Form OGC-1001.6

REV 8/2019



**­­­­­­DCF Grant Request for Proposal (RFP)**

***Child Care Workforce Professional Development***

*DCF – Economic and Employment Services*

*Release Date: March 10, 2022*

***Due Date: April 18, 2022***

*Contact: DCF Grant Manager*

*Office of Grants and Contracts*

*Kansas Department for Children and Families*

*DCF Administration Building*

*555 S. Kansas Ave., 5th Floor, Topeka, KS 66603*

*dcf.grants@ks.gov*

REQUEST FOR PROPOSAL

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# I. OVERVIEW

The Kansas Department for Children and Families (DCF), Economic and Employment Services (EES) announces the release of a Request for Proposal (RFP) to establish a coordinated statewide Professional Development System to prepare and train a skilled early childhood workforce. Eligible applicant agencies, within the state of Kansas, include: fiscally viable for-profit or non-profit organization or public governmental entity that can demonstrate the ability to administer and deliver professional development to the early childhood workforce while complying with all state and federal requirements.

## Timeline for RFP

|  |  |
| --- | --- |
| Release of Request for Proposal | *March 10, 2022* |
| Written Questions from Potential Grant Applicant Agencies due by 2 p.m. CST | *March 30, 2022* |
| Answers to Written Questions from Potential Grant Applicant Agencies posted online and e-mailed by DCF | *April 8, 2022* |
| Letters of Intent due by 2 p.m. CST  | *April 11, 2022* |
| **Grant Applications due no later than 2 p.m. CST** | ***April 18, 2022*** to:DCF Grant ManagerOffice of Grants and ContractsKansas Department for Children and FamiliesDCF Administration Building555 S. Kansas Ave., 5th FloorTopeka, KS 66603 |
| DCF Program Notifies Successful and Unsuccessful  Applicant Agencies of Status  | *May 18, 2022* |
| Grant Year | *July 1, 2022 through June 30, 2023* |
|  |  |

**If you have questions regarding this RFP, please contact:**

DCF Grant Manager via e-mail at dcf.grants@ks.gov

# II. FUNDING OPPORTUNITY / PROGRAM BACKGROUND

The DCF Economic and Employment Servicesprovides Child Care and Development Fund (CCDF) funding to for-profit or non-profit organization or public governmental entity for a Statewide Professional Development System. Applicants must successfully communicate a comprehensive approach to providing effective training to child care and education programs; provide required Health and Safety training without interruption in services at the beginning date of this award, and have the infrastructure to support online training, tracking and reporting as it relates to the implementation of the program’s standards.

## Program Philosophy

The funds from the Child Care and Development Fund (CCDF) are used to improve the quality and availability of child care and early education programs. The overall goal of the Workforce Development System will be to establish a coordinated statewide Professional Development System to prepare and train a skilled early childhood workforce. This coordinated network of education, training and technical assistance will align with federal, State and local initiatives to provide teachers with core knowledge and skills. The successful grantee will collaborate and coordinate with the statewide Infant Toddler Specialist Network and Links to Quality to facilitate training for child care professionals and increase resources and opportunities, with the common goal to improve skills and knowledge of the existing child care workforce.

## Purpose, Goals and Objectives

The purpose of this program is to provide Child Care and Development Fund (CCDF) funding to for-profit or non-profit organization or a public governmental entity to implement a statewide professional development system. Workforce development activities address systems, policies, and practices to support the goal of developing a highly qualified and effective workforce for professionals providing care for children birth to school age.

1. The Goals of the professional development system will include:
	1. **Provide a training delivery system for child care professionals/providers of Kansas**
		1. Include professional development conducted on an ongoing basis and provides for a progression of professional development that may include encouraging pursuit of credentials, certificates and postsecondary education.
		2. Offer online, virtual, and in-person training that include Health and Safety courses required by Kansas Department of Health and Environment (KDHE) Child Care Licensing on an ongoing basis to ensure new and existing child care professionals can assess them whenever needed. At a minimum and as appropriate, these courses will cover the current Caring for Our Children National Health and Safety Performance Standards and KDHE licensing requirements. Course topics are based on Child Care Development Block Grant (CCDBG) regulations. The following must be included, but not limited to:
			1. Basic Child Development, Including Supervision of Children
			2. Recognition and Reporting of Child Abuse and Neglect
			3. Prevention and Control of Infectious Diseases (including immunization)
			4. SIDS and Use of Safe Sleep Practices
			5. Administration of Medication
			6. Prevention and Response to Food Allergies
			7. Prevention of Shaken Baby Syndrome and Abusive Head Trauma
			8. Emergency Preparedness and Response Planning
			9. Building and Physical Premises Safety Emergency Preparedness and Response Planning
			10. Handling and Storage of Hazardous Materials and Bio-contaminants
			11. Precautions in Transporting Children
		3. Offer and identify additional training in the 11 health and safety topics that meet the CCDBG additional four Healthy and Safety annual training hours requirement. Applicant should identify courses that are currently available to offer and courses that would need to be developed
		4. Provide ongoing training in the priority training topics listed below as determined by CCDBG regulations. Applicant should identify courses that are currently available to offer and courses that would need to be developed.
			1. DCF Child Care Subsidy Program
			2. Homelessness
			3. Nutrition, Physical Activity and Obesity
			4. Cultural Responsiveness
			5. English Language Learners
			6. Children with Disabilities
			7. Adverse Childhood Experiences (ACES)
			8. Early Neurological Development
			9. Kansas Early Learning Standards (KELS)
			10. Early Childhood Social and Emotional Development
			11. Preventing and Reducing Expulsions and Suspensions
			12. Business Practices
		5. Reflect current research and best practices related to the skills necessary for the child care workforce to meet the developmental needs of participating children and engage families, which may include culturally and linguistically appropriate.
		6. Devise a process to ensure all courses are reviewed and updated, at least every 5 years, to reflect any changes in standards and best practices.
		7. Align professional development with Kansas Early Learning Standards (KELS), Kansas Family Engagement and Partnership Standards, and Kansas Core Competencies. This may include other standards and guidelines, as appropriate, that are recognized by the early education system in Kansas.
		8. Ensure coursework designed is purposeful and based on input from the Advisory Committee, CCDF initiatives (i.e. Infant-Toddler Specialist Network, Links to Quality), and other resources designed to learn about Kansas child care workforce professional development needs.
		9. Collaborate to support training needs identified by CCDF-funded programs, including Infant Toddler Specialist Network and other CCDF-funded programs, including afterschool (if applicable), Consumer Education Resource and Referral (CCR&R), and Links to Quality
		10. Establish an evaluation process to assess each learner’s increase in content knowledge, skills and plans for implementation in their programs.
		11. Demonstrate an internal process of continuous quality improvement, including self- assessment, measurement, review of outcomes and implementation of identified improvements. This should include a commitment to the collection of necessary data and using the data to inform decision making.
	2. **Create a Statewide Early Childhood Trainer Directory to support workforce development and ensure consistent training and professional development is provided to the early learning workforce.**
		1. Ensure adequate staffing to provide necessary in-person training and oversee implementation of an online learning management system. Trainers must have a minimum of a bachelor’s degree in child development, early childhood education or related field; at least three years of experience working with young children with a minimum of one year in a child care setting; experience working with adults (e.g., training, coaching, mentoring or leading and providing support to caregivers/teachers)**.**
		2. Collaborate and coordinate with other early childhood and education partners in the state to establish a trainer approval system to be developed in partnership with the Early Childhood Systems Building Team as part of the registry.
		3. Identify trainers who provide professional development services that include online and in-person training and other professional development such as technical assistance, consultation, coaching or other specialized program services. Content areas should include but not limited to:
2. Ages and Stages Questionnaire (ASQ)
3. Classroom Assessment Scoring System (CLASS)
4. Environmental Rating Scales (FCCERS, ITERS-R, SACERS, ECERS)
5. Preventing Child Abuse and Neglect
6. Center for Social Emotional Foundations for Early Learning (CSEFEL) and
7. Program for Infant Toddler Caregivers (PITC)
8. Strengthening Business Practices
	1. **Develop and maintain a comprehensive, online searchable statewide Training Calendar to ensure early learning professionals shall be able to access professional development.**
		1. Promote all community-based training to increase awareness and increase accessibility for all child care professionals to participate based on their individual needs, including First-Aid and CPR training
		2. Develop a searchable, user-friendly training calendar that provides information on resource supports and training opportunities that are available throughout Kansas and from other organizations offering training.
		3. Demonstrate that child care professionals are able to search training based on their individual needs (i.e. KDHE required courses, health and safety courses that meet the DCF subsidy annual training hour requirements, course type, program type, children’s age group, CDA credential subject areas, course topic based on core competencies, other community-based events and resources for child care professionals, etc.)
	2. **Develop a coaching, mentoring and technical assistance network that will enhance other DCF initiatives, including but not limited to, the Statewide Infant and Toddler Network and Links to Quality, Kansas’ Quality Rating Improvement System (QRIS).**
		1. Provide technical assistance in multiple formats which will include, but is not limited to, phone calls, technology platforms, peer community learning groups, and face-to-face visits across all early education and school age program settings, including home-based and center programs that supports them in their professional learning. Technical assistance may include coaches, consultants, mentors, trainers. Technical assistance provided will support practice and implementation of knowledge and skills needed to address children’s growth and development.
		2. Offer training courses and support to increase trainer and technical assistance competencies.
		3. Collaborate to support technical assistance needs identified by CCDF-funded programs, including Infant Toddler Specialist Network and other CCDF-funded programs, including afterschool (if applicable), Consumer Education Resource and Referral (CCR&R), and Links to Quality
		4. Market a cadre of established coaches, technical assistance providers and trainers to support child care professionals throughout Kansas based on content specialties (i.e. Ages and Stages Questionnaire, Classroom Assessment Scoring System, Environmental Rating Scales, Preventing Child Abuse and Neglect, First Aid and CPR, Center for Social Emotional Foundations for Early Learning, Program for Infant Toddler Caregivers, Strengthening Business Practices, Child Development Associate) both internally and with other agencies to match providers and programs with technical assistance that best matches their needs in serving children in their care.
		5. Ensure adequate staffing to oversee implementation of the technical assistance cadre. Staff must have a minimum of a bachelor’s degree in child development, early childhood education or related field; at least three years of experience working with young children with a minimum of one year in a child care setting; experience working with adults (e.g., training, coaching, mentoring or leading and providing support to caregivers/teachers)**.**
		6. Offer technical assistance and referrals for online and community-based training opportunities in coordination and collaboration with other agencies and organizations to utilize technical assistance specialists and resources available in the provider’s community.
	3. **Establish procedures and criteria for a Financial Incentive program.**
	4. Establish procedures and criteria for financial incentives (i.e. CDA scholarships, First Aid and CPR scholarships, Higher Education scholarships, Accreditation, Endorsements, and Certifications) to child care professionals seeking progression of professional development to improve quality in their child care program.
	5. Determine awards to support trainers in the form of mini grants, based on the trainer’s education level and criteria established by the grantee with input from the advisory committee
	6. Provide a suggested framework for raising awareness of financial incentives to the public, and recruiting and selecting child care professionals interested in career advancement.
	7. **Establish and facilitate an Advisory Committee of early childhood professionals to provide ongoing connections with early childhood practitioners who provide early education and care to Kansas children and their families.**
		1. Facilitate and coordinate an Advisory Committee of early childhood professionals by providing additional coordination and collaboration among the early childhood programs and services who have a vested interest in high quality professional development for child care programs in Kansas and provide early education and care to Kansas children and their families.
		2. Ensure adequate staff to oversee implementation of a statewide Workforce Development Advisory Committee. Staff is responsible for oversight of the programmatic operations and representing the advisory committee in the Early Childhood System Building work to strengthen the early education workforce.
		3. Utilize the members of the Advisory Committee to develop recommendations on the development of a data collection system for early childhood and development programs and services.
		4. Leverage resources to reduce duplication of services through communication, coordination, and collaboration with other agencies and organizations.
		5. Coordinate planning and service delivery of shared resources, joint training, strategies and best practices, that build coherent systems in communities to provide a continuum of professional development supports and services for child care providers.
		6. Explore options for collaboration and coordination with other organizations delivering model specific and other early childhood trainings, technical assistance, or mental health consultation.
		7. Research, develop and recommend a competency-based credentialing system for child care professionals that recognize education, ongoing professional development, experience, and demonstrated competencies.
		8. Conduct a statewide professional development needs assessment on the quality and availability of early childhood education and professional development to determine the training needs and interests of child care providers in Kansas.
		9. Identify opportunities for, and barriers to collaboration and coordination with higher education institutions, professional development providers and members of the early childhood workforce.
		10. Develop recommendations on statewide professional development and career advancement plans for early childhood educators
		11. Develop recommendations for improvements in state standards, as appropriate
		12. Make recommendations for improvements in State early learning standards and undertake efforts to develop high-quality comprehensive early learning standards, as appropriate; and
		13. Support professional development, recruitment, and retention initiatives for early childhood educators;
		14. Enhance existing early childhood education and development programs; and services by carrying out other activities consistent with the State’s plan and application

