

Attachment B

ODJFS Model Grant Agreement

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
GRANT AGREEMENT**

G-2223-00-0000

RECITALS:

This Grant Agreement (Agreement) between the Ohio Department of Job and Family Services (ODJFS) and the **Vendor Name** (GRANTEE) is created pursuant to the Grant awarded by ODJFS to GRANTEE. GRANTEE hereby accepts the Grant and agrees to comply with all the terms and conditions set forth in this Agreement.

- A. ODJFS issued a Request for Grant Application (RFGA) titled, _____, numbered _____, and dated _____, which is hereby incorporated by reference.
- B. The ODJFS application review team recommended for award the Application of GRANTEE, submitted by GRANTEE on [DATE] which is hereby incorporated by reference.
- C. In the event of any inconsistency or ambiguity between the provisions of the RFGA, the Application, or this Agreement, the provisions of this Agreement will determine the obligations of the parties. In the event that this Agreement fails to clarify any inconsistency or ambiguity between the RFGA and the Application, the RFGA will determine the obligations of the parties. In the event of a disputed issue that is not addressed in any of the aforementioned documents, the parties hereby agree to make every reasonable effort to resolve this dispute in keeping with the objectives of this Agreement and the budgetary and statutory constraints of ODJFS.
- D. Key personnel that are identified by the GRANTEE as critical to the success of the Agreement may not be removed without a reasonable notice to ODJFS, and replacements will not be made without ODJFS approval.

ARTICLE I. PURPOSE; GRANT ACTIVITIES

- A. **INSERT LEGAL AUTHORITY IF AVAILABLE.** This Agreement [allows GRANTEE to] [will] **INSERT PURPOSE.** GRANTEE will perform its responsibilities under this Agreement in accordance with the RFGA and the Application. The responsibilities (Grant activities) are summarized as follows:

INSERT SPECIFIC Grant Activities

GRANTEE will not report or submit any confidential or identifying information to ODJFS under this Agreement.

- B. The ODJFS Agreement Manager is **ODJFS Agreement Manager Name, or successor.**
- C. The ODJFS Agreement Manager may periodically communicate specific requests and instructions to GRANTEE concerning the performance of activities described in this Agreement. GRANTEE agrees to comply with any requests or instructions to the satisfaction of ODJFS within 10 days after GRANTEE's receipt of the requests or instructions. ODJFS and GRANTEE expressly understand that any requests or instructions will be strictly to ensure the successful completion of the Grant activities described in this Agreement, and are not intended to amend or alter this Agreement in any way. If GRANTEE believes that any requests or instructions would materially alter the terms and conditions of this Agreement or the compensation stated hereunder, GRANTEE will immediately notify ODJFS pursuant to the Notice provision of this Agreement. GRANTEE agrees to consult with the ODJFS Agreement Manager as necessary to ensure understanding of the Grant activities and the successful completion thereof.

ARTICLE II. EFFECTIVE DATE OF THE GRANT

- A. This Agreement will be in effect from **Start Date**, or upon issuance of an approved State of Ohio purchase order, whichever is later, through **End Date**, unless this Agreement is suspended or terminated prior to the expiration date. **This Agreement may be renewed through [DATE], upon satisfactory completion of activities**

hereunder, appropriation of funds by the Ohio General Assembly, and at the sole discretion of ODJFS. ODJFS will issue a notice to GRANTEE if ODJFS decides to renew this Agreement. GRANTEE will not obligate resources in anticipation of a renewal until notice is provided.

- B. It is expressly understood by both ODJFS and GRANTEE that this Agreement will not be valid and enforceable until the Director of the Office of Budget and Management, State of Ohio, first certifies, pursuant to Section 126.07 of the Ohio Revised Code (ORC), that there is a balance in the appropriation not already allocated to pay existing obligations. The ODJFS Agreement Manager will notify GRANTEE when this certification is given.

ARTICLE III. AMOUNT OF GRANT/PAYMENTS

- A. The total amount of the Grant is **Total Dollar Amt Dollars (\$Total)**. ODJFS will provide GRANTEE with funds in an amount up to **SFY1 Dollar Amt Dollars (\$SFY1)** for State Fiscal Year **20XX** and up to **SFY2 Dollar Amt Dollars (\$SFY2)** for State Fiscal Year **20XX** expressly to perform the Grant activities. GRANTEE understands that the terms of this Agreement do not provide for compensation in excess of the total amount listed in this section. GRANTEE hereby waives the interest provisions of ORC 126.30.

[GRANT ADVANCE]

- B. Payment:
1. GRANTEE may submit a request for a Grant Advance of **Total Dollar Amt Dollars (\$Total)**. The Grant Advance will be awarded after appropriate invoicing pursuant to this ARTICLE.
 2. The remainder of the Grant will be paid as reimbursement for actual, allowable, expenditures incurred and paid by GRANTEE during the billing period pursuant to GRANTEE's accepted budget [or cost proposal] as incorporated below [or as attached]. The ODJFS Agreement Manager may provide written approval to GRANTEE for requested budget changes that do not exceed the amount listed in this ARTICLE for the Agreement period. Such approval may be made without formally amending this Agreement.
 3. GRANTEE must conduct a funds reconciliation of the Grant Advance no later than thirty (30) days from the end of the Agreement period. GRANTEE will return any Grant advance funds that exceed actual expenditures paid by GRANTEE and confirmed by invoices. The ODJFS Agreement Manager will instruct GRANTEE on the manner in which to return the unused funds.

[BUDGET REALLOCATION]

- C. With the exception of travel expenses, line item expenses listed in the budget may be reallocated upon the written approval of the ODJFS Agreement Manager as long as the total amounts per SFY and the total overall Agreement amount remains unchanged. Any changes to the travel costs listed below will require a formal amendment to this Agreement.

[TRAVEL REIMBURSEMENT]

- D. It is further agreed that reimbursement of travel expenditures shall not exceed [SFY1 Travel Dollar Amount] Dollars (\$SFY1 Travel) for SFY [SFY1] and [SFY2 Travel Dollar Amount] Dollars (\$SFY2) for SFY [SFY2], which amounts are included in the total compensation figures above. Expense reimbursement authorized by this section is limited to actual and necessary expenses subject to the limits as established pursuant to ORC 126.31, which are set forth in Ohio Administrative Code 126-1-02, as well as any other laws, regulations, or Governor's Executive Orders limiting travel expenses. GRANTEE expressly agrees not to submit claims for expenses which do not meet the requirements of this section and further agrees to submit all claims to the ODJFS Agreement Manager for approval prior to submitting a claim for reimbursement.
- B. Compensation will be made as reimbursement for actual expenditures incurred [per Deliverable] [hourly] and paid by GRANTEE during the billing period pursuant to GRANTEE's accepted budget [or cost proposal] as incorporated below [or as attached].
- C. GRANTEE will submit detailed invoices on a **monthly/ quarterly/ one-time** basis to the ODJFS Bureau of Accounts Payable at 30 East Broad Street, 37th Floor, Columbus, Ohio 43215. GRANTEE agrees to use an invoice instrument to be prescribed by ODJFS and will include in each invoice:

1. GRANTEE's name, complete address, and federal tax identification number;
 2. Agreement number and dates;
 3. Purchase order number;
 4. Amount and purpose of the invoice, including such detail as required per the compensation section of this Agreement, description of Grant activities completed, description of services rendered, hourly rates and number of hours (if applicable), amount of monthly fee (if applicable), and itemized travel and other expenses if permitted by this Agreement; and
 5. Receipt or other proof of cost; and
 6. Other documentation requested by the ODJFS Agreement Manager.
- D.** GRANTEE expressly understands that ODJFS will not compensate GRANTEE for any work performed prior to GRANTEE's receipt of notice from the ODJFS Agreement Manager that the provisions of ORC 126.07 have been met as set forth in ARTICLE II, nor for work performed after the ending date of this Agreement.
- E.** GRANTEE expressly understands that ODJFS does not have the ability to compensate GRANTEE for invoices submitted after the State of Ohio purchase order has been closed. State of Ohio purchase orders are issued per state fiscal year. GRANTEE must submit final invoices for payment for each state fiscal year no later than 90 calendar days after the end date of each state fiscal year, or if earlier, the end date of this Agreement. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.
- F.** GRANTEE understands that availability of funds is contingent on appropriations made by the Ohio General Assembly or by funding sources external to the State of Ohio, such as federal funding. If the Ohio General Assembly or the external funding source fails at any time to continue funding ODJFS for the payments due under this Agreement, this Agreement will be terminated as of the date funding expires without further obligation of ODJFS or the State of Ohio.

ARTICLE IV. SUSPENSION AND TERMINATION, BREACH AND DEFAULT

- A.** This Agreement shall automatically terminate upon expiration of the time period in ARTICLE II, or upon completion of performance, or once all of the compensation has been paid.
- B.** Upon 30 calendar days written notice to the other party, either party may terminate this Agreement. Upon written notice to GRANTEE, at the sole discretion of ODJFS, this Agreement may be suspended.
- C.** Notwithstanding the provisions of Sections A or B, above, ODJFS may suspend or terminate this Agreement immediately upon delivery of a written notice to GRANTEE if:
1. ODJFS loses funding as described in ARTICLE III;
 2. ODJFS discovers any illegal conduct by GRANTEE; or
 3. GRANTEE has violated any provision of ARTICLE VIII.
- Suspension or termination under this provision shall not entitle GRANTEE to any rights or remedies described in Section E of this ARTICLE.
- D.** GRANTEE, upon receiving notice of suspension or termination, will:
1. Cease performance of the suspended or terminated Grant activities;
 2. Take all necessary steps to limit disbursements and minimize costs including, but not limited to, suspending or terminating all contracts and subgrants related to suspended or terminated Grant activities;

3. Prepare and furnish a report to ODJFS, as of the date the notice of termination or suspension was received, that describes the status of all Grant activities and includes the results accomplished and the conclusions reached through Grant activities;
 4. Return all records in their native format relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Grant; and
 5. Perform any other tasks ODJFS requires.
- E. In the event of suspension or termination under this ARTICLE, ODJFS will, upon receipt of a proper invoice from GRANTEE, determine the amount of any unpaid Grant funds due to GRANTEE for Grant activities performed before GRANTEE received notice of termination or suspension. In order to determine the amount due to GRANTEE, ODJFS will base its calculations on the payment method described in ARTICLE III and any funds previously paid by or on behalf of ODJFS. ODJFS will not be liable for any further claims submitted by GRANTEE.
- F. Upon GRANTEE's breach or default of provisions, obligations, or duties embodied in this Agreement or any term of an award, a federal statute or regulation, an assurance, a State plan or application, a notice of award, or other applicable rule, ODJFS reserves the right to exercise any administrative, contractual, equitable, or legal remedies available without limitation. Any waiver by ODJFS of an occurrence of breach or default is not a waiver of subsequent occurrences. If ODJFS or GRANTEE fails to perform any obligation under this Agreement and the other party subsequently waives the failure, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive other failures that may occur. Waiver by ODJFS will not be effective unless it is in writing signed by the ODJFS Director.

