

Solicitation
STATE Funds for
Cooperative Endeavor Agreement

***TEEN PREGNANCY PREVENTION
SERVICES***

AND/OR

***CHILDREN'S DEFENSE FUND
FREEDOM SCHOOL SERVICES***

November 1, 2009 through June 30, 2010

***Closing Date: September 30, 2009**

Applications (an original and 2 copies) must be received by 4:30 p.m. on September 30, 2009, by Kim Braswell, Department of Social Services, Office of Family Support, 627 North 4th Street, Baton Rouge, LA 70802

Department of Social Services

627 North 4th Street

Baton Rouge, LA 70802

<http://www.DSS.louisiana.gov/>



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State of Louisiana
Department of Social Services
OFFICE OF THE SECRETARY

Bobby Jindal
GOVERNOR

Kristy H. Nichols
Secretary

NOTICE TO PROPOSERS

The Louisiana Department of Social Services, Office of Family Support, hereby solicits proposals from qualified proposers to provide **one or both** of the following services, to reach an additional 500 youth.

Teen Pregnancy Prevention Services
Children's Defense Fund Freedom Schools

The funding available for these services is \$175,000.00. for the time period November 1, 2009 through June 30, 2010.

Guidelines for proposals may be obtained by downloading the Solicitation for Proposals document from the DSS Website, @ <http://www.DSS.louisiana.gov/> (Select Service Providers, Request for Proposals.) Or you may contact **Kim Braswell, Office Family Support/Contract Services, 627 North 4th Street, Baton Rouge, LA 70802 - Telephone (225) 342-2118; Fax (225) 342-2536; E-mail kbraswel@dss.state.la.us.**

Completed proposals, including one original and 2 copies, must be physically in the possession of the **Office of Family Support, Attention: Kim Braswell, 627 North 4th Street, Baton Rouge, LA 70802 by 4:30 p.m. on September 30, 2009.** No proposal received after the specified date and time shall be considered. Any questions concerning the Solicitation must be made in writing and may be submitted by mail, fax, or email to Kim Braswell by September 22, 2009. All submitted questions will be responded to on the website at <http://www.DSS.louisiana.gov/> by September 24, 2009.

This announcement does not commit the Department of Social Services/Office of Family Support to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation of proposals which, if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the Solicitation and a term or provision in any proposal submitted in response, this Solicitation shall control. If a proposal alters or modifies any term or provision of this Solicitation, such changes must be clearly delineated and expressly approved by the Department of Social Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A single or multiple contracts may be awarded, if at all, to the proposal(s) deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review. Should any protest or appeals be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Kristy H. Nichols, Secretary
Department of Social Services

VISIT OUR WEBSITE @ <http://www.DSS.louisiana.gov/>
"AN EQUAL OPPORTUNITY EMPLOYER"

1.0 Overview of Services

This Solicitation contains guidelines for submitting a proposal to the Louisiana Department of Social Services, Office of Family Support (DSS/OFS) for a Cooperative Endeavor Agreement to provide one or both of the following services, to reach an additional 500 youth:

TEEN PREGNANCY PREVENTION

Proposed services should be for programs to prevent or reduce out-of-wedlock and teen pregnancies by enrolling youth ages 8 through 20 in supervised, safe environments, with adults leading activities according to a research-based model aimed at reducing teen pregnancy.

Services should provide research-based prevention and intervention programming for students who live in poor communities and/or show evidence of academic underperformance, dropping out, or engaging in negative behaviors that can lead to dependency, out-of-wedlock births, or imprisonment.

Eligibility for services is not limited to needy families. Custodial and non-custodial parents, legal guardians, or caretaker relatives of youth who are participants in the program may also receive parenting training and educational services.

CHILDREN'S DEFENSE FUND (CDF) FREEDOM SCHOOLS

Proposed services should create supportive, nurturing, literature-rich environments for children ages 5 to 18 years by focusing on literacy, cultural heritage, parental involvement, servant-leadership, and social action. Servant Leader Interns are college-aged young adults and recent college graduates who play a key role in the CDF Freedom Schools Program. Servant Leader Interns must be mature and responsible and are selected for their energy and enthusiasm, their ability to engage children, and their willingness to work hard with a spirit of servant leadership. The Freedom School program connects the needs of children and their families with the resources of the community.

Eligibility for services is not limited to needy families. A family consists of minor children residing with custodial and noncustodial parents, or caretaker relatives of minor children.