This grant will be awarded to for-profit or non-profit organization or public governmental entitythat has the ability to make a statewide impact. Programs should contain design elements that may include the following:

1. **Levels of the Professional Development System will include:**
	1. Demonstrate strategies to design and facilitate online, virtual and in-person training that is inclusive and accessible to all child care professionals statewide. At a minimum, strategies should address content, pedagogy and assessments of the learners’ understanding.
	2. Online Learning Management System (LMS): The grantee shall propose a system based on the ease of use for the participants and trainers. The LSM shall allow instructor-led training, online course registration, application sharing, discussion threads, forums and evaluation.
	3. Support the trainers to provide online professional development instruction with curricula, resources, and other supports. All courses shall be approved by Kansas Department of Health and Environment (KDHE) for online delivery. All training course modules created or utilized by the grantee should adhere to all requirements.
	4. Interactive presentations of the concepts utilizing various methods such as text, animations, audio narration, video clips, mind maps, timelines, images, stories, scenarios, drag and drop interactions or other interactive methods to engage learners.
	5. Interactive examples, scenarios, exercises and quizzes which require mastery of the content should be present throughout the course to allow for practice and reflection and increase conceptual clarity. These interactive aids should include correction/validation to allow learners to identify problems and/or recognize their understanding of the material.
	6. Visually appealing and adhere to required ADA standards.
	7. Prevent learners from skipping the course content and completing the final quiz to receive their certificate, while also allowing some freedom of navigation within the material which may be needed to prevent frustration in learners.
	8. Allow the learner access to review course material after completion of course.
	9. Course feedback must be analyzed to aid in continuous course improvements.
	10. Courses should provide learners with resources on the subject or related to the subject to provide the opportunity to explore on their own and broaden their understanding.
2. **All responders must demonstrate knowledge and understanding of child care professional development related to:**
	1. General knowledge of the Kansas early education system, including an understanding of demographic characteristics and trends
	2. Knowledge of the State’s child care workforce capacity, needs, trends and resources
	3. Knowledge and understanding of specific communities including: tribal, immigrants/refugee, low income, homeless, children with special needs and families with non-traditional work hours
	4. Demonstrated success in establishing collaboration and/or partnerships with early childhood organizations, schools, programs and community-based organizations, including those in underserved and under-represented communities
3. **Professional Development specialists need wide, deep, and diverse knowledge and skills to be successful in their roles include, the following:**
	1. Professionalism and Ethics that demonstrates competence and promotes professionalism in the field of childhood education
	2. Knowledge of instructional Design and Development
	3. Knowledge of Content which includes connections between theory and practice
	4. Presentation Skills which includes support of a learning environment appropriate for adult learners
	5. Quality Assurance that creates a positive learning environment
	6. Experience and knowledge of competencies and standards
	7. Present professional development events with key objectives tied to specific learning outcomes, link to established competencies and incorporate principles of adult learning.
	8. Minimum of a bachelor’s degree in child development, early childhood education or related field; at least three years of experience working with young children with a minimum of one year in a child care setting; and experience working with adults (e.g. training, mentoring or leading caregivers/teachers)
	9. Ensure trainers meet requirements consistent with the existing professional development system.
	10. Identify trainers who provide other professional development services, such as technical assistance, coaching or other specialized program services.
	11. Knowledge of relationship-based professional development services (e.g. coaching, consultation, professional development advising and technical assistance)
	12. Knowledge of developmental screening and child assessment tools

D**. The roles and responsibilities of a Professional Development Specialist in a statewide system should include:**

1. Qualifications designed to enable child care professional that provide services to children eligible for CCDF services to promote the social, emotional, physical and cognitive development of children and improve the knowledge and skills of the child care workforce in working with children and families
2. Promoting and supporting the professional development of the child care workforce in Kansas
3. Providing consultation and technical assistance to administrative and program staff working on professional growth, which will include progression on the career pathway.
4. Assist with the development of individual professional development plans as needed to complete any course or financial incentive requirements
5. Keeping current on research, practice and policy
6. Researching grant opportunities with government agencies and various community entities
7. Demonstrating flexibility in hours and days of service (i.e. offer nontraditional days and hours)
8. Demonstrating effective outreach methods to meet the needs of the child care workforce in Kansas
9. Promoting public awareness of opportunities available through multiple media methods
10. Assisting with a resource library of professional development materials and curriculum
11. Working with a high level of communication and in cooperation with other consultation services
12. Collaborating with other agencies and organizations who provide training and/or technical assistance to improve their own practices and skills

## Program Outcomes

The grantee shall be responsible for providing direct services that support the implementation of evidence-based strategies that result in improvements in targeted State-or community-level factors, while also contributing to State and local outcomes as indicated below:

1. **The Outcomes for the Statewide Professional Development System will:**
	1. Improve the skills and knowledge of the future and existing workforce
	2. Demonstrate availability to work with all child care professionals and local, regional, and state-level agencies and organizations.
	3. Offer coaching, consultation, professional development advising and technical assistance
		1. *Coaching* - A relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills and behaviors and is focused on goalsetting and achievement for an individual or group and supporting empowerment and change
		2. *Consultation* - A collaborative, problem-solving process between an external consultant with specific expertise and adult learning knowledge and skills and an individual or group from one program or organization. Consultation facilitates the assessment, development of consultation plans that include clear objectives and measurable goals, reflection on progress and resolution of an issue-specific concern—a program-/organizational-, staff-, or child-/family-related issue—or addresses a specific topic.
		3. *Professional Development Advising* - A one-on-one process through which an advisor offers information, guidance and advice to an individual about professional growth, career options and pathways to obtain or meet required qualifications.
		4. *Technical assistance (TA)*- The provision of targeted and customized supports by (a) professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients. *Adapted from* (NAEYC and NACCRRA, “Training and Technical Assistance Glossary”, 2011.)
	4. Coordinate and collaborate a network of services to support DCF CCDF quality programs, including but not limited to, Links to Quality, the Kansas quality rating improvement system, and Infant-Toddler Specialist Network.

# III. AWARD INFORMATION

Funding Information
Funding for this opportunity is provided through Child Care and Development Fund (CCDF) under CFDA 93.575. Awardee will serve as a subrecipient of the federal award received from the pass-through entity (DCF).

## Award Amount and Length

One grant award will be issued for the funding period of July 1, 2022 – June 30, 2023, with the option of one (1) additional one-year renewal. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law.

## Allowable Uses of Funds

Programs may include, but are not limited to, the following allowable uses of award funds: Programs must follow the Child Care and Development Fund (CCDF) 45 CFR Part 98 rules and regulations.

Please note DCF grant awards are reimbursement-based. Grantee agencies will be required to submit regular financial reports itemizing costs incurred, including administrative costs, and will be reimbursed accordingly. Please also note the use of funds must meet all CCDF requirements. (<https://www.gpo.gov/fdsys/pkg/FR-2016-09-30/pdf/2016-22986.pdf>) , including those contained in the Specific Terms and Conditions (Attachment F), Contractual Provisions (Attachment G) and Special Provisions Incorporated by Reference (Attachment H).

## Match Requirement

There is no match requirement for this opportunity.

# IV. ELIGIBILITY

DCF invites applications from for-profit or non-profit organization or a public governmental entity. Applicant must be a fiscally viable for-profit or non-profit organization or public governmental entity that can demonstrate the ability to administer and deliver the services required under this RFP. The Applicant must be able to demonstrate a history of providing effective and outcome proven professional development to the child childhood workforce; experience in the field of early care and education, curriculum, assessment and evaluations implementation; and working with child care and family child care programs. Applicant must be from the state of Kansas.

DUNS Number – Grant applicant agencies must have and provide verification of their DUNS Number at the time of application, which can be obtained by accessing the Dun & Bradstreet website at <http://www.dnb.com/get-a-duns-number.html>. The DUNS Number is a unique, nine-digit identification number provided by Dun & Bradstreet. Applicant agencies are responsible for submitting their DUNS Number verification with their grant application. Should your agency need assistance with your DUNS number verification, please contact Dun & Bradstreet at 866-705-5711. *(There is no cost to obtain this information.)*

Tax Clearance– Grant applicant agencies must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an agency’s account is compliant with all primary Kansas Tax Laws. The Tax Clearance expires every 90 days. Applicant agencies are responsible for submitting a Tax Clearance Certificate with their grant application that is valid at the time of application. This is in accordance with Executive Order 2004-03. Should your agency need assistance with your Tax Clearance, please contact the Kansas Department of Revenue at 785-296-3199, or via e-mail at tax.clearance@kdor.ks.gov. *(There is no cost to obtain this information.)*

Debarment Status – Grant applicant agencies must obtain the debarment status of their agency by accessing the System for Award Management website at <http://www.sam.gov/portal/public/SAM>/, and performing a search under “Search Records”. As part of the Code of Federal Regulations (45 C.F.R. Part 76), all entities receiving funding from the federal government must participate in a government-wide system for non-procurement debarment and suspension. An entity that is debarred or suspended shall be excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government-wide effect. The Secretary of DCF is authorized to impose debarment. The applicant agency must place the Debarment Memorandum template (Attachment E) on their grantee agency letterhead, initial it and submit it with their grant application. Should you need assistance with the search, please contact the Federal Service Desk at 866-606-8220. *(There is no cost to obtain this information.)*

Financial Information – Grant applicant agencies must provide one of the following three documents at the time of application: their most recent Transmittal Letter for Audit; their most recent IRS Form 990 (Return of Organization Exempt from Income Tax); or their most recent year-end Consolidated Financial.