ARTICLE V. NOTICES

- A. ODJFS and GRANTEE agree that communication regarding Grant activities, scope of work, invoice or billing questions, or other routine instructions will be between GRANTEE and the identified ODJFS Agreement Manager.
- B. Notices to ODJFS from GRANTEE that concern changes to GRANTEE's principal place of operation, billing address, legal name, federal tax identification number, mergers or acquisitions, corporate form, excusable delay, termination, bankruptcy, assignment, any notice pursuant to ARTICLE VIII, and/or any other formal notice regarding this Agreement will be sent to the ODJFS Deputy Director of Contracts and Acquisitions at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215.
- C. Notices to GRANTEE from ODJFS concerning termination, suspension, option to renew, breach, default, or other formal notices regarding this Agreement will be sent to GRANTEE's representative at the address appearing on the signature page of this Agreement.
- D. All notices will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE VI. RECORDS, DOCUMENTS AND INFORMATION

GRANTEE agrees that all records, documents, writings, and other information, created or used pursuant to this Agreement will be treated according to the following terms, and that the terms will be included in any subgrant agreements executed for the performance of Activities relative to this Agreement:

- A. [PUBLIC UNIVERSITY] ODJFS agrees that any documents, reports, data, photographs (including negatives), electronic reports and records, and other media produced under this Agreement or with funds provided by this Subgrant will become the property of GRANTEE, which will have the unrestricted right to reproduce, distribute, modify, maintain and use in any way it deems appropriate. However, ODJFS is hereby granted a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, modify, distribute, or otherwise use, and to authorize others to use for state or federal purposes:

1. The copyright in any work developed in whole or part with funds provided pursuant to this Subgrant; and
2. Any rights of copyright GRANTEE purchases in whole or part with funds provided pursuant to this Subgrant.

GRANTEE also agrees that all materials and items produced under this Agreement will be made freely available to the general public unless ODJFS determines that, pursuant to federal and state laws, such materials are confidential.

- A. GRANTEE agrees that any media produced pursuant to this Agreement or acquired with Grant funds will become the property of ODJFS. This includes all documents, reports, data, photographs (including negatives), and electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use the media in any way ODJFS deems appropriate. GRANTEE further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Agreement. GRANTEE understands that all materials and items produced under this Agreement will be made freely available to the public unless ODJFS determines that certain materials are confidential under federal or state law.
- B. All ODJFS information that is classified as public or private under Ohio law and ODJFS rules will be treated as such by GRANTEE. Should the nature of any information be in question, ODJFS will determine whether the information is public or private. GRANTEE will restrict the use of any information, systems, or records ODJFS provides to the specific Grant activities of this Agreement. GRANTEE and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of ODJFS and the State of Ohio. GRANTEE agrees that the terms of this Section will be included in any contract or subgrant executed by GRANTEE for work under this Agreement.
- C. GRANTEE information that is proprietary and has been specifically identified by GRANTEE as proprietary will be held as confidential by ODJFS. Proprietary information is information that would put GRANTEE at a competitive disadvantage in GRANTEE's market place and trade if it were made public. ODJFS reserves the right to require reasonable evidence of GRANTEE's assertion of the proprietary nature of any information. The provisions of this ARTICLE are not self-executing. GRANTEE must demonstrate that any information claimed as proprietary meets the definition of "trade secrets" found at ORC 1333.61.
- D. For Audit Purposes Only: All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Agreement will be retained by GRANTEE and will be made available for audit by state and federal government entities that include but not limited to, ODJFS, the Ohio Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials. The records and materials will be retained and made available for a minimum of 3 years after GRANTEE receives the last payment pursuant to this Agreement. If an audit, litigation or similar action is initiated during this time period, GRANTEE will retain the records until the action is concluded and all issues are resolved, or until the end of the 3 year period if the action is resolved prior to the end of the 3 year period. If applicable, GRANTEE must meet the requirements of the federal Office of Management and Budget (OMB) Omni-Circular 2 CFR Part 200, that financial records related to the performance of services under this Agreement are presumptively deemed public records.
- E. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Grant will be retained by GRANTEE in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Grant is [INSERT RECORDS SCHEDULE], [STATE SCHEDULE NUMBER AND TIME PERIOD]. If any records are destroyed prior to the date as determined by the appropriate records retention schedule, GRANTEE agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- F. GRANTEE agrees to retain all records in accordance to any litigation holds that are provided to them by ODJFS, and actively participate in the discovery process if required to do so, at no additional charge. Litigation holds may require GRANTEE to keep the records longer than the approved records retention schedule. GRANTEE will be notified by ODJFS when the litigation hold ends and retention can resume based on the approved records retention schedule. If GRANTEE fails to retain the pertinent records after receiving a litigation hold from ODJFS, GRANTEE agrees to pay all costs associated with any cause, action or litigation arising from such destruction.

- G. If applicable, GRANTEE hereby agrees to current and ongoing compliance with Title 42, Sections 1320d through 1320d-8 of the United States Code (USC) and the implementing regulations found at Title 45, Sections 164.502(e) and 164.504(e) of the Code of Federal Regulations (CFR) regarding disclosure of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If applicable, GRANTEE further agrees to include the terms of this Section in any subgrant agreements that may be executed pursuant to this Agreement.

ARTICLE VII. AMENDMENT AND ASSIGNMENT

- A. This writing constitutes the entire agreement between ODJFS and GRANTEE with respect to all matters herein. Only a writing signed by both parties may amend this Agreement. However, ODJFS and GRANTEE agree that any amendments to any laws or regulations cited herein will result in the correlative modification of this Agreement without the necessity for executing written amendments. **It is agreed that line item budget modifications may be made, in writing, upon approval by the ODJFS Agreement Manager without a written amendment pursuant to ARTICLE III.** Any written amendment to this Agreement will be prospective in nature.
- B. GRANTEE agrees not to assign any interest in this Agreement nor transfer any interest in the Grant without the prior written approval of ODJFS. GRANTEE will submit any requests for approval of assignments and transfers to the ODJFS Agreement Manager at least ten days prior to the desired effective date. GRANTEE understands that any assignments and transfers will be subject to any conditions ODJFS deems necessary and that no approval by ODJFS will be deemed to provide for any ODJFS obligation that exceeds the Grant amount specified in ARTICLE III of this Agreement.

ARTICLE VIII. GRANTEE CERTIFICATION OF COMPLIANCE WITH SPECIAL CONDITIONS

By accepting this Grant and by executing this Agreement, GRANTEE hereby affirms current and continued compliance with each condition listed in this ARTICLE. GRANTEE's certification of compliance with each of these conditions is considered a material representation of fact upon which ODJFS relied in entering into this Agreement:

- A. If at any time, GRANTEE is not in compliance with the conditions affirmed in this Section, ODJFS will consider this Agreement to be *void ab initio* and will deliver written notice to GRANTEE. Any funds the State of Ohio paid GRANTEE for work performed before GRANTEE received notice that the Agreement is *void ab initio* will be immediately repaid or the State of Ohio may commence an action for recovery against GRANTEE.
1. **Federal Debarment Requirements.** GRANTEE affirms that neither GRANTEE nor any of its principals, subgrantees, or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. GRANTEE also affirms that within three years preceding this agreement neither GRANTEE nor any of its principals:
 - a. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or
 - b. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.
 2. **Qualifications to Conduct Business.** GRANTEE affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Agreement period GRANTEE, for any reason, becomes disqualified from conducting business in the State of Ohio, GRANTEE will immediately notify ODJFS in writing and will immediately cease performance of all Grant activities.

3. **Unfair Labor Practices.** GRANTEE affirms that neither GRANTEE nor its principals are on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which would identify GRANTEE as having more than one unfair labor practice contempt of court finding.
 4. **Finding for Recovery.** GRANTEE affirms that neither GRANTEE nor its principals, subgrantees, or subcontractors, is subject to a finding for recovery under ORC 9.24, or it has taken the appropriate remedial steps required, or otherwise qualifies under ORC 9.24 to contract with the State of Ohio.
- B. If at any time GRANTEE is not in compliance with the conditions affirmed in this Section, ODJFS may immediately suspend or terminate this Agreement and will deliver written notice to GRANTEE. GRANTEE will be entitled to compensation, upon submission of a proper invoice per ARTICLE III, only for work performed during the time GRANTEE was in compliance with the provisions of this Section. Any funds paid by the State of Ohio for work performed during a period when GRANTEE was not in compliance with this Section will be immediately repaid or the State of Ohio may commence an action for recovery against GRANTEE.
1. **Americans with Disabilities.** GRANTEE, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
 2. **Fair Labor Standards and Employment Practices.**
 - a. GRANTEE certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
 - b. In carrying out this Agreement, GRANTEE will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, ancestry, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.
 - c. GRANTEE agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
 - d. GRANTEE will incorporate the foregoing requirements of this Paragraph in all of its subgrants or subcontracts for any of the work prescribed herein.
 3. **Ethics and Conflicts of Interest Laws.**
 - a. GRANTEE certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws, which includes the Governor's Executive Order 2019-11D pertaining to ethics. GRANTEE further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
 - b. GRANTEE certifies, by executing this Agreement, that no party who holds a position listed or described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one or more personal monetary contributions in excess of One Thousand and 00/100 Dollars (\$1,000.00) to the current Governor or to the Governor's campaign committee when he was a candidate for office within the previous two calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.
 - c. GRANTEE agrees to refrain from promising or giving to any ODJFS employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. GRANTEE further agrees that it will not solicit any ODJFS employee to violate ORC 102.03, 2921.42, or 2921.43.