2.0 General Information

2.1 Eligible Proposers

Those eligible to apply are public or quasi-public agencies, non-profit (meeting the requirements of non-profit status as determined by the IRS) and for-profit organizations, including faith-based or other charitable organizations. Faith-based organizations must submit proposals for a non-faith-based service.

Faith-based organizations may not use direct government funding to support "inherently religious" activities. You may not use any part of the funds awarded through this Solicitation to fund religious worship, instruction, or proselytization. Instead,

organizations may use these funds only to support the non-religious social services they provide. Therefore, faith-based organizations that receive TANF funds should take steps to separate, in time or location, their inherently religious activities from the TANF-funded services they offer.

Non-profits must be a 501(c) (3) organization and must operate according to bylaws that define its operations and mission. Copies of the IRS determination of 501 (c) (3) status and bylaws must be included in the proposal.

2.2 Determination of Responsibility (DOR) In accordance with the Louisiana Administrative Code Title 34, Part V, §136, in order for the Office of Family Support to make a determination of responsibility with respect to each proposer, the proposer must meet the following standards, **and ensure that any subcontractors meet the same standards**, as they relate to this procurement:

- A. Have adequate financial resources for performance, or have the ability to obtain such resources as required during performance;
- B. Have the necessary experience, organizations, technical qualifications, skills, and facilities, or have the ability to obtain them (including subcontractor arrangements); if a proposer intends to use a subcontractor to meet this requirement then the proposer should produce a letter from the probable subcontractor stating that they are willing to provide the required services contingent upon a contract award
- C. Be able to comply with the proposed or required time of delivery or performance schedule;
- D. Have a satisfactory record of integrity, judgment, performance and good standing with all State agencies. Contractors who are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absence of evidence to the contrary or evidence of compelling circumstance, be presumed to be unable to fulfill the requirement;
- E. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Organizations which are barred from receiving state or federal funds may not participate in this solicitation, directly or indirectly, nor may a proposing organization utilize such ineligible organization in providing services under any contract awarded as a result of this solicitation.

2.3 Monitoring/Evaluation of Services

All contracts awarded through this Solicitation must grant to the State of Louisiana, through the Department of Social Services, the Office of the Legislative Auditor, Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under the Cooperative Endeavor Agreement. The contractor must cooperate with any monitoring/evaluation site visits or requests for information from the above-mentioned entities. All records shall be maintained for three years.

2.4 Funding/ Service Period of Cooperative Endeavor Agreement

Total funding of \$175,000.00 for these services is provided by state funds under HB 881/Act 122. The amount for reimbursement must be incurred by the contractor on or before June 30, 2010. Reimbursement requests must be received by the department on or before August 10, 2010. After August 10, 2010 the department will no longer have access to funding to provide reimbursement. Under no circumstances will the contractor be reimbursed in excess of the amount specified in the Cooperative Endeavor Agreement. Services proposed should be performed unless excused in writing by the Department and any cost overruns are solely at the expense of the provider. The Cooperative Endeavor Agreement term is from November 1, 2009 until June 30, 2010.

3.0 Scope of Services - Required/Allowed activities for each service are specified below. Proposers should submit a narrative description of their proposed service(s), describing how they will serve an additional 500 youth.

3.1 Teen Pregnancy Prevention

Population to be served – youth between the ages of eight (8) and twenty (20) and their parents/guardians.

Teen Pregnancy Prevention Initiative providers should include all four of the following appropriate components in their TPP Programs:

1. Teen Pregnancy Prevention Curricula/Peer Support Group:

Programs should include at least one best practice or evidence-based, age-appropriate curricula and Peer Support group from the list below. These curricula and support groups include beneficial components such as effective communication, character building, parenting skills, anger management, conflict resolution and fiscal responsibility. Proposers should define how they will incorporate and adhere to the requirements of the curriculum. All curricula must be the most recently revised and all facilitators must be trained in the revised curricula. Every module of the curricula must be included.

