

Attachment 4

REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND
RFA # 01-21

Attachment 4
RFA SUBMISSION CHECKLIST

___ **Attachment 6 – Application Cover Sheet**

An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the **Application Cover Sheet (Attachment 6)** and the Application Cover Sheet is attached to the Applicant's application, this requirement will be deemed met.

___ **Attachment 1 – Applicant Information Form and Signature Page:**

Please complete all portions of this form. Please note that representatives from the Applicant Agency, as well as from each county children and youth office are required to electronically sign this form. This will become part of **Rider 2** within the Grant Agreement.

___ **Attachment 2 – Logic Model:**

Please include a Logic Model as described in **Part II Section II-2**.

___ **Attachment 3 – Grant Agreement:**

The grant agreement and payment provision document will become the grant agreement if an application is selected for grant award and the grant agreement receives all necessary approvals. Except as may be changed through negotiations, the Department will use the Applicant's submitted Work Statement as Rider 2 and its submitted Budget as Rider 3 to the grant agreement. The attachments listed as Rider 4 and Rider 5 also become part of the grant agreement. For the purposes of this application, please review the document and submit only the signature page (page 3) of this document, signed by agency representative(s) who is (are) authorized to bind the agency to the grant agreement. Do not complete any other part of the document and do not submit the entire document. Electronic signatures are acceptable.

___ **Rider 2 – Work Statement:**

Please complete the Work Statement in clear, specific language. Please label the Work Statement as **Rider 2**. For guidance, please refer to *Part II, Program Requirements and Work Statement*. If selected for grant award, the Work Statement becomes part of the grant agreement as **Rider 2**.

___ **Attachment 5 – OCDEL Family Support – Children's Trust Fund - Program Requirements:**

Please complete and sign this form agreement regarding OCDEL's Family Support Program Requirements. This document will become part of **Rider 2** within the Grant Agreement.

___ **Rider 3 - Budget Forms and Narratives:**

A *signed* budget form and accompanying budget narrative must be completed for **each year** of the project, including a minimum allocation each year of \$500 for Applicant professional development. If selected for a grant award, the Budget Forms and Narratives, except to the extent modified through negotiations, become part of the grant agreement as **Rider 3**.

___ **Attachment 8 to Rider 3 Match Verification Letter(s):** Local Match Verification Letters for the cash *and* in-kind portions of the local match *for the first grant year only* must be completed and *signed* by the contributor(s), equal to the amount of cash and in-kind matches listed in the first-year budget form. Indicate the amount and type of match being contributed – cash or in-kind – and provide a short description of how the match will be used within the proposed program. If selected for a grant award, the Match Verification Letters become part of the

Attachment 4 – RFA Submission Checklist

grant agreement. Match letters for the second and third grant years will be submitted before the start of each grant year after the grant is executed.

____ **Attachment 7 to Rider 3 State and Federal Funding Assurance:** Identify the source of *any* state or federal funds received by the Applicant as a whole and *sign* the form stating that no state or federal funds will be used as local matching funds for the grant. If selected for award, the Funding Assurance becomes part of the grant agreement.

____ **Attachment L – Lobbying Certification Form and Disclosure of Lobbying Activities:** Please complete and attach the Lobbying forms.

____ **Permissible Attachments:**

In addition to the required documents listed above, Applicants are permitted to include optional attachments only as specifically provided in this RFA or in any addendums to this RFA. **DO NOT INCLUDE** supplemental attachments or appendices such as needs assessments, evaluation materials, newspaper articles, brochures, pamphlets, timetables, maps, and letters of support which are not **specifically** required or permitted within this application.