## Priority Considerations

The following will be taken into special consideration when reviewing the grant applications: Applicants whodemonstrate a history of providing effective and outcome proven professional development to the child childhood workforce; experience in the field of early care and education, curriculum, assessment and evaluations implementation; and working with child care and family child care programs.

# V. APPLICATION PROCESS

Questions **–** Questions regarding the RFP and/or the application process shall only be submitted by email to the DCF Grant Manager at dcf.grants@ks.gov, no later than **2 p.m. CST on March 30, 2022**. Answers to all questions posed to DCF during the designated question period will be posted as soon as possible thereafter, and can be found at [*http://www.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx*](https://dcfauth.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx)

Letter of Intent – In order to apply, applicant agencies are required to submit an electronic Letter of Intent (LOI). The LOI must include the following, and must be emailed to the DCF Grant Manager at dcf.grants@ks.gov no later than **2 p.m. CST on April 10, 2022**:

1. Name and address of the applicant agency
2. Statement indicating their intent to apply
3. Title of RFP
4. Telephone number and email address of the contact person

## How to Apply

Applications **must** be delivered **no later than** **2 p.m. CST** **on** **April 18, 2022** (Applications received after 2 p.m. CST will not be accepted, no exceptions.) Applicants are required to submit **one (1) signed electronic copy** (on a flash drive or disk; email not accepted). It is preferable the electronic copy be a PDF and/or Microsoft Word file. The Attachment B, Grant Budget Request, must be submitted as an Excel file. Applicants must use appropriately-descriptive file numbers/names (i.e., “1-Table of Contents”, “2-Grant Application Information Sheet”, “3-Program Abstract”, etc.) for all attachments and arrange them in the order indicated in the **Application Checklist** on page 19 when putting together their electronic copy.

Applications should be addressed to:

 DCF Grant Manager

Office of Grants and Contracts

Kansas Department for Children and Families

DCF Administration Building

 555 S. Kansas Ave., 5th Floor

 Topeka, KS 66603

The application must be arranged in the order indicated in the **Application Checklist** on page 19.

## What an Application Should Include

Applications must include all of the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the review of the application, preclude access to or use of award funds pending satisfaction of the conditions and/or prevent the application from proceeding to the Grant Review Panel for further consideration. Applications are evaluated on a scale of **100 total points**.

### Table of Contents

A Table of Contents must be included as part of the grant application. Include page numbers for each of the major sections and for each attachment.

Grant Application Information Sheet ***(5 out of 100 points)***

Complete the Grant Application Information Sheet (Attachment A). This document must be signed by the Authorizing Official for the applicant agency (an individual in a decision-making capacity at the agency, typically the top-level individual).

Program Abstract ***(10 out of 100 points)***

The Program Abstract should be no more than one (1) double-spaced page, using Times New Roman 12-point font, with no less than one-inch margins, and should include the following:

* Identify the type of applicant agency (non-profit, faith-based, university, etc.).
* Describe the proposed program for which funding is being requested, including the purpose and program outcomes, the geographic area to be served, a description of the target population, the estimated number of clients to be served and the services to be provided.

Program Narrative ***(75 out of 100 points)***

The Program Narrative must include five sections–Statement of the Problem, Project Design, Implementation Plan, Management Structure, and Sustainability Plan–in the order listed below. The Program Narrative should be double-spaced, using Times New Roman 12-point font, with no less than one-inch margins. If the Program Narrative fails to comply with these length-related restrictions, non-compliance may be considered in the grant review and in final award decisions. Please number pages “1 of XX”, “2 of XX”, etc.

The following sections should be included as part of the Program Narrative:

* Statement of the Problem *(10 out of 75 points)* – Identify and describe the challenges or needs the program will address with the target population in the geographic area to be served. Provide data to show the nature and scope of the need, citing data references (three-year trend data is preferred). Explain previous or current efforts to address the problem, including an analysis of the outcome of these efforts. Provide a clear and concise Statement of the purpose or goal of the program and how the program will address the needs identified.
* Project Design *(30 out of 75 points)* – Describe the services to be provided, and the specific strategies that substantiate the project as a comprehensive program. Identify the geographic boundaries of the proposed program, as well as the target population to be served. Describe outreach and referral strategies to ensure access to the target population. Describe how your program will ensure cultural competence, as well as program and physical accessibility for people with disabilities. Describe any potential barriers to implementing the project and strategies to overcome them.
	+ - Applicants must provide an Executive Summary expressing a sound and thorough grasp of the intentions, realities and dynamics related to this project
		- Applicants must provide a detailed description of the research-based or best-practice foundation of your proposed services, with references cited. Describe how the Program Design incorporates the referenced research-based or best-practice foundation. Activities supporting fidelity to the model should be described.
		- Applicants must describe strategies or methods that will be utilized to support the child care providers in their efforts to comply with DCF/CCDF program requirements and continuously improve their program.
		- Applicants must submit a plan for ensuring formal linkages and coordination with other key partners, as required in this RFP.
		- Applicants must describe the Applicant’s system to collect, manage and accurately report data. Include the Applicant’s experience with data collection and analysis of data from project activities to support recommendations related to strengthening the workforce professional development system.
		- Applicants must provide an administrative staffing summary that describes the capacity and structure to effectively deliver and achieve the service requirements and performance specifications. Profiles, resumes and/or position descriptions of individuals proposed for positions should be included to demonstrate those individuals’ qualifications.
	+ Implementation Plan *(20 out of 75 points)* – Provide a realistic and detailed Implementation Plan, with a timeline that indicates significant milestones in the project. The timeline should include each Project Goal, its related Project Activities and Performance Measures, their expected completion date(s) and the responsible person or organization. Performance Measures should be S.M.A.R.T. (specific, measurable, action-oriented, realistic and time-bound). Outline the specific Program Outcomes of the project and how they will address the problem. Describe how the project will address the allowable uses of funds and priority consideration(s) outlined on page 12. Applicants should identify who will collect data, who will be responsible for performance measures and how this information will be used to evaluate and guide the program.
* Management Structure *(10 out of 75 points)* – Describe the experience and capability of the applicant agency, its staff and its contractors. Identify the agency that will serve as the grantee and fiscal agency responsible for the grant’s administration. Identify the staff team supporting the project, including the name, title and affiliation of each member, as well as a Delegation of Authority from the Board of Directors for the organization. Include information on any staff training that is to occur as part of the project. Provide documentation of any collaboration that has or is occurring on the initiative. Provide resumes or qualification standards for staff, as well as position descriptions for key positions. Include an Organizational Chart/Description, Licensing/Accreditation/ Certification documentation, a List of Board Members, and a Board Member Conflict-of-Interest statement.
	+ Applicant’s response must demonstrate relevant and pertinent expertise of the staff it proposes to appoint to the leadership roles for this project. Profiles, resumes and/or position descriptions of individuals proposed for positions should be included to demonstrate those individuals’ qualifications.
	+ Response must describe the Applicant’s capacity and structure to effectively deliver and achieve the service requirements and performance specifications. Outline how all the solicited services will be met, coordinated, complemented or enhanced within the Applicant’s operation. The Applicant’s proposal should include its policies and procedures for administrative and programmatic accountability.
	+ Applicant must describe the system to collect, manage and accurately report data. Include the Applicant’s experience with data collection and analysis of data from project activities to support recommendations related to strengthening the system of quality infant and toddler care, identifying gaps and risk, and program improvement. Include the Applicant’s method to ensure submission of timely reports and ability to respond to requests for consultation and ad hoc data, when needed. Address the Applicant’s history of timely reporting.
	+ Describe the Applicant’s plan for internal accountability and quality assurance measures to reduce incidences of misreporting, improper payments or fraud, and/or administrative errors.
	+ Sustainability Plan *(5 out of 75 points)* – Applicants should describe how the long-term financial sustainability of the project will be funded in the future, including strategies to cultivate alternate funding and community collaboration. Provide a clear explanation if the project will not continue after the grant.

Grant Budget Request, Budget Narrative/Justification, and Cost Allocation Plan ***(10 out of 100 points)***

Applicants must submit a Grant Budget Request (Attachment B), a Budget Narrative/Justification, and a Cost Allocation Plan. The Budget Narrative/Justification may be submitted as part of the Grant Budget Request (in the Comments sections) or as a separate document. The Cost Allocation Plan may be submitted as part of the Budget Narrative/Justification or as a separate document.

The Budget Narrative/Justification must outline how grant funds will be used to support and implement the program, and should thoroughly and clearly describe every category of expense listed in the Grant Budget Request. It should be mathematically sound and correspond with the information and figures provided in the Grant Budget Request. It should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. It may include tables for clarification purposes but need not be in a spreadsheet format.

The Cost Allocation Plan must summarize how the applicant agency will allocate shared costs between various funding sources. Administrative Costs cannot exceed 15 percent of the total expenditures of which indirect costs are a subset. A copy of the applicant agencies federally approved indirect cost rate agreement must be included with the application, should a different rate be requested.

Administrative Costs as defined by CCDF Regulations Sec. 98.52 Administrative costs –

[Federal Register :: Child Care and Development Fund (CCDF) Program](https://www.federalregister.gov/documents/2016/09/30/2016-22986/child-care-and-development-fund-ccdf-program)

# VI. REVIEW AND SELECTION PROCESS

## Grant Review Panel

DCF is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored and rated by a Grant Review Panel. The grant review is the process by which competitive, discretionary grant applications are evaluated by internal reviewers and some review panels may include external reviewers. Grant reviewers evaluate applications to ensure that the information presented is reasonable, understandable, measurable and achievable, as well as consistent with program or legislative requirements as Stated in the RFP.

DCF leadership uses the Grant Review Panel ratings and summaries as guidance when selecting projects for awards. Grant Review Panel ratings are advisory only, however, and do not bind DCF to a particular decision. In addition to Grant Review Panel review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, geographic balance and available funding.

## Selection Criteria

The Grant Review Panel uses a scoring guide, which coincides with the RFP, when reviewing applications. The scoring guide uses a system of 100 total points, as noted in Section V – Application Process.

# VII. POST-AWARD REQUIREMENTS

## Reporting Requirements

Grantee agencies will be required to submit the following reports to the designated DCF Program Manager, using the designated forms:

**Status Reports** (OGC-1006) will be due on or before the 20th of every month. Status Reports are required for project-based grant awards. DCF Program may determine narrative requirement(s).

**Budget Transaction Reports** (OGC-1005) will be due on the 20th day of every month. Budget Transaction Reports will not be processed without a Status Report for the reporting period on file, a Budget Itemization Report, and any other required documentation as established in the grant award.