- HealthSmart: (ages 8-12): An effective, engaging health education program, fun and easy to use. Based on proven educational and behavioral theory, *HealthSmart* exceeds national standards, focuses on the Center for Disease Control (CDC) 6 areas of risk and addresses young people's developmental capabilities. Additional information is available at:

<http://pub.etr.org/pages.aspx?docid=244>

- Focus on Youth: (ages 12-15): This HIV/STD prevention program was tested with African American adolescents; and equips participants with skills and knowledge to protect themselves from HIV and other sexually transmitted

diseases. The intervention, founded on the Protection Motivation Theory, emphasizes decision-making, goal and value setting, communication, negotiation, and healthy relationships. Using fun, interactive activities such as games, role-plays, youth developed stories, and discussions, their prevention, knowledge and skills are developed in culturally relevant ways. As an adapted Effective Behavioral Intervention (DEBI), Focus on Youth targets African American youth and their parents in non-school settings. Additional information is available at:

<http://www.etr.org/foy/>

- **Be Proud! Be Responsible!:** (ages 13-18) An evidence-based program; six-part curriculum that provides participants with skills, knowledge, and motivation to change their behaviors and act safely in the areas of pregnancy, HIV and other sexually transmitted diseases. This curriculum targets African American, Hispanic, and White adolescents, between the ages of 13 and 18. Additional information is available at:

<http://www.selectmedia.org/curriculum.asp?curid=4>

- **Becoming A Responsible Teen (BART) (ages 14-18):** An HIV prevention curriculum designed primarily for African-American adolescents, in non-school, community-based settings. It consists of eight sessions, 1.5 to 2 hours each, and includes interactive group discussions and role plays that have been created by teens. Teens learn to "spread the word" to their friends about HIV risks. They are encouraged to practice skills outside the group and share the results. The group provides creative solutions to reported problems. Although the focus of BART is HIV/AIDS prevention, the curriculum includes topics and activities relevant to teen pregnancy prevention. Teens learn to clarify their own values about sexual decisions and pressures as well as practice skills to reduce sexual risk-taking. These include correct condom use, assertive communication, refusal techniques, self-management, and problem solving. BART has been used in a variety of settings with youth from different cultures. Additional information is available at:

<http://pub.etr.org/ProductDetails.aspx?prodid=R515>

- **Wise Guys: (ages 11-17)** is a Research-based, Best Practice Model Program for younger males designed to promote sexual responsibility and teen pregnancy prevention through concepts of self-esteem, values, healthy relationships, human sexuality, decision-making and goal-setting
- **Wise Guys: Next Level: (ages 18-20)** is a Research-based, Best Practice Model Program for older males addressing fatherhood, stress and anger management, cohabitation and marriage, alcohol, and other drugs. Additional information is available at:

<http://www.wiseguysnc.org/>

Additional Required age appropriate Components:

2. Youth Development Activities:

Proposers shall include at least one activity from each category:

- Comprehensive youth development activities such as, youth philanthropy, service learning opportunities, mentoring and community service opportunities (while this is not a mandatory youth development activity, preference will be given to proposers who incorporate a community service project)
- Field trips such as; cultural enrichment activities, visual and performing arts programs (shall not exceed 1 per site per month, more than 2 hours of total travel time and more than 8 hours for total Field trip). Out of state travel is not allowed. Each activity included for funding must be well-planned and appropriately implemented with a “best practices” approach so that the benefits to participants are maximized. Activities must be clearly tied to the objectives of the TPP program.

3. *Sexual Violence Prevention Training:*

Males 18 and older are required to receive this training; however, proposers are encouraged to provide this vital component to participants 13 years of age and older. This training includes required federal and state statutory rape session(s) specific to the consequences of current laws.

4. *Parental Involvement:*

Proposers must include parental (other caring adults) involvement as a component of their program. Strong relationships with parents, guardians and other significant adults reinforces what youth are learning and creates opportunities for positive family communication on teen issues. Programs should use innovative techniques to encourage, increase and maintain parental/family involvement. The proposal must incorporate a minimum of two (2) parent involvement activities, one of which is required as a pre-TPP program informational meeting.

3.2 Children's Defense Fund Freedom Schools

Population to be served – Children ages 5 to 18, in kindergarten through 12th grades, and their parents/guardians.

Selected entities must follow the prescribed Freedom Schools model curriculum and have been accepted and approved by CDF to operate a Freedom Schools summer 2010 program. Verification of approval from CDF **must** be provided to DSS prior to the start date of services. If verification of approval is not provided, reimbursement will not be made for costs incurred. .

More information about the Freedom Schools Program can be found on the Internet at <http://www.childrensdefense.org>. Applicants must apply to CDF by the due date

indicated on the CDF website and be accepted as a 2010 CDF Freedom School summer program site to be considered for funding by DSS.

