

APPENDIX 2
ATTACHMENT 1

Children's Trust Fund
25-RFA-13772
Cohort 33
APPENDIX 2 -ATTACHMENT 1

RFA SUBMISSION CHECKLIST

Applicant Name: _____

Directions: Please place the documents in the following order prior to submission. Please check or initial all sections below as they are included in your Application.

_____ Attachment 1 – RFA Submission Checklist:

Please include this at the beginning of the Application.

_____ Attachment 2 – Application Cover Sheet & Summary:

An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet & Summary (**Attachment 2**) and the Application Cover Sheet is attached to the application, this requirement will be deemed met. This will become part of the Grant Agreement.

_____ Attachment 3 – OCDEL Family Support – Children's Trust Fund – Program and Data Requirements:

Please complete, initial, and sign this form agreement regarding OCDEL's Family Support Program and Data Requirements. This document will become part of the Grant Agreement.

_____ Attachment 4 – Work Statement, Applicant Responses:

Please complete the Work Statement in clear, specific language. Please label the Work Statement as **Attachment 4**. For guidance, please refer to **Part II CRITERIA FOR SELECTION**. If selected for grant award, the Work Statement becomes part of the Grant Agreement.

_____ Attachment 5 – Trade Secret:

Please complete and attach the Trade Secret form using the directions provided.

_____ Attachment 6 – Lobbying Certification Form and Disclosure of Lobbying Activities:

Please complete and attach the Lobbying Certification Form using the directions provided.

_____ Attachment 7 – Workers Protection Form:

Please complete and attach the Workers Protection Form using the directions provided.

_____ Appendix 3 – Budget Forms:

A budget must be completed using the **Appendix 3, Attachments 10 and 11** 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 original Budget Forms and Narratives, except to the extent modified through negotiations, will become part of the Grant Agreement.

_____ Attachment 8, subsection to Appendix 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 9, subsection to Appendix 3, Local Match Verification Letter(s):

Local Match Verification Letters for the cash and in-kind portions of the local match for up to 3 grant years must be completed and signed by the contributor(s), equal to the amount of cash and in-kind matches listed in all years of the budget. For each Cash and in-kind match, a single form should be utilized. 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 grant award package. Changes can be made to match forms for future years if necessary.

____ Additional Permissible Attachments:

In addition to the required documents listed above, Applicants are permitted to include optional attachments only if specifically required as part of this RFA or if required in any addendums to this RFA.