**Budget Itemization Reports** (OGC-4005) will be due on or before the 20th of every month. Budget Itemization Reports will not be processed without a Status Report for the reporting period, a Budget Transaction Report, and any other required documentation established in the grant award.

**Program Specific Reporting Requirements**

1. **CCDF Quarterly Performance Report** by the 20th day of the months of October, January, March and July.
	1. The quarterly report shall include the above data outputs as well as narrative descriptions to include:
		1. Activities, outputs and progress made in each of the services to be provided
		2. Progress on performance measures for services to be provided within the stated project goals of this request for proposal
2. **Comprehensive Annual Report** by July 30th of each grant year. The comprehensive report shall include:
	1. Report of year-end totals and summary of the quarterly performance reports.
	2. Recommendations for improvements and adjustments to activities based on data collected, community and provider feedback, and Advisory Committee work.
	3. Update of timeline and goals for the upcoming year.
3. **Annual CCDF Quality Performance Report (QPR)** activities that will be determined upon the release of the CCDF Quality Performance Report. This report requires data collection that spans the federal fiscal year, October 1 through September 30, and shall be due on or before October 31st of each grant year.
4. **Advisory Committee Communications Report** due within 15 days of activity. The communication report shall include agenda and meeting minutes, including resources and recommendations.
5. **Annual Professional Development Needs Assessment** due by January 30th of each grant year.

For more information, see the Grantee Resources page on the DCF Office of Grants and Contracts website at

[http://www.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx](https://dcfauth.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx).

## Federal Funding Accountability and Transparency Act (FFATA) Requirements

Grant awards through this RFP will be subject to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. In order to meet these requirements, applicant agencies that are awarded funds will need to provide the names and total compensation for the five most highly-compensated executives of the organization. For more information, the Five Most Highly Compensated Executives form (OGC-4001) can be found on the Grantee Resources page of the DCF Office of Grants and Contracts website at [http://www.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx](https://dcfauth.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx).

## State Audit and Monitoring

In general, audits must be conducted in accordance with the provisions contained in 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.

The grantees responsibilities regarding obtaining an independent audit of any agreement awarded by DCF are found in DCF’s Audit/Monitoring Policy and Requirements, which can be found on DCF’s website at <http://www.dcf.ks.gov/Agency/Operations/Audits/Documents/Recipient%20Monitoring%20Policy.pdf>.

If agencies spend less than $750,000 in Federal awards:

Financial/Compliance audits must be conducted in accordance with the DCF Recipient Monitoring Policy and include assurances of the following:

* Compliance with the administrative requirements and cost principles contained in the OMB Cost Circulars.
* Compliance with guidance contained in the Code of Federal Regulations for CCDF.
* Compliance with DCF grant award conditions and any other State of Kansas statutes and regulations.
* Effective financial accountability and controls over grant funds.

Entities that expend $750,000 or more during their fiscal year in Federal awards must have a single audit in addition to compliance with DCF Recipient Monitoring Policy.

The audit must:

* Be conducted in accordance with Generally Accepted Government Auditing Standards.
* Have a determination whether the financial statements of the organization are presented fairly in all material respects in accordance with generally accepted accounting principles.  They must include a Schedule of Expenditures of Federal Awards (SEFA) and opine whether it is stated fairly in all material respects in relation the financial statements taken as a whole.
* Include Internal Control testing – the auditor must perform procedures to obtain an understanding of internal control over Federal and State programs and determine the sufficiency of those controls over Federal and State programs.
* Include Compliance testing – the auditor must determine whether the organization has complied with Federal and State statutes, regulations, and the terms and conditions of Federal and State awards that may have a direct and material effect on major programs.

All entities receiving funding are subject to internal monitoring (both fiscal and program) and to audits conducted by DCF Audit Services. Monitoring is an ongoing process and generally is not limited to a review at the end of the program period.

DCF Audit Services has the authority, under the provisions of this grant, and federal and State law, to conduct audits in addition to those conducted by an entity’s contracted audit firm.

# VIII. CHECKLISTS

## Application Checklist

The following sections must be submitted in this order:

\_\_\_ Table of Contents

*\_\_\_* Grant Application Information Sheet (OGC-1002) *(Attachment A) \*signed by Grantee Agency’s*

 *Authorizing Official*

\_\_\_ Program Abstract

\_\_\_ Statement of Problem\*

\_\_\_ Project Design\*

\_\_\_ Implementation Plan\*

\_\_\_ Management Structure\*

\_\_\_ Sustainability Plan\*

\_\_\_ Grant Budget Request (OGC-1003) *(Attachment B)*

\_\_\_ Budget Narrative/Justification and Cost Allocation Plan

\_\_\_ Policy Regarding Sexual Harassment Acknowledgement Memorandum (*Attachment C)*

\_\_\_ 501(c)(3) Verification *(if applicable)*

\_\_\_ DUNS Number Verification

\_\_\_ Tax Clearance Certificate

\_\_\_ 2018 Boycott of Israel Certification *(Attachment D)*

\_\_\_ Debarment Memorandum *(Attachment E) \*initialed by Applicants Authorizing Official*

\_\_\_ Financial Information (Transmittal Letter for Audit, IRS Form 990, or year-end financial Statement)

\_\_\_ Federally Approved Indirect Cost Rate Agreement *(if applicable)*

\_\_\_ Specific Terms and Conditions *(Attachment F) \*signed by Applicants Authorizing Official*

\_\_\_ Contractual Provisions (DA-146a) *(Attachment G) \*initialed by Applicants Authorizing Official*

\_\_\_ Special Provisions Incorporated by Reference *(Attachment H)* *\*signed by Applicants Authorizing Official*

\_\_\_ List of Board of Directors and Board Member Conflict-of-Interest Statement (if applicable)
\_\_\_ Delegation of Authority from Board of Directors\_\_\_ Letters of Support

\_\_\_ Organizational Chart/Description

## Attachment A – Grant Application Information Sheet

The grant applicant agency must fill out the Grant Application Information Sheet form (OGC-1002) and submit it with its grant application *(double-click on the icon below to open the form).*



## Attachment B – Grant Budget Request

The grant applicant agency must fill out the Grant Budget Request form (OGC-1003) and submit it with its grant application *(double-click on the icon below to open the form).*



## Attachment C – Executive Order 18-04 “Policy Regarding Sexual Harassment

The grant applicant agency must read Executive Order and fill out the acknowledgement memorandum and submit it with its grant application *(double-click on the icon below to open the form)*

 

## Attachment D – 2018 Boycott of Israel Certification

The grant applicant agency must read and sign the Boycott of Israel Certification memorandum and submit it with its grant application *(double-click on the icon below to open the form)*



## Attachment E – Debarment Memorandum

Grant applicant agencies must obtain the debarment status of their agency by accessing the System for Award Management website at [*http://www.sam.gov/portal/public/SAM/*](http://www.sam.gov/portal/public/SAM/), and performing a search under “Search Records”. As part of the Code of Federal Regulations (45 C.F.R. Part 76), all entities receiving funding from the federal government must participate in a government-wide system for non-procurement debarment and suspension. An entity that is debarred or suspended shall be excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government-wide effect. The Secretary of DCF is authorized to impose debarment. The applicant agency must place the Debarment Memorandum template (Attachment E) on their grantee agency letterhead, initial it and submit it with their grant application. Should you need assistance with the search, please contact the Federal Service Desk at 866-606-8220. (There is no cost to obtain this information.)

To: Department for Children and Families

From: [enter Applicant Agency]

[enter Name and Title]

RE: Debarment Memorandum

Date: [enter date]

Agencies doing business with the Kansas Department for Children and Families (DCF) are required to adhere to all regulations in reference to Suspension and Debarment as per 2 CFR 180. As a pass-through entity, DCF is required to verify all non-federal entities doing business with DCF are not suspended or debarred or otherwise excluded from participating in transactions including and/or exceeding $5,000, cumulative, as per State of Kansas procurement regulations. This verification is accomplished by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) found at https://www.sam.gov/portal/public/SAM/. If an agency is not registered in the EPLS they are required to do so prior to conducting business with DCF.

This memorandum attests to the fact that we, [Applicant Agency], are in compliance with all debarment requirements for conducting business with DCF as stated above. Agency has registered with GSA and has subsequently verified their status as active as of today’s date. [Applicant Agency] is not on the list of excluded organizations as of today’s date.

## Attachment F – Specific Terms and Conditions (DCF provisions – DCF Notification of Grant Award)

**SPECIFIC TERMS AND CONDITIONS**

**NOTIFICATION OF GRANT AWARD**

**1.0** **DEFINITIONS**

As used throughout this Grant, the following words and terms are used as defined in this paragraph unless (a) the context in which they are used clearly requires a different meaning or (b) a different definition is prescribed for a particular part or portion of a part.

(1) “Grantor” and DCF shall mean The Kansas Department for Children and Families, and its employees, agents and representatives.

(2) “Grantee” shall mean **(Q)** and its employees, agents, and representatives.

(3) “May” denotes the permissive.

(4) “Award” denotes this document which sets forth the Grant requirements.

(5) “Shall” denotes the imperative.

**2.0** **NOTICES AND CORRESPONDENCE**

1. All notices and correspondence shall be sent by either party to the other in all matters dealing with the Grant, as noted in this NOGA and/or the Grant Forms it references, to the following addresses, unless otherwise directed by DCF:
2. All correspondence, reports, and other documentation required by this Grant shall contain a subject line commencing with this Grant Number (**(L)**) and followed by the topic.

**3.0** **GRANT AWARD**

1. This award is a Grant. A Grant is a legal instrument for transferring money, property or services to the recipient in order to accomplish a public purpose of support or stimulation where there will be no substantial involvement between the State agency and the recipient during performance as defined in the Federal Grant and Cooperative Agreement Act of 1977, 31 U.S.C. 6304. This act distinguishes federal assistance relationships or Grant and cooperative agreements from procurement relationships or procurement contracts. Unlike a procurement contract, which is a legal instrument for acquiring supplies or services for the direct benefit of or use by the State Government, a grant, like a cooperative agreement, has, as its main purpose, support or stimulation. There are two main types of grants, categorical grants and block grants.
2. The law of the State of Kansas DCF, K.S.A. 39-708C, States the Secretary shall have the power and duty to determine the general policies relating to all forms of social welfare which are administered or supervised by the Secretary. The Secretary has deemed it proper and necessary according to the above statute to enter into a Grant with the Grantee for agreed upon exchange of services listed herein as Stated in the Scope of Work. This offer, which asks for a promise in return as the agreed exchange for a promise, is an offer to enter a bilateral agreement.
3. In no event shall the Grantee be entitled to payments for costs incurred in excess of the amount set forth in this Grant without prior written approval of the Grantor. Unless modified by written Amendment to this Agreement, there shall be no allowance for costs incurred outside the Scope of Work set forth in Section 9.0. The Grantee shall only be paid for actual work performed and services delivered.
4. The term of this grant is from **(NB) to (NE)**. The Grantee will not receive payment for any expenditure made or incurred prior to (NB) or after (NE), the term of this Grant award.