The goal of the CDF Freedom Schools summer program is to boost student motivation to read, generate positive attitudes towards learning and connect the needs of children and their families to the resources in their communities. Proposers must agree to read and follow the CDF Freedom Schools Program Operating Principles 2009. The Program principles can be found at www.freedomschools.org.

CDF Freedom Schools program sites must be in full compliance with all applicable local, state, and federal laws and standards (including fire, safety, licensing, civil rights, disability access and employment), as well as CDF guidelines.

Applicants must provide necessary transportation to facilitate getting to and from program activities; and provide nutritious meals or snacks for program participants. Applicant must provide evidence showing the organization has the capacity to recruit children to participate in the program. The Freedom School Program must operate at no charge to families.

CDF selected *Freedom Schools* programs are required to participate in national trainings called the Ella Baker Child Policy Training Institute. The Institute provides an opportunity for the *Freedom Schools* program staff from across the country to come together and learn the Five Essential Pillars of the *Freedom Schools* model, which include the Integrated Reading Curriculum (IRC), Intergenerational Servant Leadership Development, Civic Engagement and Social Action, Parental Engagement, and Health and Nutrition. All Site Coordinators and Servant Leader Interns must attend and complete the required training course. CDF approved Freedom Schools program sites must include the training costs in their proposed budget.

3.3 Additional Requirements for Teen Pregnancy Prevention and Children's Defense Fund Freedom Schools

1. In conjunction with other requirements outlined in this Solicitation, the following additional requirements are to be made a part of any proposal submitted. Proposers should include written policies as to how their organization will address personnel-related issues. These policies should be aimed toward guidance to both personnel and the program participants. The policies must include guidance on how the following issues will be addressed; however, proposers are not required to limit their policies to the following topics. These policies should be presented in the proposal and will be evaluated by the Department.

A. Proposers must have written policies regarding domestic violence. The policy should cover staff and participants. The policy should reflect how participant referrals are made to the appropriate agency and how each contractor will work with that agency to ensure that appropriate services are provided.

B. Proposers must have written policies regarding substance abuse. The policy should cover staff and participants. The policy should reflect how participant referrals are made to the appropriate agency and how each proposer will work with that agency to ensure that appropriate services are provided.

C. Proposers must have a written policy regarding child abuse reporting requirements. The policy should cover staff and participants. The policy should reflect how participant referrals are made to the appropriate agency and how each proposer will work with that agency to ensure that appropriate services are provided.

2. Providers shall ensure that any staff or volunteer in a position of supervisory or disciplinary authority over children will have the appropriate background checks as required by Louisiana State Law see R.S. 15:587.1 see <http://www.legis.state.la.us/>

Note: The costs for background checks should be included in the budget.

4.0 Outcomes and Performance Measures

The Narrative should identify what the proposer will do, i.e. the program goals and objectives as well as the expected outcomes and results as more specifically detailed in the Attachment "A" Plan.

The Narrative should identify the actual services that are to be provided, the relevant activities and anticipated outcomes and performance measures as specifically detailed on the Attachment "A" Plan.

The Department of Social Services requires the following Performance Measures for each of the two potential services provided:

(Attachment "A" Plan - Item #4. Performance Measures)

4.1 TEEN PREGNANCY PREVENTION

- a. 80% of participants will increase their knowledge of Teen Pregnancy Prevention, including prevention of STDs; healthy relationships; risky behaviors; and social, assertive refusal and decision-making skills, as evidenced by pre/post tests and surveys and six- month follow-up tests and surveys.
- b. 40% of participants will change their behavior, including increasing communication with appropriate adults about safe sex, increasing use of protection by sexually active participants, increasing practice of Teen Pregnancy Prevention skills, decreasing risky behaviors, as evidenced by pre/post tests and surveys and six- month follow-up tests and surveys.
- c. 80% of participants will indicate satisfaction with the program, as evidenced by survey of participants at completion of program.
- d. 80% of participants will successfully complete the program as evidenced by a certificate of completion and sign in sheets.

The same data collection instrument will be administered at three points of time to measure change after program exposure: (1) baseline prior to any intervention; (2) post-test or survey as required immediately after the completion of the program component (short-term post-test or survey); and (3) post-test or survey approximately one- to six-months after completion of the program component (long-term post-test or survey).