- d. GRANTEE agrees that GRANTEE, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of GRANTEE's functions and responsibilities under this Agreement. If GRANTEE, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, GRANTEE agrees it will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215-3414. GRANTEE further agrees that the person with the conflicting interest will not participate in any Grant activities until ODJFS determines that participation would not be contrary to public interest.
4. **Lobbying Restrictions.**
- a. GRANTEE affirms that no federal funds paid to GRANTEE by ODJFS through this Agreement or any other agreement have been or will be used to lobby Congress or any federal agency in connection with a particular contract, grant, cooperative agreement or loan. GRANTEE further affirms compliance with all federal lobbying restrictions, including, 31 USC 1352. If this Grant exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00), GRANTEE affirms that it has executed and filed the Disclosure of Lobbying Activities standard form LLL, if required by federal regulations.
 - b. GRANTEE certifies compliance with the Ohio executive agency lobbying restrictions contained in ORC 121.60 to 121.69.
5. **Child Support Enforcement.** GRANTEE agrees to cooperate with ODJFS and any child support enforcement agency in ensuring that GRANTEE and its employees meet child support obligations established by state and federal law including present and future compliance with any court or valid administrative order for the withholding of support issued pursuant to the applicable sections of ORC Chapters 3119, 3121, 3123, and 3125.
6. **Pro-Child Act.** If any Grant activities call for services to minors, GRANTEE agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.
7. **Drug-Free Workplace.** GRANTEE, its officers, employees, members, any subgrantees and/or any independent contractors (including all field staff) associated with this Agreement agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. GRANTEE will make a good faith effort to ensure that none of GRANTEE's officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.
8. **Work Programs.** GRANTEE agrees not to discriminate against individuals who have or are participating in any work program administered by any county department of Job and Family Services under ORC Chapter 5101 or 5107.
9. **MBE/EDGE.** Pursuant to the Governor's Executive Order 2008-13S, GRANTEE agrees to purchase goods and services under this Agreement from certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) vendors whenever possible. GRANTEE agrees to encourage any of its subgrantees or subcontractors to purchase goods and services from certified MBE and EDGE vendors.
10. **Expenditure of Public Funds for Offshore Services—Executive Order Requirements.**
[PUBLIC UNIVERSITY] SUBGRANTEE, a public university, certifies that by executing this Agreement, it has reviewed and understands ODJFS' obligation under Governor's Executive Order 2019-12D, and will perform no services required under this Agreement outside of the United States.
[DELETE a, b, c, d]

- a. GRANTEE certifies that by executing this Agreement, it has reviewed, understands, and will abide by the Governor's Executive Order 2019-12D and shall abide by those requirements in the performance of this Agreement, and shall perform no services required under this Agreement outside of the United States.
- b. Prior to performing any services, and when there is a change in the location of any services provided under this Agreement, GRANTEE must disclose:
 - (1) The location(s) where all services will be performed by GRANTEE or any subcontractor;
 - (2) The location(s) where any state data associated with any of the services through this Agreement will be accessed, tested, maintained, backed-up, or stored; and
 - (3) The principal location of business for GRANTEE and all subcontractors.
- c. GRANTEE also affirms, understands, and agrees to immediately notify ODJFS of any change or shift in the location(s) of services performed by GRANTEE or its subcontractors under this Agreement, and no services shall be changed or shifted to a location outside of the United States.
- d. Termination, Sanction, Damages: ODJFS is not obligated and shall not pay for any services provided under this Agreement that GRANTEE or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Agreement, and GRANTEE shall immediately return to ODJFS all funds paid for those services.

In addition, if GRANTEE or any of its subcontractors perform any such services outside of the United States, ODJFS may, at any time after the breach, terminate this Agreement for such breach, upon written notice to GRANTEE. If ODJFS terminates the Agreement, ODJFS may buy substitute services from a third party, and may recover the additional costs associated with acquiring the substitute services.

11. **Civil Rights Assurance.** The GRANTEE hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.).
12. **Certification of Compliance.** GRANTEE certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

ARTICLE IX. MISCELLANEOUS PROVISIONS

- A. **Independent Contractor.** GRANTEE agrees that no agency, employment, joint venture, or partnership has been or will be created between ODJFS and GRANTEE. GRANTEE further agrees that as an independent contractor, it assumes all responsibility for any federal, state, municipal or other tax liabilities along with workers compensation, unemployment compensation and insurance premiums that may accrue as a result of funds received pursuant to this Agreement. GRANTEE agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance Contribution Act, provisions of the Internal Revenue Code, Ohio tax law, Workers Compensation law, and Unemployment Insurance law.
- B. **Liability.** To the extent allowable by law, GRANTEE agrees to hold ODJFS harmless in any and all claims for personal injury, property damage, and/or infringement resulting from Grant activities. GRANTEE's sole and exclusive remedy for any ODJFS failure to perform under this Agreement will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743 that will be subject to the limitations set forth in this ARTICLE. In no event will ODJFS be liable for any indirect or consequential damages, including loss of profits, even if ODJFS knew or should have known of the possibility of such damages. To the extent that ODJFS is a party to any litigation arising out of or relating in any way to this Agreement or the performance

thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.

- B. **[PUBLIC ENTITY] Limitation of Liability.** Each party agrees to be responsible for any of its own negligent acts or omissions or those of its agent, employees, or subcontractors. Each party further agrees to be responsible for its own defense and any judgments and costs that may arise from such negligent acts or omissions. Nothing in this Agreement will impute or transfer any such liability or responsibility from one party to the other. To the maximum extent permitted by law, the parties' liability for damages, whether in contract or in tort, may not exceed the total amount of compensation payable to GRANTEE under ARTICLE III or the actual amount of direct damages incurred by any party—whichever is less. In no event will either party be liable for any indirect or consequential damages, including loss of profits, even if a party knew or should have known of the possibility of such damages.
- C. **Infringement of Patent or Copyright.** To the extent allowable by law and subject to ORC 109.02, GRANTEE agrees to defend any suit or proceeding brought against ODJFS, any official or employee of ODJFS acting in his or her official capacity, or the State of Ohio due to any alleged infringement of patent or copyright arising out of the performance of this Agreement, including all work, services, materials, reports, studies, and computer programs provided by GRANTEE. ODJFS will provide prompt notification in writing of such suit or proceeding; full right, authorization, and opportunity to conduct the defense thereof; and full disclosure of information along with all reasonable cooperation for the defense of the suit. ODJFS may participate in the defense of any such action. GRANTEE agrees to pay all damages and costs awarded against ODJFS, any official or employee of ODJFS in his or her official capacity, or the State of Ohio as a result of any suit or proceeding referred to in this Section. If any information and/or assistance is furnished by ODJFS at GRANTEE's written request, it is at GRANTEE's expense. If any of the materials, reports, or studies provided by GRANTEE are found to be infringing items and the use or publication thereof is enjoined, GRANTEE agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of GRANTEE under this Section survive the termination of this Agreement, without limitation.
- C. **[PUBLIC ENTITY] Infringement of Patent or Copyright.** To the extent permitted by law, if any of the materials, reports, or studies provided by GRANTEE are found to be infringing items and the use or publication thereof is enjoined, GRANTEE agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of GRANTEE under this section survive the termination of this Agreement, without limitation.
- D. **Liens.** GRANTEE will not permit any lien or claim to be filed or prosecuted against ODJFS or the State of Ohio because of any labor, services, or materials furnished. If GRANTEE fails, neglects, or refuses to make prompt payment of any claims for labor, services, or materials furnished to GRANTEE in connection with this Agreement, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charge the amount of payment against the funds due or to become due to GRANTEE under this Agreement.
- E. **Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delaying party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. The delaying party must also describe the cause of the delay and its proposal to remove or mitigate the delay. Notices will be sent pursuant to ARTICLE V. In the event of excusable delay, the date of performance or delivery of products may be extended by amendment, if applicable, for a time period equal to that lost due to the excusable delay. Reliance on a claim of excusable delay may only be asserted if the delaying party has taken commercially reasonable steps to mitigate or avoid the delay. Items that are controllable by GRANTEE's subcontractor(s) will be considered controllable by GRANTEE, except for third-party manufacturers supplying commercial items and over whom GRANTEE has no legal control. The final determination of whether an instance of delay is excusable lies with ODJFS in its discretion.
- F. **Counterpart.** This Agreement may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same agreement.

ARTICLE X. CONSTRUCTION

This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Agreement impossible.

Signature Page Follows:

Remainder of page intentionally left blank

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
GRANT AGREEMENT**

SIGNATURE PAGE

G-2223-00-0000

THE PARTIES HAVE EXECUTED THIS GRANT AGREEMENT AS OF THE DATE OF THE SIGNATURE OF THE DIRECTOR OF THE OHIO DEPARTMENT OF JOB AND FAMILY SERVICES.