**4.0** **PRINCIPAL PLACE OF PERFORMANCE**

The counties served through this Grant include: **(G)**. The target population served by this grant includes **(TP)**.

**5.0** **INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of all submittals shall be accomplished by the DCF Program Manager or his/her duly authorized representative.
2. All effort performed under this Grant is subject to inspection by various agencies. The Grantee may be required to provide personnel to accompany the regulatory agency inspection or review teams. Grantee personnel shall be knowledgeable concerning the work being inspected. In addition, the Grantee may be required to participate in responding to the request for information or other findings by regulatory agencies.
3. All work accepted during the progress of the Grant is subject to further inspection. If work is found to NOT be in conformance with the Grant, the Grantee will be required to put it into compliance at no additional cost, or payment will be withheld until work is performed in compliance with the Grant.

**6.0** **SPECIAL GRANT REQUIREMENTS**

The Grantor’s Contractual Provisions (DA-146a) is applicable to and a part of this Grant and is incorporated herein by reference as [Attachment](#Attachment_D) G.

**7.0** **ORDER OF PRECEDENCE**

In the event of an inconsistency or conflict between or among provisions of this Grant, the inconsistency shall be resolved by giving precedence as follows:

1. [Attachment](#Attachment_D) G (Contractual Provisions – DA-146a)
2. Amendments to the Award
3. The Award
4. [Attachment](#Attachment_E) H (Special Provisions Incorporated by Reference)
5. Other provisions of this Grant, whether incorporated by reference or otherwise.

**8.0** **GENERAL RELATIONSHIP**

The Grantee agrees in all matters relating to this Grant, it shall be acting as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of this Grant. The Grantee shall have no right, power or authority to create any obligation, expressed or implied, on behalf of DCF and shall have no authority to represent DCF as an agent.

**9.0** **SCOPE OF WORK AND DELIVERABLES**

The Grantee, as an independent contractor and not as an agent of DCF, shall, in conformance with the Specific Terms and Conditions set forth herein, provide the necessary personnel and material and do all things necessary and/or incidental to the furnishing and delivery to DCF of the supplies or services set forth below, all in accordance with the specifications and other requirements applicable to and referenced therein and as set forth in the award.

**9.1** ***BACKGROUND AND SCOPE***

**9.2** ***SERVICES TO BE PROVIDED***

**9.3** ***PERFORMANCE MEASURES***

**9.4** ***DELIVERABLES AND REPORTING REQUIREMENTS***

The work required by this Grant shall be completed in accordance with the respective dates specified in the Grant or as requested by DCF. The Grantee shall submit all required reports as listed below. All reports must be received on or before the required due dates established in the NOGA. **Failure to submit the required reporting, regardless of the level of progress or expenditures during the reporting period, shall lead to non-payment of the Budget Transaction Report requested funds, suspension of the grant and/or termination of the grant, at the discretion of DCF.** Acceptance of any late deliveries shall not be deemed a waiver of DCF’s right to hold the Grantee liable for any actual loss or damage resulting therefrom, nor shall it act as a modification of the Grantee’s obligation to make future deliveries in accordance with the award set forth in this Section. The completion date for this Grant is **(NE)**.

The Grantee must submit the following reports to DCF, using the following forms:

 Status Report (Form OGC-1006)

 Budget Transaction Report (Form OGC-1005)

 Budget Itemization Report (Form OGC-4005)

The Grantee may submit the following reports to DCF, using the following forms:

 Revision Request (Form OGC-1008)

* Grantee may submit if they wish to request a revision to their Approved Grant Budget Authority

 Equipment Pre-Approval Request (Form OGC-4004)

* Grantee must submit if they wish to purchase an article of tangible personal property that has a useful life of more than one year and an acquisition cost (DC-funded portion) of $5,000 or more per unit.
* Equipment purchased with grant funds must be returned to DCF upon completion of the grant.

**The aforementioned OGC forms, as well all other OGC forms noted in this document, can be found at the DCF Office of Grants and Contracts webpage –** [**http://www.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx**](https://dcfauth.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx)**.**

**Status Reports are due as follows:**

Status Reports shall include information regarding Performance Measures. These Performance Measures will be compared with the annual targeted goals as identified in the Grant Proposal to ensure compliance. If no activity took place or no services were provided, then an explanation for such should be included on the Status Report. Budget Transaction Reports will not be processed without a Status Report for the reporting period on file, a Budget Itemization Report, and any other required documentation established herein.

**Budget Transaction Reports and Budget Itemization Reports are due as follows:**

Grantee Agencies shall request payment via the Budget Transaction Report. Requests for reimbursement must be limited to those expenditures made consistent with the provisions set forth in this NOGA. Budget Transaction Reports will not be processed without a Status Report for the reporting period on file, a Budget Itemization Report, and any other required documentation established herein. Budget Transaction Reports and Budget Itemization Reports must be submitted every reporting period, even if no expenses were incurred and no activity took place. If no expenses were incurred, then $0.00 should be submitted on the Budget Transaction Report and Budget Itemization Report. Incomplete or incorrect reports will be returned for correction without payment.

If the Budget Transaction Report includes expenses incurred from Sub-Awardees, a copy of the Sub-Grantee Agency’s Tax Clearance(s) and Debarment Memorandum(s) must be submitted with the first Budget Transaction Report in order for any funds to be reimbursed. (Related information can be found in [Section10.12](#Funding_Subawards)–Sub-Awards.)

The last Budget Transaction Report must be marked as FINAL and submitted according to the aforementioned timeline. Under no circumstance will it be accepted more than sixty (60) days beyond the end of the grant term, at which time the funds will be released to another purpose. After payment of the Final Budget Transaction Report, no further amount shall be due or payable by DCF under this Grant.

Although receipts and related documentation are not required to be submitted, this original documentation of expenditures must be kept on file and available for inspection by State and/or federal officials.

**Reports and Requests must be sent to the following parties, as noted on each Grant Report or Request accordingly. For more information, or should you have any questions, please contact DCF using the contact information below:**

**9.5** ***STATE RESOURCES TO BE PROVIDED***

**10.0** **FUNDING**

The funding amount for this Grant is $(M). Indirect Costs should not exceed 10% of the total Grant Budget. A copy of the Grantee’s federally approved Indirect Cost rate agreement must be included should a different rate be requested. Total administrative costs cannot exceed 15%.

This Grant is reimbursement-based, unless otherwise noted. Grantee must submit regular budget reports itemizing costs incurred, as noted above, and is reimbursed accordingly. Grant funds are paid for services rendered and are not provided as “cash up front.”

**10.1** ***AVAILABILITY OF ANTICIPATED FEDERAL FUNDS***

The formal approval of grant awards, and the obligation and reimbursement of funds to them, are contingent upon the availability of anticipated federal funds, as determined by Congress, Kansas statute, other Federal or State action, as well as the Specific Terms and Conditions contained in this NOGA.

**10.2** ***COST PRINCIPLES***

At times, the State matches federal funds with State funds and therefore follows federal guidelines and regulations. Requests for reimbursement of grant awards shall be limited to those expenditures made consistent with the provisions of this NOGA and the cost principles set forth as follows:

1. The Code of Federal Regulations (CFR), including 45 CFR Parts 46, 77, 80, 84, 86, 91, 95, 96, 97, and 100; 46 CFR Part 381; 48 CFR Part 31.2. For more information on the CFRs, visit: <http://www.ecfr.gov/cgi-bin/ECFR?SID=2d5f57c64e7afab744f98df61bf24177&page=simple> .

1. The Office of Management and Budget Circulars have been replaced by the Super-Circular 2 CFR Part 200. For more information on the Super Circular, visit: <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> .

**10.3** ***ALLOWABLE COSTS***

Costs must be necessary, reasonable for and allocable to an approved grant award; incurred within the grant award period; itemized in the NOGA’s Approved Grant Budget Authority; and in accordance with the NOGA provisions. State of Kansas purchasing regulations are required to be followed, unless prior approval has been granted. Travel costs under this award are to follow State of Kansas mileage and per-diem rates as Stated.

**10.4** ***INELIGIBLE ITEMS***

Items ineligible for grant award reimbursement include but are not limited to: alcohol, for consumption purposes; land; construction or reconstruction of driving ranges, towers and skid pads; construction, rehabilitation or remodeling of State, local or private buildings or structures; and office furnishings and fixtures. Grant funds shall never be used to purchase property or build facilities.

Grantees are responsible for paying for grant-funded goods and services in a timely manner. Grant funds may not be used to pay late fees, finance charges, interest, or any costs associated with late or overdue bills. All such costs are the sole responsibility of the Grantee.

**10.5** ***PROPORTIONATE FUNDING***

Reimbursement of costs for personnel, major equipment and other significant purchases must be limited to the portion utilized on the project.

**10.6** ***DUPLICATION OF FUNDS***

By acceptance of this Grant, the Grantee declares and assures that no costs or expenditures which have been funded by other federal or State grant funds have been duplicated or otherwise included as part of the funding request in this Grant.

**10.7** ***SUPPLANTATION OF GRANT FUNDS***

The Grantee shall not use grant monies to pay for expenses already being paid for or have been paid for by another source. The Grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds granted under this Grant Award may not be used for any purpose other than the one defined in this document.

**10.8** ***START-UP COSTS***

Grantees may have start-up costs approved which were incurred within the ninety (90) day period immediately preceding the effective date of the award. Requests for start-up costs must be negotiated during the pre-award period. Start-up costs must be necessary for the effective and economical conduct of the Grant and the costs must be otherwise allowable. Pre-award expenditures are made at the Grantee’s risk. Approval of start-up costs does not obligate DCF under the following conditions: (1) lack of funding appropriation; (2) if the award is not subsequently made; or (3) if a Grant is made for a lesser amount than the Grantee expected. Start-up costs are one-time monies and are not to be approved for continuation Grants.

**10.9** ***PROGRAM INCOME***

Program income means gross income earned by the Grantee that is directly generated by a supported activity or earned as a result of the Grant Award. Program income includes, but is not limited to, income from fees for services performed, the use of rental or real or personal property acquired under the award, the sale of commodities or items fabricated under the award, license fees and royalties on patents and copyrights and interest on loans made with award funds. Interest earned on advances of funds is not program income. Program income does not include the receipt of principal on loans, rebates, credits, documents, etc., or interest earned on any of them.

Unless otherwise specified in the Grant, program income received or accrued by the Grantee during the period of this award shall be retained and added to the funds committed to this Grant and used to further Grant objectives. Also, unless otherwise specified, the Grantee shall have no obligation for program income generated and received beyond the period of this award.

**10.10** ***UNEARNED GRANT FUNDS***

Unless otherwise specified in a Grant award document, all unearned Federal Grant funds on hand at the end of the Grant period shall be returned to DCF within sixty (60) days of the end of the grant period. Revenue is earned when the allowed expenses (according to the Grant terms) are incurred and properly reported (according to the Grant terms) and timely submitted to DCF for reimbursement. The Grantee shall remit the amount due by check or money order payable to DCF as coordinated with the Granting Agency.