4.2 Children's Defense Fund FREEDOM SCHOOLS

- a. 85% of the children registered attend the program each day, as evidenced by daily attendance records.
- b. 75% of children will demonstrate improvement on one or more attitude measure, as evidenced by pre- and post- surveys given to the children and parents including child attitudes measures on love of learning, cultural appreciation, community involvement, conflict resolution skills, acceptance of responsibility and social adjustment.
- c. 85% of parents will be involved in at least one Freedom Schools Activity as evidenced by parent attendance records.
- d. 85% attendance by all interns, as evidenced by Intern Attendance Records.
- e. 75% participation of all interns in the Freedom Schools' activities, as evidenced by Intern Attendance Records.
- f. 75% of interns with regular participation will increase their leadership and cultural skills, as evidence by Pre- and Post- intern survey. The pre-survey is given before the training and the post- is given after the program.

4.3 Reporting Requirement

The selected Contracting Party will provide to the State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and monthly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of appropriated funds.

5.0 Review Process

All proposals will be reviewed and evaluated by a committee consisting of Department of Social Services personnel and/or other qualified professionals. The committee will recommend for selection the proposal or proposals which most closely meet(s) the requirements of the Solicitation and the needs and expectations of the Department of Social Services.

The review committee will approve or decline by consensus proposals for Teen Pregnancy Prevention and/or Children's Defense Fund Freedom Schools. Selection of proposals and the final decision on the level of funding for a program will be made by the Secretary of the Department of Social Services.

All proposals will become public record once the evaluations are completed and an award is made. Any technical data, financial information, overhead rates, or trade secrets protected from disclosure under Louisiana Revised Statutes 39:1490 and Louisiana Administrative Code Title 34, Part V, § 130, and designated as such in the proposal, shall be kept confidential as required by law. Materials submitted with the proposals become the

property of the Office of Family Support. The Office of Family Support has the right to use any or all ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

6.0 Billing Methods and Required Budget Form

6.1 Billing Methods

Provided Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of State, payments to the Contracting Party shall be made by State on a reimbursement basis, after receipt from the Contracting Party and approval by State of monthly **Cost Reports** requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

Travel expenses, if any, shall be reimbursed only in the event that this agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement.

Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of November 1, 2009 and June 30, 2010, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of Contractual Review.

The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified to the satisfaction of the agency reasons for the lack of progress. If the agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identify the Federal tax identification number.

6.2 Required Budget Form

The **Budget** for this project is incorporated herein as “**Attachment B**” which is attached hereto and made a part hereof by reference and shows all anticipated expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of one hundred seventy-five thousand dollars (\$175,000) which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the **Budget** attached as “Attachment B”, without the prior approval of State.

Application Checklist
Teen Pregnancy Prevention and/or CDF Freedom Schools
Hand deliver or mail to be received by September 30, 2009 to:

Department of Social Services
Office of Family Support
Kim Braswell
627 N. 4th Street

Baton Rouge LA 70802

NO FAXED COPIES WILL BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

<p>CHECKLIST OF REQUIRED SECTIONS Without the following, your application may not be considered for funding.</p>

PLEASE INCLUDE CHECK LIST WITH YOUR PROPOSAL THAT INDICATES YOU
HAVE INCLUDED ALL ELEMENTS

- Original and 2 copies (including completed set of attachments)

PROPOSERS MUST ASSEMBLE THE PROPOSALS IN THE FOLLOWING ORDER:

- Signed Cover Page (See attached form)
- Table of Contents (Proposals should be page numbered)
- Narrative Description of Services
- "Attachment A" Plan (See attached form)
- "Attachment B" Project Budget (See attached form)
- "Attachment E" Disclosure and Certification Statement (See attached form.)
- Signed Board Resolution for State Contract Providers (see sample resolution)
- Copy of most recent audit (If your organization is not required to submit an audit, or your agency has not performed an audit, please submit an explanation to this effect.)
- Good Standing Certificate from LA Secretary of State
- Financial statement of the latest 12 month period (Financial statement should be clearly labeled and cover the latest annual fiscal year of the proposer)
- IRS 501 (c) (3) status documentation and Bylaws (non-profit entities only)
- Disclosure of Ownership (for-profit entities)
 - Two references and contact information
 - Copy of Child Abuse reporting and referral policy
 - Copy of Domestic Violence referral policy
 - Copy of Substance Abuse referral policy

PLEASE DO NOT WRITE IN THIS SECTION.

Proposal Cover Page

Name of Applicant Organization Number Federal ID

Service(s) Proposed

Applicant's Mailing Address:

City State Zip

Name of Program Director address Telephone No. Fax No. Email

Form with columns: TYPE OF AGENCY, RECEIPT OF ALL OTHER STATE FUNDS, TOTAL FUNDS REQUESTED, REGION TO BE SERVED, PROPOSED NUMBER TO BE SERVED.