Grantee Name

Ohio Department of Job and Family Services

Authorized Signature (Blue Ink Please)

Matthew M. Damschroder, Interim Director

Printed Name

Date

Date

Address
City, State, Zip

30 East Broad Street, 32nd Floor
Columbus, Ohio 43215

Attachment C

Technical Application Score Sheet

**ATTACHMENT C Application
Score Sheet RFGA#:
OCTFR2223220004R**

PHASE I: Initial Qualifying Criteria

Applicant Name: _____

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM #	APPLICATION ACCEPTANCE CRITERIA	RFGA Sec. Reference	YES	NO
1	Was the applicant’s application received by the deadline as specified?	2.1 / 6.1		
2	Does the applicant’s submission include all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in Attachment A to the RFGA?	Attachment A		
3	Included in those certifications, the applicant states that it is not excluded from entering into an agreement with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	Attachment A		
4	ODJFS’ review of the Auditor of State website verifies that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	Attachment A		
5	The applicant is an accredited Children’s Advocacy Center (CAC) with the National Children’s Alliance (NCA). Children’s Advocacy Centers (CACs) are child-focused facilities that help abused children heal by coordinating the investigation and treatment of child sexual abuse. CACs provide children and families access to long-term advocacy and healthcare	3.1, A.		
6	The applicant provided a statement verifying that the applicant has completed background checks (BCI and/or FBI) on those in the organization who may be directly involved with children as part of the proposed programming, including a description of the organization’s process for conducting background checks.	3.1 B		
7	The applicant provided a narrative description of one (1) or more completed projects (completed within the past three (3) years) that demonstrates the applicant’s experience providing services to families. Example(s) should demonstrate the applicant’s experience as it relates to the inclusion and participation of culturally diverse populations, implementation of primary child maltreatment prevention projects, and coordination of program evaluation including types of evaluations conducted, methodologies utilized and linkages of evaluation results with recommendations for program improvement.	3.1, C.		

Has the applicant proposed any changes to the ODJFS model grant agreement attached to this competitive document for use in the event of its selection for this project? Requested changes to the model agreement have no effect on an applicant’s score. However, any such requested changes must be approved by ODJFS/OCTF either as requested or following a process of negotiation. At the sole discretion of ODJFS, any proposed changes to the ODJFS model agreement that cannot be accepted or negotiated without causing undue delay (as defined by ODJFS) in the execution of a grant agreement may result in the disqualification of the applicant and its submission.	Yes; changes proposed?	No changes proposed?
If changes were proposed by this applicant, are those changes such that ODJFS disqualifies the applicant?	Disqualified	NOT Disqualified

PHASE II: Criteria for Scoring the Technical Application

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by the OCTF. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA/Technical Application, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirement

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”- A particular RFGA requirement was not addressed in the applicant’s proposal, **Score: 0**

“Partially Meets Requirement”-Applicant proposal demonstrates some attempt at meeting a particular RFGA requirement, but that attempt falls below acceptable level, **Score: 6**

“Meets Requirement”-Applicant proposal fulfills a particular RFGA requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

“Exceeds Requirement”-Applicant proposal fulfills a particular RFGA requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

A technical application’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying application. Technical applications which do not meet or exceed a total score of at least 145 points (a score which represents that the applicant has the capability to successfully perform the program services) out of a maximum of 256 points, will be disqualified from further consideration, and its program budget will not be considered. Only those applicants whose Technical Applications meet or exceed the minimum required technical points will advance to PHASE III of the application score sheet.

ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
Organizational Experience and Capabilities (Provide information on partner, subcontractor, and key staff experience and capabilities, as appropriate.)							
1	Applicant provided a detailed description of the applicant’s qualifications and history of the applicant, as well as any relevant and current accreditations, standards and/or certifications that the applicant possesses.	3.2, A.	1				
2	Applicant provided a detailed description of the applicant’s experience providing services and supports to vulnerable children and families. Please be specific as to types of services provided, as well as if the applicant has any prior experience delivering primary prevention services..	3.2, B.	2				
Key Staff Experience and Capabilities (Profiles and resume(s) must be included for all persons proposed for key positions.) Program Lead may also serve as Program Outcome Manager.							
3	The applicant has provided an organizational chart of key staff, including any subgrantees (if known) and community partners, their relevant work experience, and the duties they will perform in this project.	3.3, A.	1				
4	The applicant Identified, by position and name, those staff considered key to the project’s success. Applicants must provide whether identified staff are trained in the proposed curriculum or if training is required prior to implementation. If applicants’ proposed curriculum/program offers formal training, but does not require it, preference will be given to vendors who have completed the formal training. If key staff will be hired through the project, please attach a (1 page) job description and/or training requirements for eligibility.	3.3, B.	1				
5	If the project requires collaboration, then applicants must provide a list of project partners, as well as letters of support from collaborative partners. A letter of support must be provided from each relevant partner (i.e. if the project partners with local schools, include a letter from school administration staff confirming support).	3.3, C.	1				
ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
Technical Work Plan/Project Outcomes							
6	The applicant has provided a description of your proposed primary child abuse and/or neglect prevention program. Applicant should indicate whether this project is a new or start-up program, or if the applicant is seeking funding to sustain the	4.4, A.	3				

	operations of a current program. If this project is based on an evidence-based and/or evidence-informed model as documented by nationally recognized best practice clearing houses, such as the California Evidenced-Based Clearinghouse for Child Welfare please provide information pertaining to that model or a valid link to a program resource page. Innovative approaches are also encouraged but should be informed by evidence. This evidence should be included in the response if an innovative program or strategy is proposed.						
7	The applicant described the proposed program's goals, activities, and outcomes for each activity.	4.4, B.	2				
8	The applicant described how the proposed program is responsive to an existing, unmet need identified for the community, county(ies), and/or area proposed to be served. Responses should include local data that supports this existing unmet need.	4.4, C.	3				
9	The applicant described the target population for the program and explained how the target population will be recruited and/or engaged to participate in the proposed program. Be specific as to age, gender, ethnicity and other characteristics of the population you intend to served.	4.4, D.	2				
10	The applicant provided the proposed number of individuals intended to be served by the program, as well as identified the county(ies) these individuals represent. As applicable, the applicant delineated between parents/caregivers, children, families, and/or professionals.	4.4, E.	2				
11	The applicant provided a clear, detailed timeline for the implementation of your program that includes: the program start and end dates; planned dates of hiring any new staff, if applicable; program reporting dates (i.e. monthly, quarterly, etc.); and evaluation timeframes and activity dates.	4.4, F.	1				
12	The applicant described how they will plan to evaluate the program for which you are requesting funding and what information you plan to collect. Performance measures should be concrete and state how the success of an objective will be quantified. For example, if you are using a pre or post-test for training professionals, please describe or provide a copy of the test utilized. At minimum, ensure response aligns with Section 4.1 Scope of Work, (C), as outlined in this RFGA..	4.4, G.	2				
13	The applicant discussed how the program builds upon or strengthens existing community resources for continued sustainability after the grant period concludes. The response can include specific information regarding community collaborations, in-kind contributions, financial support, staffing, training, and/or organizational changes.	4.4, H.	2				
14	If interested, the applicant should indicate whether, in the event other CACs are not interested in this opportunity, your program could benefit from additional funds. Your response should detail how you would utilize additional funds to bolster services as part of the proposed project.	4.4, I.	1				
Proposal Organization							
18	The applicant has submitted an application which complies with the specified submission format.	6.2	.50				
19	The applicant has submitted an application which complies with the page limits as specified in the Application.	6.2	.50				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
TOTAL SCORE:							

Based upon the Total Application Score earned, does the applicant's application proceed to the Phase III evaluation of its Program Budget? (Applicant's Grand Total Application Score must be at least 145 points.)

Yes _____ No _____ (If "No," Applicant's Program Budget will not be considered.)

PHASE III: Criteria for Considering the Proposed Budget

PHASE III. — Program Budget Evaluation		Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
1	The applicant has submitted a fully completed Program Budget for their proposed program.	3				
2	The applicant has submitted a budget narrative that describes the costs and provides any necessary calculations for each budget line item and if indirect costs have been included, the applicant has provided a copy of their current approved indirect cost plan.	2				
Column Subtotal of "Partially Meets" points						
Column Subtotal of "Meets" points						
Column Subtotal of "Exceeds" points						
PHASE III. TOTAL SCORE: [50 max. allowable points]						
APPLICANT'S GRAND TOTAL SCORE [Phase II + Phase III. pts.]:						

Attachment D

Project Budget Form

ATTACHMENT D:
Project Budget Form and Instructions
Page 1 of 4

Part I – Budget Template

On this Project Budget Form, applicants are to propose their firm, fixed, all-inclusive cost for SFY 2022 and SFY 2023 to implement the project as intended. The proposed prices for each budget item are to represent the entire cost the applicant offers for the full and successful completion of the project for each SFY. The sum of the proposed cost for each budget category to be performed under the resulting grant agreement will be the applicant's total cost for successful completion of the work described in the RFGA.

The agreement period is expected to run from approximately December 1, 2021 (anticipated date) through June 30, 2023.

The total grant award for the selected application will be for the full duration of the project, from the award date through the termination date and any subsequent renewals, if applicable. Compensation will be made payable at successful completion of each respective grant activity and approved invoice.

Each applicant may request up to \$12,500 per each SFY. A separate budget form for each SFY must be completed as contained within this attachment.

The selected grantees may keep up to 10% of the award to cover their administrative costs. This 10% administrative cap includes, but is not limited to, all costs related to the administrative activities of the project including personnel salaries, fringe benefits, vacation, holiday pay, sick leave, other paid leave, pension plan, group insurance, compensation insurance, payroll taxes, repair and maintenance, employee-related expenses, supplies, communications, leases, depreciation, sales taxes, facilities, utilities, fiscal processing, etc.