Grantees may keep any interest or other investment income earned on advances of DCF Grant funds as long as the monies are reinvested in the Grant itself. This includes any interest or investment income earned by sub-grantees and cost-type contractors on advances to them that are attributable to advances of DCF Grant funds to the Grantee. DCF may seek recovery of costs due to litigation.

**10.11** ***SUB-AWARDS***

A Grantee Agency may enter into sub-awards only with prior written approval from DCF. Sub-Grantee Agencies must sign off on and adhere to the Specific Terms and Conditions contained within this NOGA and are subject to the same Tax Clearance and Debarment requirements as the Grantee Agency, as well as the audit requirements outlined within the NOGA. A copy of Sub-Grantee Tax Clearance(s), Debarment Memorandum(s), and the signed Sub-Grantee Acknowledgement Form (OGC-1012), must be submitted with this NOGA for approval. Sub-Grantees shall utilize the grant funds in a manner consistent with their given budget and abide by the restrictions found elsewhere within these Grant conditions.

**11.0** **PAYMENTS**

Unless otherwise provided, DCF shall pay amounts due and payable within thirty (30) days after receipt of a valid Budget Transaction Report, Budget Itemization Report and Status Report. In accordance with the Kansas Prompt Payment Act (K.S.A 75-6403), payments will be made within thirty (30) days from the date the Report was received by DCF. Please note the “payment date” is considered to be the date on the check to the agency, not the date it is received by the agency. Any payments not processed within thirty (30) days are subject to an interest penalty. Requests for interest to be paid on an invoice must be sent to the Executive Officer of the Agency. Interest will be paid at a rate of 1.5% per month of the unpaid balance due. Total compensation shall not exceed **$(M)**.

After payment of the final Budget Transaction Request no further amount shall be due or payable by DCF under this Grant.

1. **GRANT CHANGES AND BUDGET MODIFICATIONS**

**12.1** ***REVISION REQUESTS***

A Grantee Agency may submit a Revision Request (OGC-1008) during the grant year to their designated OGC Grant and Contract Specialist if they would like to move funding from one line item to another, within the existing grant year, without changing the Total Expense amount. If the requested funding change is less than 10% of the line item amount where the money is coming from no Revision is required. Approval is necessary prior to making any expenditure. In addition, approval is necessary before requesting reimbursement for such expenses. If reimbursement is being requested for monies over 10% of a line item and approval has not been given, those expenses will not be reimbursed. The Grantee Agency shall continue to utilize the grant funds in a manner consistent with the Approved Grant Budget Authority, abiding by the restrictions found elsewhere within these Grant conditions.

Revision Requests will not be accepted during the last thirty (30) days of the grant term.

**12.2** ***AMENDMENTS***

Only DCF will determine if an Amendment is warranted to extend the Grant Year end date, increase/decrease the Total Expense amount, or change the scope of work within the grant year.

1. DCF may at any time, by written order, make changes within the general scope of this Grant, or any order issued hereunder, in any one or more of the following:
	* 1. Description of services to be performed.
		2. Time of performance (i.e., hours of the day, days of the week, etc.)
		3. Place of performance of the services.
		4. Place of delivery.
2. If any such change causes an increase or decrease in the cost of, or the time required for performance of any part of the work under this Grant, DCF shall make an adjustment in the price, the delivery schedule, or both, and shall modify the Grant.
3. The Grantee must assert its right to an adjustment under this clause within thirty (30) working days of the written notification. However, if DCF decides the facts justify it, DCF may receive and act upon a proposal submitted before final payment of this Grant.
4. Failure to agree on any adjustment shall be a dispute under the Disputes Provision. However, nothing in this provision shall excuse the Grantee from proceeding with the Grant as changed.
5. Except as provided in this provision, no order, Statement, or conduct of the Grantee shall be treated as a change to the Grant under this provision or entitle the Grantee to an equitable adjustment.

**12.3** ***MODIFICATIONS SUBJECT TO FUNDING CHANGES***

The State of Kansas’ current financial situation does not make it possible for DCF to make firm, unalterable financial commitments. In the event DCF determines lack of funding requires a modification of this Agreement, DCF reserves the right to renegotiate terms and conditions of the Agreement with the Grantee. The Grantee agrees to cooperate with DCF in negotiating this Agreement should DCF determine such modification is necessary to manage the resources available to DCF.

In the event DCF is subject to a formal reduction or allotment, DCF reserves the right to alter or adjust the payment amounts or terms of this Agreement to meet funding reductions or allotments by sending a written notice of such alterations or adjustments to the Grantee fifteen (15) days before such alterations or adjustments become effective. Should the Grantee believe there is a need to modify other terms or conditions of the Agreement, DCF will, in good faith, negotiate regarding the terms of the Agreement.

**12.4** ***CHANGES IN KEY PERSONNEL OR BOARD MEMBERSHIP***

The Grantee Agency must notify their DCF Program Manager if there are any changes in key personnel at the Grantee Agency and/or changes to board membership. DCF has the right to audit the Grantee Agency if there has been a change in such personnel.

**13.0** **DATA**

DCF warrants that technical data issued to the Grantee for use in performing professional services under this Grant shall be current, accurate, complete and adequate for its intended purpose. The Grantee shall notify their DCF Program Manager as soon as possible upon discovering any data deficiency. The DCF Program Manager shall take prompt and reasonable action to reconcile or remedy the data deficiency(ies).

The Grantee may have access to private or confidential data maintained by DCF to the extent necessary to carry out its responsibilities under this Grant. The Grantee must comply with all the requirements of the Kansas Open Records Act in providing services under this Grant. The Grantee shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of the performance of this Grant shall be disseminated by either party except as authorized by statute, either during the period of the Grant or thereafter. The Grantee must agree to return any or all data furnished by DCF promptly at the request of DCF in whatever form it is maintained by the Grantee. On the termination or expiration of this Grant, the Grantee will not use any of such data or any material derived from the data for any purpose and, where so instructed by DCF, will destroy or render it unreadable.

**14.0** **GOVERNING LAW, CONSENT TO JURISDICTION**

This Award, and any act, agreement, contract or transactions to which they shall apply, or which are contemplated hereby or hereunder, shall be governed by, and construed, interpreted and enforced in accordance with the laws of the State of Kansas and, to the extent applicable, the United States of America.

Any dispute arising out of, or any suit or other proceedings pursuant to or arising out of these Specific Terms and Conditions, or any act, agreement, contract or transactions to which they shall apply or which are contemplated hereby or hereunder, shall be subject to the jurisdiction of a court of competent jurisdiction located in the county of Shawnee, State of Kansas, and the Grantee shall take any and all necessary or appropriate action to submit to the jurisdiction of such court.

**15.0** **COMPLIANCE WITH LAWS AND REGULATIONS**

The Grantee agrees it will comply with all federal, State, and local laws and regulations in effect at any time during this Grant. The Grantee shall certify to DCF it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the Grant.

**16.0** **NO WAIVER OF CONDITIONS**

Failure of DCF to insist on strict performance shall not constitute a waiver of any of the provisions of this Grant or waiver of any other default of the Grantee.

**17.0** **FORCE MAJEURE**

The Grantee shall not be liable if the failure to perform this Grant arises out of causes beyond the control of the Grantee. Causes may include, but are not limited to, acts of nature, fires, quarantine, strikes other than by the Grantee’s employees, and freight embargoes.

**18.0** **TERMINATION**

**18.1** ***GRANT TERMINATION***

The initial term of this Grant shall commence on **(NB)** and shall continue in effect until **(NE)** unless terminated sooner pursuant to the provisions of this Agreement.

**Performance:** The Grantee shall perform each and every requirement and condition set forth in the Grant Award which was accepted by DCF in this document. Failure to perform the requirements and conditions set forth in the Grant shall be considered a material breach of this Grant Agreement.

**Termination for cause:** This Grant may be terminated immediately by DCF for cause. Cause for immediate termination is limited to the following: Grantee’s failure to perform the requirements and conditions set forth in their Grant; Grantee’s material breach of the terms and conditions of this agreement; the willful breach, habitual neglect, or other continued failure of the Grantee to abide by any law, rule, procedure or policy which the Grantee has received notice from either DCF or the State of Kansas; the inability to submit a valid Kansas Certificate of Tax Clearance for the Grantee Agency from the Kansas Department of Revenue; the Grantee Agency or any of its employees is found to be debarred or suspended. In the event DCF terminates this agreement for cause the Grantee will be provided written notice of the reasons therefore.

**18.2** ***TERMINATION DUE TO LACK OF FUNDING APPROPRIATION***

If sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, DCF may terminate this agreement at the end of its current fiscal year. DCF agrees to give written notice of termination to the Grantee at least thirty (30) days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this agreement, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. DCF will pay to the Grantee, all regular Grant payments incurred through the end of such fiscal year, plus grant charges incidental to the return of any such equipment. The termination of the Grant pursuant to this paragraph shall not cause any penalty to be charged to the agency or the Grantee.

**18.3** ***TERMINATION FOR CONVENIENCE***

DCF shall terminate performance of work under this Grant in whole or in part whenever, for any reason, DCF shall determine the termination is in the best interest of the State of Kansas. In the event DCF elects to terminate this Grant pursuant to this provision, the Grantee will be provided written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Grantee shall continue to perform any part of the work that has not been terminated by the notice.

**18.4** ***RIGHTS AND REMEDIES***

If this Grant is terminated, DCF, in addition to any other rights provided for in this Grant, may require the Grantee to transfer title and deliver to DCF, in the manner and to the extent directed, any completed materials. DCF shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

Subject to proof of market price, the measure of damages for non-delivery or repudiation by the Grantee, shall be the difference between the market price at the time when DCF learned of the breach and the Grant price, combined with any incidental and consequential damages, less expense saved as a result of the Grantee’s breach. Market price shall be determined as of the place for tender or, in cases of rejection after arrival or revocation of acceptance, as of the place of arrival.

If it is determined, after notice of termination for cause, the Grantee’s failure was due to causes beyond the control of or negligence of the Grantee, the termination shall be a termination for convenience in the best interest of the State.

In the event of termination, the Grantee shall receive payment pro-rated for the portion of the Grant period services were provided to and/or goods were accepted by DCF subject to any offset by DCF for actual damages including loss of federal matching funds.

The rights and remedies of DCF provided for in this Grant shall not be exclusive and are in addition to any other rights and remedies provided by law.

**19.0** **SEVERABILITY**

If any provision of this Grant is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Grant shall not be affected and each provision of this award shall be enforced to the fullest extent permitted by law.

**20.0** **REVIEWS AND HEARINGS**

The Grantee agrees to advise DCF of all complaints made known to the Grantee and refer all appeals or fair hearing requests to the State. DCF has the discretion to require the Grantee to participate in any review, appeal, fair hearing or litigation involving issues related to this Grant.