CERTIFICATION

I (We) hereby certify that _____ on behalf of _____ is fully authorized, by _____ (Name of Individual) _____ (Agency Submitting Application) law or by corporate resolution (attached) to submit the following Application for Funds, that the information contained herein is true and accurate to the best of my (our) knowledge and belief; and that I (we) am (are) fully authorized to submit said application on behalf of said agency.

Official Authorized to Submit Application Date Title

HAND DELIVER PROPOSAL TO: OR MAIL PROPOSAL TO: Department of Social Services Office of Family Support Kim Braswell 627 North 4th Street Baton Rouge LA 70802

BOARD RESOLUTION FOR STATE CONTRACT PROVIDERS

State of Louisiana

Parish of _____

On the _____ day of _____, 20____, at a meeting of the Board of Directors of _____, with a quorum of the directors

Present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation does hereby authorize

_____ (name and title) and his/her successor in

office to negotiate terms and conditions that he/she may deem advisable, contract(s) with the

Louisiana Department of Social Services, and to bind this organization to execute said

documents on behalf of the corporation, and further we do hereby give him/her the power and

authority to do all things necessary to implement, maintain, and/or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with

the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of the meeting of the Board of Directors of

_____.

held on the _____ day of _____, 20_____.

Secretary

Date

“ATTACHMENT A” PLAN	NAME OF CONTRACTING PARTY:
	NAME AND BRIEF NARRATIVE OF PROGRAM:
<p>Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). <u>What are the goals, objective(s), expected outcomes/results for this program:</u> Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.</p>	
<p>1. Program Goal <i>(Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)</i></p>	
<p>2. Program Objective(s) <i>(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal They identify the expected outcomes and results).</i></p>	
<p>3. Relevant Activity (Activities) <i>(An activity is a distinct subset of functions or services within a program.)</i></p>	
<p>4. Performance Measure(s) <i>(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness.)</i></p>	

“ATTACHMENT B”

Page 1

Project Budget (2009-10)

Name of Contractor

Anticipated Income or Revenue

Sources *(list all sources of revenue)*

Amounts
\$

Anticipated Expenses

Expense Categories

Total Amount

**Amount of Line Item
Appropriation**

Salaries	\$	\$
Related Benefits	\$	\$
Travel	\$	\$
Operating Services	\$	\$
Advertising	\$	\$
Printing	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office	\$	\$
Rentals	\$	\$
Dues and Subscriptions	\$	\$
Telephones	\$	\$
Postage	\$	\$
Utilities	\$	\$
Other	\$	\$
Office Supplies	\$	\$
Professional & Contract Services	\$	\$
Other Charges	\$	\$
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	\$	\$

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B).

ATTACHMENT B
Page 2
STAFFING
CHART

Name of
 Organization: _____

Name of
 Program: _____

Name	Title	Total Salary Amount	Total Appropriation Amount	Salary Paid by Percentage	Related Benefits	Full time or Part Time # of months

ATTACHMENT B
Page 3
SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization: _____

Name of Program: _____

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation

Attachment B_TPP_Freedom School_p3

“ATTACHMENT C”

Progress Report

(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)

Organization: _____

Contact Name: _____

Telephone:() _____ **Fax:**() _____

Goal:	% Complete
Objective(s):	
Activity(Activities) Performed:	
Performance Measure(s):	

Attachment C_TPP_Freedom School

“ATTACHMENT D”

Cost Report for the Period of _____

Expense Category	Approved Total Amount	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Salaries				
Related Benefits				
Travel				
Operating Services				
Advertising				
Printing				
Maintenance of Equipment				
Maintenance of Office				
Rentals				
Dues/Subscriptions				
Telephones				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services				
Other Charges				
Acquisitions & Major Repairs				

(Expense categories must reflect budget categories listed in “Attachment B” budget.)

** Should reflect contract payment terms, either quarterly or monthly*

“ATTACHMENT E”

Disclosure and Certification Statement

Contractor’s Name:

Contractor’s Mailing Address:

Organization Type: (For example, local government, non-profit, corporation, LLP, etc.)
Private entities required to register with the Secretary of State’s office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

I hereby certify that this organization has no outstanding audit issues or findings.

I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

(Name and Title of Contractor)

(Authorized Signature of Contractor)