ATTACHMENT D:
Project Budget Form
 Page 2 of 4

Expenditures Description-Please list expenditures for each budget category for SFY 2022 (December 1, 2021 – June 30, 2022)	
Personnel Services	
Personnel costs for each of the people whose time is spent working directly with the service/program should be listed here; include fulltime and part-time staff, consultants and trainers. Please list fulltime equivalency (FTE) units for each position (i.e. 1 FTE=40 hours)	
Explanation:	Total Amount Requested
Service/Program Materials and Supplies	
Includes costs of any program related materials or supplies such as curriculums, brochures, training materials, books, videotapes, etc. Transportation assistance (i.e. gas cards) for program participants and/or child care expenses may be included in this category. Please note that if the proposal includes the purchase of any educational toys, they must be <i>directly related</i> to carrying out the program or delivering the service. Please provide the estimated number of material to be purchased, along with the unit cost of each item.	
Explanation:	Total Amount Requested
Travel	
Includes any associated travel costs which are relevant to the service being proposed. Reimbursement for travel-related costs may not exceed the rate limits identified on the Allowable/Unallowable Expenditures Guidance document.	
Explanation:	Total Amount Requested
Other	
Provide a description of indirect costs or administrative fees, which are capped at 10%. Provide any other expenses that are not personnel, service/program materials and supplies, or travel with a description of each expense.	
Explanation:	Total Amount Requested
Budget Summary	
Please list the total amount requested from each category above.	
	Total Amount Requested
1. Personnel Services	
2. Service/Program Materials and Supplies	
3. Travel	
4. Other	
Total Budget	

ATTACHMENT D:
Project Budget Form
 Page 3 of 4

Expenditures Description-Please list expenditures for each budget category for SFY 2023 (July 1, 2022 – June 30, 2023)	
Personnel Services	
Personnel costs for each of the people whose time is spent working directly with the service/program should be listed here; include fulltime and part-time staff, consultants and trainers. Please list fulltime equivalency (FTE) units for each position (i.e. 1 FTE=40 hours)	
Explanation:	Total Amount Requested
Service/Program Materials and Supplies	
Includes costs of any program related materials or supplies such as curriculums, brochures, training materials, books, videotapes, etc. Transportation assistance (i.e. gas cards) for program participants and/or child care expenses may be included in this category. Please note that if the proposal includes the purchase of any educational toys, they must be <i>directly related</i> to carrying out the program or delivering the service. Please provide the estimated number of material to be purchased, along with the unit cost of each item.	
Explanation:	Total Amount Requested
Travel	
Includes any associated travel costs which are relevant to the service being proposed. Reimbursement for travel-related costs may not exceed the rate limits identified on the Allowable/Unallowable Expenditures Guidance document.	
Explanation:	Total Amount Requested
Other	
Provide a description of indirect costs or administrative fees, which are capped at 10%. Provide any other expenses that are not personnel, service/program materials and supplies, or travel with a description of each expense.	
Explanation:	Total Amount Requested
Budget Summary	
Please list the total amount requested from each category above.	
	Total Amount Requested
1. Personnel Services	
2. Service/Program Materials and Supplies	
3. Travel	
4. Other	
Total Budget	

ATTACHMENT D:
Part II—Cost Narrative
Page 4 of 4

Applicants must attach a succinct cost narrative to explain and justify costs, and to submit it as part of the Project Budget. All costs must be allowable as indicated on the OCTF's Allowable/Unallowable Guidance document. A Cost Narrative may be advisable to explain any costs which the applicant has chosen to combine, to explain how hourly rates were achieved, or to make the connections between costs and the technical proposal.

If interested, please this cost narrative should indicate whether, in the event other CACs are not interested in this opportunity, the applicant's proposed program could benefit from additional funds. This response should detail how you would utilize additional funds to bolster services as part of the proposed project.

Appendix A

OCTF Allowable and Unallowable Form



Ohio Children's Trust Fund

Ohio's Prevent Child Abuse America Chapter

Ohio Children's Trust Fund Allowable & Unallowable Expenditures Guidelines

Part I: Allowable Expenditures List

Purpose: The following list is to be used as a guideline for acceptable purchases and expenditures. Please note that the list does not include every purchase(s) or expenditure(s) that is allowable with Ohio Children's Trust Fund grant dollars. If you have a question about an expense not on this list, please reach out to the Ohio Children's Trust fund for clarification by emailing OCTFGrants@jfs.ohio.gov.

In addition, the following requirements must be met for all purchase(s) and expenditure(s):

- 1) All costs must be incurred during the state fiscal year.
- 2) All expenditures must directly relate to the service of conducting primary and/or secondary child abuse and neglect prevention strategies within the community.

Consultation Services: This includes any individual conducting contract work on the service provider's behalf and may include, but is not limited to the following:

- ✚ Trainers
- ✚ Speakers
- ✚ Computer Technicians
- ✚ Therapists
- ✚ Interviewers
- ✚ Nurses

Family Outreach and Service Support: The total amount of expenditures for this category cannot exceed 5% of the total costs to provide services. This is inclusive of providing both food and beverages, as well as incentives. For specific guidance within those categories of allowable expenditures, see below:

Food and Beverages: The purchase of food and beverages is only permitted for the purpose of supporting family/parent engagement at events that relate directly to a program or strategy. Examples of events that may provide food and/or beverages:

- ✚ Parenting Classes
- ✚ Training Events for Parents, Children, or Families
- ✚ Parent Focus Groups

Please Note: Food and Beverages are not an allowable expense for staff or professional trainings or events.

Incentives to Promote Family/Parent Engagement: This includes small (\$25 or less) incentives and/or rewards to support and encourage parents, families, and children to participate in a service, training, or event. Examples of incentives:

- ✚ Grocery Store Gift Cards
- ✚ Other – Must be pre-approved by OCTF Program Manager



Ohio Children's Trust Fund

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Lodging and Travel: This includes expenditures for service providers, staff, and consultants to travel to work-related meetings, trainings and events.

- + Hotel and Lodging – Up to maximum reimbursable rate plus applicable taxes per [GSA rate](#)
- + Per Diem – Up to maximum reimbursable rate per [GSA rates](#)
- + Mileage – Up to maximum reimbursable rate per [State of Ohio Office of Budget and Management](#)
- + Other – Airfare, railway fare, bus fare, rental cars, etc. if pre-approved by OCTF Program Manager

Personnel Costs: This includes salary and fringe benefits for staff, consultants, contractors, service providers, etc.

Printing Costs: This includes costs associated with printing materials for training, promotion, outreach, or other OCTF – related functions.

Training Related Expenses: This includes any costs associated with holding a training event. Examples may include, but are not limited to the following:

- + Registration Fees
- + Rental Fees for Conference Rooms, Meeting Space, State Offices
- + Equipment Rental
- + Other - Must be pre-approved by OCTF Program Manager

Supplies/Equipment: This includes any reasonable expenses for supplies and/or equipment necessary to conduct OCTF – related functions. Examples of allowable purchases include:

- + General office supplies and equipment
- + Computer Equipment
 - o While purchasing and leasing equipment are both allowable, requests to lease equipment must be the most economical choice and be pre-approved by OCTF program manager.
- + Computer Software
 - o For computers located at/operated by service provider
- + Furniture or Materials
 - o i.e. Desks, chairs, tables, cabinets, etc.
 - o Must be pre-approved by OCTF program manager.

Other Costs/Miscellaneous:

- + Transportation Assistance
 - o i.e. Gas cards, bus/taxi vouchers, etc.
- + Childcare
- + Postage Costs
- + Publications and Periodicals (i.e. journals, advocacy related, managerial)
- + Publicity and Promotional Items (i.e. brochures, signs, ads, etc.)

Indirect Costs: The maximum indirect rate for OCTF cannot exceed 10% of program and/or project costs.



Ohio Children's Trust Fund

Ohio's Prevent Child Abuse America Chapter

Part II: Unallowable Expenditures List

Purpose: The following list is to be used as a guideline for unacceptable purchases and expenditures. Please note that the list does not include every unallowable purchase(s) or expenditure(s). *Any expenditure that is not directly related to the delivery of a primary and/or secondary child abuse and neglect prevention strategy within the community is not reimbursable with Trust Fund dollars.* If you have a question about an expense not on this list, please reach out to the Ohio Children's Trust fund for clarification by emailing OCTFGrants@jfs.ohio.gov.

Lodging and Travel: The following expenses related to lodging and travel are not reimbursable.

- + Recreational trips during a conference (i.e. from training center to mall or restaurant)
- + Cancellation fees or ticket exchange fees
- + Hotel/Lodging Incidentals (i.e. telephone, internet, laundry, movies, etc.)

Personnel: The following personnel expenses are not reimbursable.

- + Dual compensation of salaried employees
- + Stipends for attending training
- + Bonuses or incentives
- + Salary for employees or consultants for time spent lobbying or fundraising

Training: The following training-related expenses not reimbursable.

- + Cancellation or attrition fees

Rent/Utilities: The following rent/utility related expenses not reimbursable.

- + Late fees
- + Indirect costs
- + Administrative fees

Other: Below is a list of additional unallowable expenses.

- + Any activity related to lobbying or fundraising
 - o i.e. payments to finance related or complementary project activities
- + Land acquisition
- + Corporate formation fees and non-profit incorporation fees
- + New construction and/or routine renovations
- + Remodeling
- + Mortgages and/or capital campaigns
- + Vehicle purchases
- + Refrigerators (unless used for medical purposes or pre-approved by OCTF Program Manager)
- + Websites i.e. to develop a website to accompany a program, or to maintain/enhance an organization's current website



Ohio Children's Trust Fund
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Additional Questions?



07:59:03 Because I want to thank you Jasmine. I want to be respectful of everybody's time this afternoon. I do know a couple other people have registered so we might have some additional folks hopping on today.

07:59:19 I'm going to go cameras off because I think it is way too hard to manage slides and everything else on top of staring at yourself, but you know feel free to go cameras on cameras off.

07:59:33 It's whatever you feel comfortable with this afternoon.

07:59:37 So thanks again for joining us for the Ohio Children's Trust Fund Children's Advocacy centers primary prevention services grant application, non mandatory q amp a webinar.

07:59:51 My name is Nicole Silman and I am chief fiscal and program planning with the trust fund. And we also have a couple of other Trust Fund staff on this webinar as well and I'm just gonna give a verbal shout out to them.