A fair hearing request must be received within thirty (30) days (ninety (90) days for food assistance) of the date of the agency's notice of action. A fair hearing request must be made in writing (except for food assistance), signed, and sent to the Office of Administrative Hearings, 1020 S Kansas Avenue, Topeka, Kansas 66612-1327. The Fair Hearing Request form can be found at <http://www.oah.ks.gov/request.htm>. For additional procedures for DCF, see K.A.R. 30-7-64 *et. seq.*, K.S.A. 77-501 *et. seq.*, and K.S.A. 75-37,121. Administrative Disqualification hearings are subject to different procedures pursuant to 7 C.F.R. § 273 and K.A.R. 30-7-100 *et. seq*.

**21.0** **HOLD HARMLESS**

The Grantee shall indemnify DCF against any and all claims for injury or death of any persons, for loss or damage to any property, and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Grant.

Neither the State of Kansas nor DCF shall hold harmless or indemnify any Grantee beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et. seq.).

**22.0** **CONFLICT OF INTEREST**

The Grantee shall not knowingly employ, during the period of this Grant or any extensions of it, any professional personnel who are also in the employ of the State and who are providing services involving this Grant or similar in nature to the scope of this Grant. Furthermore, the Grantee shall not knowingly employ, during the period of this Grant or any extensions of it, any State employee who has participated in the making of this Grant until at least two years after his/her termination of employment with the State. All Grant Conflict of Interest issues will be decided in accordance with K.S.A. 46-215 et. seq.

**23.0** **NONDISCRIMINATION AND WORKPLACE SAFETY**

The Grantee agrees to abide by all State, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules or regulations may result in termination of this Grant.

**23.1** ***CIVIL RIGHTS AND NONDISCRIMINATION***

The Grantee assures all grant projects provided by the Grantee shall comply with all applicable nondiscrimination requirements, including, but not limited to, Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000(d) *et seq.*; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794; Subtitle A, Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §12131 *et seq.*; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §1681 *et seq.*; the Age Discrimination Act of 1975, 42 U.S.C. §6101 *et seq.*; U.S. Department of Justice Nondiscrimination Regulations, 28 C.F.R. Part 42, Subparts C, D, E, and G; and U.S. Department of Justice regulations on disability discrimination, 28 C.F.R. Part 35 and Part 39 administrative requirements.

**23.2** **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

The Grantee assures it has formulated an equal employment opportunity plan (EEOP) if required by federal and State law. The Grantee assures it has provided to the DCF the name of a civil rights professional who has lead responsibility for ensuring that all applicable civil rights requirements are met. This person shall act as a liaison for civil rights issues with the U.S. Justice Department, Office of Justice Programs, Office of Civil Rights.

**23.3** **LIMITED ENGLISH PROFICIENCY**

The Grantee assures that procedures have been or will be developed to ensure meaningful access by persons with limited English proficiency who are eligible for assistance or services from any Grantee program. For additional guidance in complying with the LEP assurance, please refer to the U.S. Department of Justice *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* at 67 C.F.R. 41455 (June 18, 2002) or [www.lep.gov](http://www.lep.gov).

**24.0** **AMERICANS WITH DISABILITIES ACT (ADA)**

The grantee agrees: (a) to comply with the Kansas Act Against Discrimination, (K.S.A. 44-1001 et. seq.) the Kansas Age Discrimination in Employment Act, (K.S.A. 44-111 et seq.) the applicable provisions of the Americans with Disabilities Act, (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin, ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees the phrase “Equal Opportunity Employer; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so they are binding upon such subcontractor or vendor; (e) a failure to comply with the reporting requirements of (c) above or if the grantee is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of award and the grant may be cancelled, terminated or suspended, in whole or in part, by the awarding State agency or the Kansas Department of Administration; (f) if it is determined the grantee has violated applicable provisions of ADA, such violation shall constitute a award and the grant may be cancelled, terminated or suspended, in whole or in part, by the awarding State agency or the Kansas Department of Administration.

Parties to this grant understand the provisions of this paragraph, with the exception to those provisions relating to the ADA, are not applicable to a grantee who employs fewer than four employees during the term of such grant or whose awards with the State agency cumulatively total $5,000 or less during the fiscal year of such agency.

**25.0** **HEALTH INSURANCE PORTABILITY AND ACCOUNTABLITY ACT (HIPAA)**

Confidentiality under the Health Insurance Portability and Accountability Act, 1996 (HIPAA):

DCF is a covered entity under the Act and therefore Grantee is not permitted to use or disclose health information in ways DCF could not. This protection continues as long as the data is in the hands of the Grantee.

 **Definition:**

For purposes of this section, the terms “Protected Health Information” and “PHI” mean individually identifiable information in any medium pertaining to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for provision of health care to an individual that Grantee receives from DCF or that Grantee creates or receives on behalf of DCF. The terms “Protected Health Information” and “PHI” apply to the original data and to any data derived or extracted from the original data that has not been de-identified.

Electronic protected health information (EPHI) is a subset of PHI and means individually identifiable health information that is transmitted by or maintained in electronic media.

1. Required/Permitted Uses Section 164.504(e)(2)(i): Grantee is required/permitted to use the PHI for the following purposes:
	* 1. Any activity required to ensure compliance and fulfill grant obligations
2. Required/Permitted Disclosures Section 164.504(e)(2)(i): Grantee shall disclose DCF’s PHI only as allowed herein or as specifically directed by DCF.
3. Limitation of Use and Disclosure Section 164.504(e)(2)(ii)(A): Grantee agrees it will not use or further disclose the PHI other than as permitted or required by this Grant or as required by law.
4. Disclosures Allowed for Management and Administration Section 164.504(e)(2)(i)(A) and 164.504(e)(4)(i): Grantee is permitted to use and disclose PHI received from DCF in its capacity as a Grantee to DCF if such use is necessary for proper management and administration of the Grantee to carry out the legal responsibilities of the Grantee.
5. Minimum Necessary: Grantee agrees to limit the amount of PHI used and/or disclosed pursuant to this section to the minimum necessary to achieve the purpose of the use and disclosure.
6. Safeguarding and Securing PHI Section 164.308, 164.310, 164.312, 164.314 and 164.504(e)(2)(ii)(B): Grantee agrees to implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the PHI and or EPHI the Grantee creates, receives, maintains or transmits. Grantee will furnish DCF with a written description of such safeguards taken upon request. Grantee agrees to allow authorized representatives of DCF access to premises where the PHI and or EPHI is kept for the purpose of inspecting physical security arrangements.
7. Agents and Sub-grantees Section 164.504(e)(2)(ii)(D): Grantee will ensure any entity, including agents and sub-grantees, to whom it discloses PHI received from DCF or created or received by Grantee on behalf of DCF, agrees to the same restrictions and conditions that apply to Grantee with respect to such information.
8. Right to Review: DCF reserves the right to review terms of agreements and contracts between the Grantee and sub-grantees as they relate to the use and disclosure of PHI belonging to DCF.
9. Ownership: Grantee shall at all times recognize DCF’s ownership of the PHI.
10. Notification Section 164.304, 164.314(a)(C) and164.504(e)(2)(ii)(C) : Grantee shall notify DCF both orally and in writing of any use or disclosure of PHI and or EPHI not allowed by the provisions of this Grant of which it becomes aware, and of any instance where the PHI is subpoenaed, copied or removed by anyone except an authorized representative of DCF or the Grantee. The Grantee shall report to DCF any security incident within five (5) business days of becoming aware of such incident. For the purposes of this paragraph, “security incident” shall mean the attempted or successful unauthorized access, use, disclosure, modification or interference with systems operations in an information system.
11. Transmission of PHI Section 164.312(c)(1) and 164.312(c)(2): Grantee agrees to follow the HIPAA standards with regard to the transmission of PHI.
12. Employee Compliance with Applicable Laws and Regulations: Grantee agrees to require each of its employees having any involvement with the PHI to comply with applicable laws and regulations relating to confidentiality and privacy of the PHI and with the provisions of this Grant.
13. Custodial Responsibility: Employee of Grantee, is designated as the custodian of PHI and will be responsible for observance of all conditions of use. If custodianship is transferred within the organization, Grantee will notify DCF promptly.
14. Access, Amendment, and Accounting of Disclosures Section 164.504(e)(2)(ii)(E-G): Grantee will provide access to the PHI in accordance with 45 C.F.R. Section 164.524. Grantee will make the PHI available for amendment and incorporate any amendments to the PHI in accordance with 45 C.F.R. Section 164.526. Grantee will make available the information required to provide an accounting of disclosures in accordance with 45 C.F.R. Section 164.528.
15. Documentation Verifying HIPAA Compliance Section 164.504(e)(2)(ii)(H): Grantee will make its policies, procedures and documentation relating to the security and privacy of protected health information, including EPHI, available to the Secretary of Health and Human Services for purposes of determining DCF’s compliance with 45 C.F.R. Parts 160 and 164. Grantee will make these same policies, procedures and documentation available to DCF or its designee upon request.
16. Grant Termination Section 164.314(a)(2)(i)(D) and164.504(e)(2)(ii)(I) : Grantee agrees that within [XX] days of the termination of this Grant, it will return or destroy, at DCF’s direction, any and all PHI it maintains in any form and will retain no copies of the PHI. If the return or destruction of the PHI is not feasible, the protections of this section of the Grant shall be extended to the information, and further use and disclosure of PHI is limited to those purposes that make the return or destruction of PHI infeasible. Any use or disclosure of PHI except for the limited purpose is prohibited.
17. Termination for Compliance Violation Section 164.314(a)(2)(i)(D),164.504(e)(2)(iii) and Section 164.504(e)(1)(ii): Grantee acknowledges DCF is authorized to terminate this Grant if DCF determines Grantee has violated a material term of this section of the Grant. If termination of the Grant is not feasible due to an unreasonable burden on DCF, Grantee’s violation will be reported to the Secretary of Health and Human Services, along with steps DCF took to cure or end the violation or breach and the basis for not terminating the grant.

**26.0** **CRIMINAL PROVISION**

By acceptance of this Grant, the Grantee declares and assures they have not been convicted of any criminal offenses that indicate a lack of integrity or honesty. Crimes indicating a lack of integrity or honesty include, but are not limited to, the following: any conviction of federal, State or local laws for embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; racketeering; and violation of antitrust laws. Any conviction(s) incident to obtaining or attempting to obtain or performing a public or private contract, subcontract, grant or sub-grant; or conviction of any other offense which impacts the performance and/or responsibility of a contractor, subcontractor, grantee or sub-grantee are also considered as offenses which lack integrity and honesty. The Grantee shall ensure any employees hired for this Grant are not on any criminal registry (i.e., Adult Protective Services Register).

**27.0 TAX CLEARANCE**

Any Grantee Agency who applies for a DCF Grant Award must obtain a valid Kansas Certificate of Tax Clearance for the Grantee Agency by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure an Agency’s account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every ninety (90) days. This is in accordance with Executive Order 2004-03.

**28.0** **DEBARMENT**

As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of DCF is authorized to impose debarment. Before any person or entity enters into a Grant with DCF, the Excluded Parties Lists (located at the web site <http://www.sam.gov>) shall be researched for potential debarred persons or entities.

