ACT

All vendors bidding on or submitting an application to the State of California for goods or services of \$1,000,000 or more, must address the requirements of the Iran Contracting Act (**Attachment 14**) for the reason described in the Public Contract Codes section 2202 - 2208. Prior to bidding on, submitting an application or executing a contract or renewal for State of California contract for goods or services of \$1,000,000 or more, must either: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

X. THE CONGO – SECURITIES EXCHANGE ACT

Public Contract Code section 10490 establishes restrictions on contracting for certain goods and services relating to compliance with the Securities Exchange Act of 1934. The federal government will post a list of scrutinized companies that will form the basis for this contracting ban. The California Department of General Services (“DGS”) will issue further instructions for compliance with this ban once the federal list is available.

Y. CONTRACT TERMS AND CONDITIONS

1. All contracts entered into with the CDSS will include General Terms and Conditions (GTC) and Contractor Certification Clauses (CCC) that may be viewed and downloaded at Internet site at: <http://www.dgs.ca.gov/ols/home.aspx>. The most recent versions of the documents are GTC 610 (**Exhibit C**) and CCC 307 (**Attachment 15**). CDSS will use the most current versions of the documents in the resulting Agreement.
2. A sample contract is provided as **Exhibits A-E**. The sample contract contains additional provisions that may appear in the resulting Agreement (e.g., Confidentiality and Security Requirements, etc.). Other contract terms, not specified herein, may also appear in the resulting Agreement.
3. If full funding does not become available, is reduced or CDSS determines that it does not need all of the services described in this RFA, CDSS reserves the right to offer an amended Agreement for reduced services.
4. CDSS reserves the right to change or delete the tasks to be performed by Contractor. The Contractor may request modifications of work to be performed, including service goals or performance standards, which shall be done through an amendment. The request shall be in writing and contain a clear justification as to the need for the

modification. CDSS has sole authority to determine whether or not the written justification substantiates the request for modification. Modifications shall be mutually agreeable to both parties.

5. Failure by the Contractor to comply with any of the provisions, requirements, or conditions of this RFA and/or resultant contract, including, but not limited to, reporting or corrective action plan requirements, may be a violation of proposed Agreement. In such an event, CDSS may, in its sole discretion, notify the Contractor by certified mail of such noncompliance, nonperformance, or other breach, require remedial action and provide a date by which such remedial action must be accomplished and/or discontinue reimbursement to the Contractor of an amount to be determined by the CDSS for and during the period in which the Contractor is in violation.

In the event the violation is **not** remediated to the satisfaction of CDSS, the Agreement may be terminated and reimbursement may not be made for the period of noncompliance. The proposed Contractor may be notified by certified mail of the immediate termination of the Agreement. CDSS shall assume no fiscal liability after the termination date referenced in the certified letter.

Z. DEFINITIONS

Applying Agency: Organization applying for the FFY 2017 – 2018 RFA CFO Plan.

Approved Applications: Submitted CalFresh (both paper and on-line) applications by an agency and/or subcontractors on behalf of a client and subsequently approved by the County Welfare Department (CWD) for benefits.

CalFresh Eligible: Persons that meet criteria for participation in CalFresh as described in CDSS CalFresh regulations (see <http://www.dss.cahwnet.gov/lettersnotices/default.htm>).

CalFresh Outreach (CFO) Plan: An official written CDSS document that is approved by USDA-FNS and describes program outreach activities to be delivered.

Combined Budget: State Share and Federal Share total.

Federal Fiscal Year: The Federal Fiscal Year runs from October 1st through September 30th of each year.

Federal Share: Federal funding received from the USDA to reimburse a portion of a contractor's costs for CFO activities. Federal Share funds and State Share funds together represent total contractor costs for CFO efforts. Federal Share costs represent the reimbursable portion of CFO plan costs.

Lobbying: Any activity or material used by an organization or individual to influence Federal, State or local officials to draft, support or sign legislation or to influence the outcomes of an election, referendum or initiative.

Mixed-Status Households: A household whose members include people with different citizenship or immigration statuses.

Prime Contractor: The organization or person that CDSS enters into a contract to conduct CFO activities.

Quality Application: An application that is complete and meets county expectations as well as USDA-FNS guidance.

State Share: The contractor's qualifying CFO contribution, derived from non-Federal funds. The contractor's State Share contribution cannot be used as match or reimbursement under any other Federal program. State Share contributions are funded by the Applying Agency during the contract term.

Subcontractor: The organization or person that a Prime Contract agency contracts with to conduct outreach activities.

Second-Tier Subcontractor: The organization or person that a subcontractor contracts with to conduct outreach activities.

Submitted Applications: CalFresh applications (both paper and on-line) submitted by an agency and/or subcontractors on behalf of a CalFresh eligible client via activities funded by the CFO plan.

USDA-FNS: The United States Department of Agriculture, Food and Nutrition Service.

AA. ATTACHMENTS AND EXHIBITS

- Attachment 1: Application Cover Page and Applicant Assurances
- Attachment 2: Submission Checklist
- Attachment 3: Contractor Information Form
- Attachment 4: Application Narrative
- Attachment 5a: Applying Agency Budget Summary (FFY 2017)
- Attachment 5b: Applying Agency Annual Budget Detail (FFY 2017)
- Attachment 5c: Applying Agency Budget Summary (FFY 2018)
- Attachment 5d: Applying Agency Annual Budget Detail (FFY 2018)
- Attachment 6a: Subcontractor Budget Summary (FFY 2017)
- Attachment 6b: Subcontractor Annual Budget Detail (FFY 2017)
- Attachment 6c: Subcontractor Budget Summary (FFY 2018)
- Attachment 6d: Subcontractor Annual Budget Detail (FFY 2018)
- Attachment 7: Program Deliverables Worksheet (FFY 2017 and FFY 2018)
- Attachment 8: MOU Template
- Attachment 9: Disclosure of Lobbying Activities
- Attachment 10: Payee Data Record – STD 204
- Attachment 11: Certification of Indirect Costs
- Attachment 12: Federal Funding Accountability and Transparency Act of 2006
- Attachment 13: Darfur Contracting Act Certification
- Attachment 14: Iran Contracting Act
- Attachment 15: Contractor Certification – CCC 307
- Exhibits A-E: Sample Contract