08:00:07 So Jasmine Hall, who is our administrative professional she's behind the scenes managing all of our zoom techniques today. And if you drop anything in the chat and if I you know seem to miss it.

08:00:21 She'll definitely call me out on that we have Eric Gonzalez, who is a program manager with the trust fund as well as Renee Whitfield who is a program manager with the trust fund.

08:00:33 And then, Lindsey Williams, who is the executive director of the trust fund. And then I see a couple representatives who I believe are from child advocacy centers, Kara Hillary and Laura and I'm hope I'm pronouncing that correctly.

08:00:51 And so we are going to get started.

08:00:56 And so today what we really want to do is provide an overview of this funding opportunity. And so I'm hoping that you obviously received the email that we sent out to sign up for the webinar for this funding opportunity, but this is actually the rerelease

08:01:15 of this funding opportunity and we had initially set this up, I believe, at the end of July or the beginning of August, and we received low response rate for that.

08:01:30 And so we wanted to provide the opportunity to really walk through what the funding opportunity is all about eligibility criteria, some new things pertaining to accessing the application and be attachments.

08:01:46 This looks a little different than some past funding opportunities released by the trust fund and we'll explain that process in the why. And then just to walk through the application sections and attachments and hopefully alleviate any questions, concerns

08:02:03 about what actually needs to be completed what this looks like. And then answer any questions that you all may have.

08:02:12 So feel free today to type your questions in the chat I do have it pulled up on a different screen so I should be able to catch those as they're coming in.

08:02:22 The question is do you need to pertain to the funding opportunity. And the reason we're doing the chat is because we want to document that so that we can provide that to others who weren't able to join us today.

08:02:40 So for webinar logistics, I'm, you know, as we've mentioned, you're all being placed in listen only mode with your lines muted.

08:02:49 If you have questions again type them in the chat. I'm going to pause, Feel free to jump in if you have, you know, and jump in the chat and, you know, based on any section that we're walking through today, so that we can address it as we're going through

08:03:05 that specific section, and then a reminder, this is being recorded with the intent to post on our website. As always, there can be some tech issues and so it's not guaranteed but that is our intent to have this I'm saved and post it up on the state of

08:03:20 Ohio procurement website.

08:03:25 So overview of the funding opportunity.

08:03:29 So as I mentioned, This is a rerelease for Children's Advocacy centers to support the trust funds mission in preventing child abuse and neglect they're investing in strong communities Healthy Families and safe children.

08:03:45 And so the responsibilities of the selected applicants will be to implement primary prevention services and alignment with the requirements outlined in this request for applications.

08:03:57 And the CTF will award funding, only to qualified ca sees that provide direct services and supports to families throughout, Ohio.

08:04:07 This opportunity is only open to CAC that are fully accredited by the National Children's Alliance

08:04:17 for background for this funding opportunity, Ohio revised code, allows each Children's Advocacy Center to annually request funds from the Children's Trust on board to conduct primary prevention strategies.

08:04:33 And for some folks who I know have been around for a little bit of time you may remember this opportunity from about a decade or so ago, where we did have funding to support this initiative from 2010 through 2012, where the CTF board allocated nominal

08:04:53 amount of funding to support primary prevention activities to individual CAC on an annual basis as outlined in statute.

08:05:04 Due to funding constraints at that time that carry through present date, the board, made the decision to not continue offering this opportunity until additional funding was secured.

08:05:15 We have secured that additional funding, and so beginning and this state fiscal year through next fiscal year which ends, June, 30 2023. The Octa F is once again, able to support accredited CAC and their activities to provide primary prevention services.

08:05:40 As part of this project, the trust fund is looking to award funding, up to 12,500 per each state fiscal year to eligible CAC is for the purpose of conducting primary prevention strategies within the Community Edition know Additionally, if not all CCC

08:06:00 apply for funding the CTF may increase individual awards for interested grantees who indicate their project could utilize additional funds.

08:06:10 So as we're thinking about projects as part of this funding opportunity when we say primary prevention strategies. This is actually defined in the trust funds hi or revised code section, which are activities and services provided to the public, designed

08:06:28 to prevent or reduce the prevalence of child abuse and neglect before signs of abuse and neglect can be observed.

08:06:38 And so the trust fund is interested in funding solid proposals that reach families with evidence based or evidence informed services as well as those service providers who demonstrate an innovative approach to serving families.

08:06:51 And so I just kind of want to pause.

08:06:56 On this page, and, you know, just make sure everybody who's joining us today is clear that you know there are primary prevention evidence base or evidence

informed program models or practices.

08:07:09 You know that entities can submit for funding request.

08:07:12 But this opportunity does provide for innovative approaches as well, you know, so long as they are, you know, based in research and have some practical ability and application to the prevention of child abuse and neglect.

08:07:31 And so just wanted to make sure that folks knew that this was both evidence based evidence informed, as well as innovative approaches.

08:07:45 All right. Alright, pertaining to, CAC eligibility criteria for funding to be considered for an award as a result of this RFA, the OC TF requires that applicants must meet all of the following qualification requirements.

08:08:03 The applicant must be an accredited Children's Advocacy Center with the National Children's Alliance children's, and then this provides a definition of Children's Advocacy centers, as well as their definition that's outlined in Ohio revised code.

08:08:23 And furthermore, which this information is all contained in the funding opportunity as well. This is actually the Ohio revised code section, which outlines the definition of a Children's Advocacy Center which means center operated by participating entities

08:08:41 within a county or two or more contiguous counties to perform functions and activities and provide services in accordance with the inner agency agreement entered into under Section 21 51.428 of the revised code regarding reports received under Section

08:08:59 21 51.421 of the revised code of alleged sexual abuse of a child or another type of abuse of a child that is specified in their memorandum of understanding that creates the center as being within the center's jurisdiction and regarding the children who

08:09:15 are the subjects of the report.

08:09:18 And I apologize for that long winded read the definition.

08:09:23 And so to meet this definition the CAC must adhere to the following.

08:09:28 So the CDC must have an executed memorandum of understanding to establish your Children's Advocacy Center in accordance with section 2151 46 of the Ohio revised code.

08:09:43 The center must have established an inter agency agreement to assemble a multidisciplinary team to conduct joint investigations in accordance with the section of oversee the center must have established a written agreement with a fiscal agent that will

08:10:01 manage funding in the center agrees to provide primary prevention services, as defined in the Ohio revised code section of the trust fund that speaks to primary prevention services.

08:10:19 All right.

08:10:20 So how to access the application and attachments.

08:10:26 So this is where we get into our process in our forums looking a little different, and revised in comparison for those who have worked with the trust fund in the past, related to the applications that we've offered on our website.

08:10:46 And so, beginning in state fiscal year 2022. The Octa must utilize od JFS procurement process and ensure all funding opportunities are posted on the state of Ohio procurement website.

08:11:01 And the reason for this is the trust fund it sits within od GFS is Office of families and children, where ODJFS serves as our administrative agent.

08:11:16 And

08:11:16 as the state is moving to more standardization and consistencies and processes and procedures.

08:11:23 We are no longer offering our funding opportunities on the trust funds website and through our separate application forms.

08:11:35 And now must adhere to od JFS is Office of contracts and acquisitions procurement process for all grants and contracts in any funding opportunities that we are releasing.

08:11:52 And so, if you're not familiar with the state of Ohio procure my website. The link is provided here in this is what the homepage looks like.

08:12:05 And then, opportunities can be searched by clicking on the bid opportunity search on the right side menu.

08:12:16 In, you will be taken to a search page where you can type in the keyword CTF, or the agency or you can just search for all opportunities.

08:12:28 And if you're specifically looking for this one.

08:12:32 The opportunity will populate, and then interested applicants should select the link under document bid number, which is circled on this screen that you see the OC TFR 20 220-322-0004 are.

08:12:50 And so when you do that, it takes you to the dedicated page for the funding opportunity. And so this is where you'll see when it was posted when it's anticipated that responses are do which is indicated as the opening date, and then the estimated award

08:13:08 dates and then the associated PDF files, where the document is that's where the actual PDF file of the funding opportunity is contained.

08:13:23 And so what we want to spend most of our time with this afternoon is really walking through the application sections and attachments. We recognize that by undergoing this new kind of process and format and structure for our application that this can be

08:13:43 very overwhelming and daunting for you know service providers and vendors across the stage you may not be familiar with completing state of Ohio procurements.

08:13:56 And so we really wanted to take the time today to kind of chunk out the different sections within the application clarify what's being looked at clarify what's required what information is contained where and how to format the submission of an application.

08:14:15 It looks like a lot in, we recognize that and so I think by having this kind of presentation and walk through.

08:14:25 You can kind of see what is more of that.

08:14:29 Like, legally is information that goes with funding opportunities versus what is actually being required to submit.

08:14:38 And so as I mentioned, it is a lot of sections contained within the RFGA, and so currently there are 10 sections.

08:14:49 And we're going to walk through each one and kind of highlight what's within each and then at the end I'm going to pull up some of the different attachments and then he uses to walk through those as well.

08:15:03 So section one is really, it's that information that I provided at the beginning of this walk through just the general purpose information.

08:15:15 You know what is the background, what are we looking to fund. And so really applicants can refer back to this section for clarification pertaining to what types of projects the trust fund is interested in funding, but it's really just the general purpose

08:15:28 of the procurement opportunity

08:15:34 section to procurement process and information.

08:15:39 This section provides all pertinent application dates information pertaining to the question and answer process.

08:15:48 Description of communications prohibition, and timeframes and funding available.

08:15:55 So for those interested The deadline for this opportunity is Monday, October 25 at 3pm Award notification is anticipated for Friday, November 12, and implementation period for this funding opportunity would begin December 1 of 2021 through June 30 of

08:16:19 2023.

08:16:21 So it is about a 19 month project period.

08:16:26 Upon award.

