

and accountability through programmatic means.

b. Utilization of daily logs, statistical reports, etc.

c. Other security measures.

#### *D. Characteristics of Program Site*

Residential/Office Facility.

Applicants are required to set forth in detail comprehensive information regarding:

1. A physical description of the proposed facility including the proposed allocation of shelter and office space; and

2. Documentation that the facility meets all relevant zoning, licensing, fire, safety and health codes required to operate a residentially based social service program. Copies of relevant documents must be submitted at the time of application.

If a properly zoned, licensed, or inspected facility is not available at the time of application, the applicant must submit a report on the progress made in obtaining the appropriate documentation, as noted above. This report must consist of a description of the required documents, copies of correspondence to relevant local officials or offices from which they will be obtained, and the means and time-lines for obtaining the documentation.

#### *E. Community Support*

Applicants must identify those measures the agency will take or has taken, to assure and maintain community receptivity and support and/or reduce community opposition to the program.

#### *F. Client Services*

Applicants are required to describe, in a detailed and comprehensive manner, the following services and the methodology for service delivery:

1. Physical Care and Maintenance;
2. Routine and Emergency Medical/Dental Care;
3. Orientation;
4. Individual Counseling;
5. Group Counseling;
6. Acculturation/Adaptation;
7. Education;
8. Recreational, Social and Work Activities;
9. Visitation Procedures;
10. Access to Legal Services; and,
11. Family Reunification Services.

#### *G. Client Records*

Applicants must provide descriptive information regarding the development, maintenance and content of individual client case records, including a description of all material/information which will be maintained in these records.

#### *H. Program Records*

Applicants are required to set forth comprehensive information regarding the types of program records to be maintained by the program (daily activity logs, records of staff meetings, cash disbursement systems, daily and weekly status of population reports, etc.).

#### *I. Program Evaluation*

Applicants must set forth a plan for program evaluation including identification of evaluation criteria.

#### *J. Budget and Budget Narrative*

Applicants are required to submit a comprehensive line item budget.

The following budget structure should be used to provide appropriate costs breakdown:

- a. Personnel;
- b. Fringe Benefits;
- c. Travel Costs;
- d. Equipment, including computer hardware and software;
- e. Supplies;
- f. Contractual Obligations;
- g. Rearrangement and Alteration Costs (if applicable);
- h. Direct Client Costs;
- i. Other; and
- j. Indirect Costs.

A narrative explanation for each line item, included in each object class, must accompany the proposed budget.

#### *K. Supportive Addenda Material*

Applicants are required to submit the following supporting material as an addendum to the program proposal:

##### *1. Administrative Requirements*

a. Agency Administration and Organization

(1) Agency organizational *chart* describing the agency as a whole and the organizational relationship of the proposed program to other agency programs;

(2) Comprehensive organizational *chart* of the proposed program;

(3) Copies of Article of Incorporation;

(4) Proof of IRS status as a non-profit organization, if applicable;

(5) List of Officers and Board Members, if applicable;

(6) List of professional affiliations and certifications, and;

(7) Copy(ies) of applicable State child welfare license(s).

b. Organizational Standards/Policies and Policies Regarding Clients.

(1) Personnel Handbook and Standards of Conduct;

(2) Statement regarding professional and agency liability;

(3) Copy of Disciplinary Procedures;

(4) Copy of Agency policy regarding the confidentiality of client information and records;

(5) Discussion of the method to be used to inform clients of program rules, regulations and policies, including the confidentiality of client information;

(6) Copy of Grievance Policy and Procedures, and;

(7) Fire and earthquake evacuation procedures, as applicable.

#### *c. Staff*

(1) Job/Position Description and resumes (if individuals have been identified for certain positions) for all personnel to be hired for the program including documented evidence of the availability of bi-lingual and culturally sensitive personnel, and;

(2) Resumes and qualifications of program consultants.

#### *d. Community Support of the Program*

(1) Letters of program support from local political representatives, social service agencies, etc. Letters should reflect writers' awareness of program's intent, potential Federal funding source and location of the program. Letters should also contain a recommendation or comment regarding the proposed program;

(2) A listing of service providers to whom clients will be referred, including name, address and description of service(s) to be provided, and;

(3) A listing of voluntary and/or donated resources, including letters of intent from the agency or entity providing the resources, if applicable.

#### *e. Implementation Plan*

A plan for program implementation including time-lines regarding significant milestones.

#### *2. Finance*

a. A copy of the most recent agency/organization audit.

b. A description of the agency/organization Financial Management System.

c. A listing of other Federal, State, local or foundation grants, cooperative agreements or contracts, etc., being administered by the applicant. This material should include information regarding the funding source(s); grant, cooperative agreements or contract number; level of financial support; purpose of award; grant, cooperative agreement or contract performance period; and name, address and telephone number of grant, cooperative agreement and/or contract officer (Federal, State or local).

d. Subrecipients and/or Subcontractors.