**29.0** **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. Federal awards include grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance as well as contracts, sub-contracts, purchase orders, task orders, and delivery orders. The legislation does not require inclusion of individual transactions below $30,000. **To comply with this legislation, DCF must report sub-recipient information on grantees and contractors.** First, the award must be analyzed to see if the funds are federal or State monies. Then a determination must be made whether the awardee has a sub-recipient or vendor relationship with DCF. This is accomplished using the Federal Sub-Recipient v. Vendor Determination Checklist. The Grantee Agency must submit the FFATA Five Most Highly Compensated Executives form (Form OGC-4001) and submit it with their signed NOGA. Form can be found on the Grantee Resources page of the DCF Office of Grants and Contracts website at [http://www.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx](https://dcfauth.dcf.ks.gov/Agency/Operations/Pages/Grantee-Resources.aspx).

**30.0** **OWNERSHIP**

All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Grantee, under this Grant shall be owned by DCF. Grantee may not release any materials without the written approval of DCF.

**31.0** **PUBLICITY RELEASES**

 All such publicity releases and materials must be sent to DCF Office of Communications for review, via the grant program manager, at least one week in advance of publication. No unauthorized use of the DCF logo is allowed. No unauthorized statements, comments, social media or the like identifying DCF will be allowed. Any statements, comments, social media or the like identifying DCF must be approved by DCF Office of Communications.

**32.0** **WEB DEVELOPMENT**

Web-based services must adhere to the same accessibility standards as determined by the State of Kansas. Any website, webpages, or web-based applications developed by a Grantee for DCF shall be in compliance with Kansas Information Technology Executive Council policies, refer to: <http://oits.ks.gov/kito/itec/itec-policies>. Information Technology Policy #1210, State of Kansas Web Accessibility Requirements, can be found at <http://oits.ks.gov/kito/itec/itec-policies/itec-policy-1210>. Additional information and guidance is available through the Kansas Partnership for Accessible Technology (KPAT) website at <http://oits.ks.gov/kpat/>. Finally, web content must be in compliance with DCF web standards (DCF-ITS Stands 3401.04) available upon request.

**33.0** **LOBBYING**

No appropriated funds may be expended by the recipient of this grant to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of the Legislature or an employee of a member of the Legislature, or to expend in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

**34.0** **CARE OF STATE PROPERTY**

The Grantee shall be responsible for the proper care and custody of any State-owned personal tangible property and real property furnished for the Grantee’s use in connection with the performance of this Grant. The Grantee will reimburse DCF for such property’s loss or damage caused by the Grantee, normal wear and tear expected.

**35.0** **EQUIPMENT**

The term “equipment” is defined as an article of tangible personal property with a useful life of more than one (1) year and an acquisition cost of $5,000 or more per unit. The Grantee Agency must submit an Equipment Pre-Approval Request (OGC-4004) to their designated DCF Program Manager if they wish to purchase such an item (the Request must be submitted if the DCF-funded portion is $5,000 or more per unit). Equipment Pre-Approval Requests must be submitted and approved before any purchase of equipment is made. The Grantee may use its own definition of equipment if its definition would at least include all items of equipment as defined here. The Grantee assures, to the extent practicable, all equipment and products purchased with grant funds shall be American made. At the close of this agreement, DCF may request any equipment purchased with these funds be returned to DCF.

**36.0** **RECORDS**

**36.1** ***ACCOUNTING SYSTEM***

The Grantee Agency’s accounting system shall meet generally accepted accounting principles and OMB Circular provisions.

**36.2** ***MAINTENANCE OF COST RECORDS***

The Grantee shall maintain books, records and other documents in such a manner so as to readily identify them directly with the delivery of services outlined in the Grant Award.

**36.3** ***RETENTION OF RECORDS AND REPORTS***

Unless otherwise specified in this Grant Award document, the Grantee shall preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this Grant for a minimum of five (5) State fiscal years from the date of the expiration or termination of this agreement. Matters involving litigation shall be kept for the minimum five (5) year period or for one (1) year following the termination of litigation, including all appeals, whichever is longer. Grantee shall notify DCF of any circumstances which impair the integrity or security of such materials during the retention period.

The Grantee agrees, authorized federal and State representatives, including but not limited to, personnel of DCF; independent auditors acting on behalf of the State; and/or federal agencies shall have access to and the right to examine records during the grant period and during the five (5) year post-grant period. Delivery of and access to the records shall be at no cost to the State.

Grant records and documents must be made available for inspection by DCF personnel or their associates within a reasonable timeframe.

**37.0** **FEDERAL/STATE GRANTEE/SUB-GRANTEE AUDIT AND MONITORING**

**DETERMINATION**

The Grantee’s responsibilities regarding obtaining an independent audit of any grant awarded by DCF are found in DCF’s Audit/Monitoring Policy and Requirements, which can be found on DCF’s website at [http://www.dcf.ks.gov/Agency/Operations/Audits/Documents/Recipient%20Monitoring%20Policy.pdf](https://dcfauth.dcf.ks.gov/Agency/GC/Audits/Documents/Recipient%20Monitoring%20Policy.pdf). For more information, please contact DCF’s Audit Services at 785.296.3836, or via e-mail at DCF.OACS@ks.gov.

All entities receiving funding are subject to internal monitoring (both fiscal and program) and to audits conducted by DCF Audit Services.

DCF Audit Services has the authority, under the provisions of this grant, and Federal and State law, to conduct audits in addition to those conducted by an entity’s contracted audit firm.

**38.0** **ENTIRE AGREEMENT**

This Grant constitutes the entire understanding and agreement of and between the parties with respect to the subject matter hereof and supersedes all prior representations and agreements, oral or written. It shall not be varied, except by an instrument in writing of subsequent date, duly executed by authorized representatives of both parties. All work performed by the Grantee, actions taken, and payments made, if any, under any other prior written or oral agreements, with respect to this Grant, shall be deemed to have been work performed, actions taken, or payments made under this Grant.

**39.0** **SPECIAL CONDITIONS**

**APPROVED GRANT BUDGET AUTHORITY**

If selected as the recipient of this award, I agree on behalf of *[Grant Applicant Agency]*to abide by the Specific Terms and Conditions described in this section. I understand that these Specific Terms and Conditions may change before a final award is put into place.

**APPLICANT AGENCY – Authorizing Official**

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| Name: |  | Title: |  |
|  |  |  |  |  |  |
| Signature: |  | Date: |  |
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## Attachment G – Contractual Provisions (DA-146a) *(Kansas provisions – Department of Administration)*

State of Kansas

***\_\_\_\_\_\_ Authorized Representative***

Department of Administration

DA-146a (Rev. 07-19)

**CONTRACTUAL PROVISIONS ATTACHMENT**

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_, 20 .

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.).*
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.)* and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.)* and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.)* (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.),* the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.***
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions/Lobbying**:Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

## Attachment H – Special Provisions Incorporated by Reference *(federal provisions)*

**SPECIAL PROVISIONS INCORPORATED BY REFERENCE**

**1.0 Definitions**

 The following definitions apply:

 "Federal Award" – Federal grant award to DCF under which this award is issued.

"Award" – this contractual instrument (Grant, or task schedule under this Grant, or purchase order), including changes.

 "Prime Recipient" – DCF Grant under which this award is issued.

"Subrecipient" – Grantee receiving federal funds as subaward from prime recipient.

**2.0 Clauses Applicable to Award**

The clauses below and on the following pages, are incorporated herein by reference and made a part of this award, with the same force and effect as if set forth in full text. Upon request DCF will make their full text available. In all such clauses, unless the context of the clause requires otherwise, the term "Grantee" Fshall mean Grantee, the term "Grant" shall mean this award, and the terms "Government", "Grantor", and equivalent phrases shall mean DCF and DCF Purchasing Representative, respectively, except when a right, act, authorization, or obligation can be granted or performed only by the Federal Government or the Federal Government's Contracting Officer for the prime contract, or his duly authorized representative, or when access to proprietary data is required. The listed clauses shall apply to the Grantee in such manner as is necessary to reflect the position of the Grantee as a Grantor to DCF, to insure the Grantee's obligations to DCF and to the Federal Government, and to enable DCF to meet the obligations under the prime contract.

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| Regulation Number | Title |
| 5 CFR Part 1320 | Controlling Paperwork Burdens on the Public |
| 31 CFR Part 205 | Withdrawal of Cash from the Treasury for Advances Under Federal Grant and Other Programs |
| 37 CFR Part 401 | Rights to Inventions Made By Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements |
| 42 CFR Part 2 | Confidentiality of Alcohol and Drug Abuse Patient Records |
| 45 CFR Part 5 | Availability of Information to the Public |
| 45 CFR Part 15 | Relocation Assistance and Real Property Acquisition Policies |
| 45 CFR Part 16 | Department Grant Appeals Process |
| 45 CFR Part 46 | Protection of Human Subjects |
| 45 CFR Part 77 | Remedial Actions Applicable to Letter of Credit Administration |
| 45 CFR Part 80 | Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Health and Human Services; Implementation of the Title CVI of the Civil Rights Act of 1964 |
| 45 CFR Part 84 | Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance |
| 45 CFR Part 86 | Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance |
| 45 CFR Part 91 | Nondiscrimination on the Basis of Age in HHS Programs and Activities |
| 45 CFR Part 95 |  General Administration- Grant Programs (Public Assistance and Medical Assistance) |
| 45 CFR Part 96 | Block Grants |
| 45 CFR Part 97 | Consolidation of Grants to the Insular Areas |
| 45 CFR Part 100 | Intergovernmental Review of Department of Health and Human Services Programs and Activities |
| 46 CFR Part 381 | Cargo Preference |
| 48 CFR Part 31.2 | Contracts with Commercial Organizations (For-profit cost principles for grants) |
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| Regulation Number | Title |
| OMB Circular A-21 | Cost Principles for Educational Institutions |
| OMB Circular A-50 | Audit Follow-up |
| OMB Circular A-87 | Cost Principles for State, Local and Indian Tribal Governments |
| OMB Circular A-89 | Catalog of Federal Domestic Assistance |
| OMB Circular A-102 | Grants and Cooperative Agreements With State and Local Governments |
| OMB Circular A-110 | Uniform Administrative Requirement for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations |
| OMB Circular A-122 | Cost Principles for Non-Profit Organizations  |
| OMB Circular A-123 | Management’s Responsibility for Internal Control  |
| OMB Circular A-133 | Audits of States, Local Governments, and Non-Profit Organizations |
| OMB Circular A-134 | Financial Accounting Principles and Standards |
| OMB Circular A-136 | Financial Reporting Requirements |

For more information on the Code of Federal Regulations (CFRs), visit: <http://www.ecfr.gov/cgi-bin/ECFR?SID=2d5f57c64e7afab744f98df61bf24177&page=simple>.

For more information on the Office of Management and Budget (OMB) Circulars, visit: <http://www.whitehouse.gov/omb/circulars_default>.

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**APPLICANT AGENCY – Authorizing Official**

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| Name: |  | Title: |  |
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| Signature: |  | Date: |  |
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