08:16:29 So, each eligible child Advocacy Center can apply for an amount, up to 12,500 each say fiscal year.

08:16:38 And then as I mentioned previously, there is a question asking, CA sees, whether or not they could utilize an allocated funds should other accredited CCS choose not to pursue this funding opportunity.

08:16:54 And then if so, identified the additional amount of funding to be utilized based upon applications received the OC TF may increase individual awards if unallocated funds are available.

08:17:09 And then we just wanted to point out that no matching funds are in kind contributions are required.

08:17:15 So essentially, for the amount of funding that the CTF board was able to allocate this to this funding opportunity. We looked at potential eligible CAC is divided that up and came with an amount of up to 12,500 per each state fiscal year.

08:17:33 We do recognize that not all ca C's are interested in this opportunity.

08:17:41 And so we were anticipating that from the beginning, which is why we want that opportunity to give you know some CAC some additional unallocated funds.

08:17:53 If there is a balance remaining so that you can really bolster the projects that you all are choosing to implement. We know \$12,500 is is not a lot of money to do this work and so wanted to make sure we included that process to receive some additional

08:18:11 on allocated funds should have become available.

08:18:18 So for section three applicant experience and qualifications.

08:18:24 This is an important section to look at, make sure you understand, because there are some mandatory pieces that must be submitted as part of the application.

08:18:36 And so section 3.1 mandatory qualifications.

08:18:42 If applications do not meet all of these qualifications, they will be disqualified from further consideration.

08:18:50 And so within this proposal. And again, we'll pull up some of these documents later.

08:18:56 There are three questions pertaining to mandatory qualifications that applicants must address in a narrative format. And as I mentioned, if that section is not completed per the you know the GFS process.

08:19:15 Applicants cannot move on to the next level of review. And so it is very important that these mandatory qualification questions, be addressed.

08:19:28 Section 3.2 applicant experiencing capabilities. This is really just a narrative pertaining to applicants qualifications history, and then experience which is provided.

08:19:46 And the narrative response to this section, and then same with section 3.3

staff experiencing capabilities. It's a narrative response pertaining to organizational structure key personnel.

08:19:58 I think there's a table of org, that is submitted as part of this section.

08:20:04 And so to belabor the point, the most important thing is really making sure applicants review those mandatory qualifications and submit that

08:20:20 section for technical work plan and project outcomes.

08:20:26 Um, so this is broken up into four sub parts to be completed as part of the actual proposal, and really section four is kind of the meat and potatoes of what is the project intended to do, who is being served.

08:20:43 And how are you going to do it.

08:20:46 So as part of the application the response to this section is really the the bones of the application section 3.1 speaks more to the organization section for section for is really the project.

08:21:03 And so, as part of 4.1 applications must ensure alignment with the scope outlined below. So, all projects must be designed specifically to prevent or reduce child abuse and neglect.

08:21:17 And as I mentioned, projects may be evidence based or evidence informed, or may be innovative approaches based on evidence, no funding can be used to provide direct victim services.

08:21:33 Per the Ohio Children's Trust friends, Ohio revised code sections to trust fine can only support two primary and secondary prevention, which means that individuals who participate in programming to not have a known prior substantiated case of abuse or

08:21:56 neglect or a known currently open case of abuse or neglect.

08:22:06 And I do just want to add that this is self reported, or if they're known the requirement is not to, You know, check with your county Children Services.

08:22:21 Typically it's all through self reports so I just I wanted to add that piece in there as well.

08:22:46 Projects must comply with Trust Fund branding standards and include those CTF logo, and then project reports mess include number served can be a resident success stories, and then results from any evaluation tools that are implemented.

08:22:50 So for the project target population. Applicants must identify the target for this brand, which must comply with those eligibility pieces that I outlined on the previous slide, but it can reach families professionals, community members.

08:23:10 And then the selected applicants make spam service areas as possible and upon approval. If you've realized your project can, you know, reach into some other communities.

08:23:21 Some other target areas, and that is permissible as well.

08:23:25 And then applications must identify the number of participants to be served per county during the life cycle of the grant.

08:23:35 And just to clarify, it's fine if applications, only serve one county as well we just want to know, you know the number of participants by county, essentially, so I know there are a couple CCS who work with multiple counties and so I wanted to clarify

08:23:57 that piece.

08:24:04 And so section, 4.4 is the information pertaining to the narrative of what applications and applicants are actually writing up instant meeting as part of their application.

08:24:20 And so these are the questions that would be responded to an in narrative format and submitted as part of the application.

08:24:35 In so it speaks to description of their primary prevention program in indicating whether it's a new or startup, a description. The proposed programs schools activities and outcomes description of the need for the program, including local data to support

08:24:56 that mean the description of the target population with an explanation of recruitment tactics specifics as to age, gender, ethnicity and other characteristics are to be included

08:25:14 Under provision of the proposed numbers of individuals to be served per county delineating between parents, caregivers, children, families and or professionals, a clear detailed timeline for implementation.

08:25:31 Description program evaluation with performance measures in a description of existing or enhancement of resources for sustainability.

08:25:43 And then I is where is interested.

08:25:47 The willingness to accept an allocated funds with how those funds would be used.

08:25:52 And so in this entire, you know, large PDF file that section I'm going to go back to Section 3.1 through 3.3, is where the narratives pertaining to organizational information is provided.

08:26:10 And then

08:26:14 4.4 is where the narrative pertaining to the proposed project and work plan is provided.

08:26:22 Instead, those are really the sections to focus on for the narrative. For the application.

08:26:36 And so moving along through the application.

08:26:43 Section five is really speaking to those conditions and other requirements that applicants agreed to by submitting a response to the funding request.

08:26:54 A lot of these conditions and requirements are outlined in the grant agreement document that is also included as an attachment to this opportunity.

08:27:07 So this is a lot of the leaves information and some information about

08:27:15 can communication ends and stuff like that so it's important just to review these, because you are agreeing to these when you submit a response.

08:27:29 And then section six instructs the applicants how to format in submit their application.

08:27:38 And so 6.1 instructs where and when to submit an application.

08:27:46 And I do just want to acknowledge, I can hear my

08:27:50 dog snoring underneath me so I'm sure you all can as well. So, just in case you're wondering what the noise was, um, let's so we are having applicants submit the email to the OC TF grants@jfs.ohio.gov email account.

08:28:10 This is monitored on a daily basis.

08:28:15 And we feel like it is the best avenue to submit grants to make sure that we don't misplace any files and applicants should include in the subject line, the solicitation number and solicit solicitation title, just so that we're aware what this funding

08:28:36 is for we have a couple other funding requests. At this time, and so want to make sure that we kind of file them off in the right direction.

08:28:46 And then as a reminder The deadline is

08:28:51 October 25 at 3pm.

08:29:04 Applications receive after this date and time will not be reviewed. Furthermore, you cannot meal or fast stacks or submit applications in any other format or submit things after the fact.

08:29:10 We do need this all kind of submitted together in one email by the October 25 date.

08:29:23 Section 6.2 is now providing that guidance as to how do you package this all up.

08:29:31 We walk through all of the different sections and criteria. And I know we've received questions on, where's the actual application.

08:29:40 And so this is really important to review pertaining to, you know, how do you format this and what exactly are you submitting.

08:29:50 And so application should be formatted in the following order not to exceed at 25 pages, which excludes tab one and tap, five.

08:30:02 And

08:30:02 send the tab the reference to the tab speaks to kind of old school actual paper binders and I know everything has gone.

08:30:12 electronic now and so, you know, as we've been receiving applications, you know, a file can be called like one file can be called tab one another file can we call tab two is just so long as we can kind of differentiate these different sections and track

08:30:30 that all of the required pieces were submitted so I wanted to provide some clarification about the tabs.

08:30:39 As we've been adjusting to electronic everything there's still some things that just haven't moved as quickly as others.

08:30:48 So tap one is really completion of required attachments. And again, I will pull up these attachments once we walk through all of this. So attachment, a contains required applicant information and certification documents.

08:31:06 This is a another mandatory piece of information that must be submitted. And so I just I want to reiterate that this is mandatory.

08:31:18 It must be included, and it is about five pages of forms that needs to be kind of filtering and its basic organization information.

08:31:31 Where does the work occur, different things like that so that is required. And so it's the standard affirmation and disclosure form banning the expenditures of off banning the expenditures of public funds on offshore services, which is also included in

08:31:50 that general information about the organization.

08:31:56 So tap to or, you know, file document to.

08:32:02 This is really speaking to that organization application experience.

08:32:10 As I was explaining that's outlined in Section three, a couple slides ago. And so as a reminder 3.1 are those mandatory three pieces of information to submit for mandatory qualifications, and then applicant experience and staff experience.

08:32:30 And this is all kind of narrative explanation of how the entity meets the these different criteria and qualifications, so there's no physical template to use for this, it's just using the section headings and the subsequent you know 3.1 a 3.1 be 3.1 C,

08:32:57 to provide a narrative response that would address the components of tap to 08:33:05 four tap three. This is then the technical work plan in Project outcomes that we walk through and section four.

08:33:15 And again, this is a narrative description of the proposed project, inclusive of the target target population and the number served as outlined in Section 4.2 through 4.4.

08:33:28 And again, it's a narrative that just makes sure you address, you know, 4.4, a 4.4 be 4.4 C and kind of using that as your kind of running tally running

tracker of responding to each section that says described the project, described the target described

08:33:51 in the end, those are just narratives that are kind of drafted to address each section

08:34:02 tab for is the project budget, there is a budget form that is provided as an attachment, and we'll get to that so that one there is a form that you can utilize to complete for your budget, and then tap, five is any other examples, or anything else.

08:34:23 you know the applicants are interested in submitting along with their grant application.

08:34:30 So I know we're going to show the attachments, but that was a lot of information.

08:34:36 So I am going to pause, see if there's any questions related to kind of what it looks like to complete an application, because there's no application template.

08:34:48 It's really just looking at each section and the sub sections and writing a narrative to support that.

08:35:05 Alright. And feel free to, you know, put something in the chat if you're writing, and it doesn't pop up right now and I can go back to that as well.

08:35:17 And so for evaluation and selection. There are three phases for the scoring process.

08:35:25 So there will be an application review team. And as part of phase one, this is really going through that initial qualifying criteria so all of those pieces where I said, this must be submitted this is mandatory on the scoresheet it's basically a, did

08:35:43 they do it yes or now to move on from phase one

08:35:50 phase two, is the actual scoring of the narrative of what was submitted, and so on the scoresheet it has doesn't meet personally meets meets and exceeds and when you tally all of that up.

08:36:05 This funding opportunity is a maximum of 256 points and applicants must achieve a total of 145 to qualify for consideration.

08:36:17 And then phase three.

08:36:19 You know if applicants have met that 145 minimum then they move on to phase three, where the project budget is reviewed.

08:36:30 And because this is an opportunity as outlined in Ohio revised code that goes to the board, the proposals who meet the minimum criteria are presented to the Board, who will then either approve or deny the recommended applications.

08:36:49 And so I did just want to make sure everybody was aware that it is the CTF board who approves this funding opportunity. And so that November 12 dates coincides a couple of days after the November board meeting where this would be reviewed.

08:37:13 There is a protest period after the award of the agreement.

08:37:19 All of the information pertaining to how to file a protest is outlined within that section of the RFP file.

08:37:31 I have to just remind everybody that the OCTF is under no obligation to issue an agreement as a result of the solicitation if in the opinion of the CTF and the application review team.

08:37:44 None of the applications are responsive to the objectives and needs of the trust fund, and the OC chap reserves the right not to select any application should know CTF decided not to proceed or based on continue to build the Libya funding.

08:38:00 Ok, and now we're going to get to the attachments and their uses.

08:38:05 And I'm going to go, just go through these slides fast because I actually have the attachments.

08:38:10 And so this is attachment, a win this is included within that large PDF file as well. And so it has two distinct and different sections and both sections must be completed included as part of that tab one of the proposal.

08:38:27 As a reminder tab one does not count towards that page limit.

08:38:32 And so we have the required vendor information, as well as location of business, which is the standard affirmation form.

08:38:42 So for those who completed a state of Ohio, or an OT GFS picture man before this looks should look familiar.

08:38:49 The ODJFSRFPRLB is that those CTS are 2223 2204 are. It's basically the big number.

08:39:01 And then the due date is October 25, and then this really gets into just vendor information, you know name. if you have a supplier ID.

08:39:26 And anybody who does business with the state and now that I'm looking at this, that a website is incorrect. Um, it's supplier out ohio.gov and we will let our partners know that, but anybody who does business with the state of Ohio.

08:39:34 If you're awarded a grant you will need to have an open ID DUNS number this opportunity is funded with federal funds. And so any entity would need to have a DUNS number.

08:39:46 And then address.

08:39:49 You know who's responsible for this.

08:39:53 And then authorized individual.

08:39:58 And then information pertaining to whether or not the vendor is a

08:40:07 certified MBE.

08:40:10 Some of these mandatory certifications are outlined in Section 10.

08:40:17 And again, this is very important that agencies, kind of read and review this, this really gets into some of like the requirements and, you know, sections to do business with the state so I just I wanted to call that out.

08:40:37 And then just more information pertaining to the organization

08:40:42 as outlined here.

08:40:45 And then a lot of kind of ethics certifications.

08:40:50 Question 13 speaks to the model contract, which is the next attachment I will pull up and that's attachment be, and whether or not the entity is proposing any changes to the standard language.

08:41:06 And then, ensuring that work is provided.

08:41:11 You know within the US. And then, that people attest to understanding everything that's contained in this.

08:41:22 So this is the location of business form, which is pursuant to an executive order about not doing business outside of the US and so this form needs to be completed in submitted.

08:41:40 And it's these two pages.

08:41:41 And so those five pages have a lot of words and it's a lot of information, and these five pages must be completed and submitted as part of the application.

08:41:52 and then provided as part of tab one

08:41:58 attachment be is the model grant agreement.

08:42:03 And so this is something. For those of you who, you know, have the legal office or somebody who reviews or your agreements and your contracts, you'll want to send this over and this is the standard Ohio Department of job and Family Services grant agreement

08:42:20 language, as I mentioned ODJFS serves as the trust funds administrative agent and so the draft, all of our agreements and we follow this model.

08:42:32 And so, if there's any changes to this you would just indicate that on that first document is part of attachment a, and let us know.

08:42:43 But this just provides you with information as to what that agreement is going to look like.

08:42:53 And then attachment see is the technical application score sheet.

08:43:00 And so this on provides applicants with an understanding of, you know, how is this being reviewed and scored, so that you can actually see what you need to address.

08:43:12 And as I mentioned, that first box is really speaking through that initial criteria. Did you meet Yes No. And so that's where you'll see, you know, five six and seven as part of 3.1, A, B and C.

08:43:28 Those mandatory narratives that I was discussing them must be completed.

08:43:36 to be considered for further review.

08:43:38 In addition to being submitted by the deadline and adhering to the certifications in the information outline and attachment a.

08:43:50 So all of those pieces that I've kind of beating the drum today on mandatory.

08:43:56 If we have a no for any of the sections.

08:43:59 It is not eligible to move on past this phase,

08:44:06 Phase Two is the actual scoring of the application.

08:44:11 And so, this is where you'll see, you know, the different sections that I've walked through today.

08:44:20 And whether or not at the application review team would score that as it doesn't meet all the way through exceeds. And so it kind of helps applicants organize.

08:44:33 You know the structure of the narratives of what they're submitting based on how it's being scored so that you can see how the application review team is essentially going to read these applications and score them.

08:44:49 And these sections, align directly with the content that is provided within our FDA.

08:44:58 And so they're all the way through 4.4, I as I was discussing, and then just making sure applicants submit to

08:45:09 you.

08:45:10 The format, and next year to that 25 page limit.

08:45:15 And so this will all be tallied, and I believe I said, 156, or 145. One of those is that the minimum score to move on. It was 145, the minimum score to move on and so applications that met that minimum would then have the budget reviewed.

08:45:37 And then this would constitute the final score for the funding opportunity.

08:45:47 And then the project budget.

08:45:50 As I mentioned the budget is kind of a template that applicants can utilize, and it's broken down by state fiscal year.

08:46:01 So the first day fiscal year, fiscal year, 2022 will run from December 1 2021 through June 30 2022.

08:46:15 And so, as part of this budget form will need to know, you know, personnel.

08:46:20 And if there's any program materials or supplies. travel if there's any other expenses, you know not to exceed that \$12,500 per the state fiscal year.

08:46:33 What is being requested.

08:46:36 And then additionally for steep fiscal year 2023 which will run from July

120 22 through June 20 June 30 2023 will need to know, kind of the allocation of funds within these different expenditure buckets as well.

08:46:56 The agreement would be for the full amount.

08:47:00 So if you apply for the maximum 12,500 each day fiscal year your agreements going to be for 25,000.

08:47:08 But the state operates on annual purchase orders, which is why we need the budget broken down by each state fiscal year.

08:47:17 And so then come July one of 2022, you would get a new purchase order for this new amount.

08:47:27 And then, you know, additionally, as part of the narrative.

08:47:32 There is that information pertaining to, if other ca sees or not interested. Could you benefit from additional funds, and then how would you utilize that funding.

08:47:46 And that's essentially so you know we know if you could utilize an additional you know for example \$10,000, you know, five might go to person. Now, another 2500 to supplies and materials, and that way we can kind of build that into the budget so as much

08:48:03 information as you can provide. If you're interested in additional funding will just help us better understand what you can do with it so you know if awarded and if this money is available.

08:48:15 We don't need to go back and forth and ask all those questions all over again.

08:48:22 And then just reminder that the trust fund does have an allowable and unelectable document. And so this just speaks to what's.

08:48:34 I'm expenditures are permissible, as well as those expenditures that are not permissible.

08:48:42 And the important thing to know about this document. Is it does not include everything.

08:48:50 because, you know, we obviously don't know all the possible things that folks may or may not, you know, want to fund and so on. This is really as a guidance to entities.

08:49:02 And, you know, we tell applicants to use their best judgment if they don't see something explicitly stated on this document, just to try to ensure that it does directly align to the service of conducting primary and secondary child abuse and neglect prevention

08:49:19 services, and that those costs can be incurred during the actual see fiscal year for which they're being requested.

08:49:34 And so we have about nine minutes left, to see if there are any other unanswered questions that folks may have after sitting through and listening to the breakdown of this funding opportunity.

08:49:51 So I'm going to pause and see if anything pops up in the chat.

08:50:19 In a question that we received so I just want to clarify it cannot be direct victim services or open CPS case. Yes, that is correct, it cannot be directed victim services or open CPS case.

08:50:47 I'm the correct website for folks and we will put that up with the slides as well should be supplier.ohio.gov.

08:50:58 And maybe somebody on my team can drop that into the chat as well.

08:51:03 So that, the link is there.

08:51:08 Thank you, Eric.

08:51:16 If the oops idea is not generated by the time of submission. Sometimes that

just doesn't happen.

08:51:24 That is fine as well. We work with grantees all the time I'm getting them set up and oh it's one of those things that makes the process go a little smoother if it's already there.

08:51:37 So just wanted to put that out there as well.

08:51:49 Otherwise I do not see any additional questions and so I'll give you all six minutes back to your afternoon. Um, I appreciate you all joining us this afternoon for this learning about this opportunity.

08:52:05 You know I hope if this fits within your agency in your organization. You know you submit an application, but definitely thank you for taking the time just to kind of walk through this and learn a little more about kind of the structure for what submitting

08:52:20 an application. Looks like these days.

08:52:25 So enjoy the rest of your day and hopefully you're someplace in Ohio with nice beautiful weather, and we look forward to talking to you all soon.