



## 2021-2022 REQUEST FOR CAMDEN COUNTY PREVENTION RE-INVESTMENT MINI-GRANTS

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### PART I INSTRUCTIONS TO APPLICANTS

#### 1.0 PURPOSE

The **Community Planning and Advocacy Council (CPAC)** is pleased to announce that applications will be accepted from eligible organizations interested in providing services that promote Family Success and reduce child abuse and neglect prevention services for Early Childhood Success, Positive Youth Development and Strong Families and Strong Communities Services in Camden County. A Community Review Process administered by the Community Planning & Advocacy Council (CPAC) will evaluate applications for the allocation of these funds. This Request is based on the availability of **funds from the New Jersey Department of Children and Families, Prevention Reinvestment funding** for Camden County. These funds are allocated to enhance the continuum of prevention supports, services and approaches in Camden County.

Organizations responding to this Request should have experience and a knowledgeable background and qualifications in the provision of the services described herein.

This funding is focusing on primary and secondary prevention, as defined by the Division of Family and Community Partnerships (DFCP):

- **Primary Prevention** targets the general population and offers services and activities **before** any signs of undesired behaviors become present; there is no screening.
- **Secondary Prevention** is directed at those who are “**at risk**” of possible maltreating or neglecting children. Secondary prevention efforts and services are provided before child abuse or neglect occurs. (Note: some programs may provide both primary and secondary prevention.)

**Despite any language contained herein to the contrary, this Request does not constitute a bid and is intended solely to obtain applications from which CPAC may choose a contractor(s) that best meet(s) the needs in Camden County. It is CPAC’s intent that no statutory, regulatory, or common law bidding requirement apply to this Request.**

**Official application documents are available from CPAC as described herein at no cost to the vendor. Potential applicants are cautioned that they are submitting at their own risk if a third party supplied an application that may or may not be complete. CPAC is not responsible for third party supplied documents.**

## **2.0 BACKGROUND INFORMATION**

The intent of this Request and resulting award contract is to increase services for Early Childhood Success, Positive Youth Development, Strong Transitions to Adulthood and Strong Families Strong Communities categories under the Covenant for Children, Youth and Families in Camden County.

With the guidance of the Community Planning and Advocacy Council, the Camden County Board of Commissioners and City of Camden has undertaken a Covenant for Children, Youth and Families (“Covenant”). The **Vision of the Covenant** is that all children, youth and families in Camden County and Camden City will have the resources, opportunities and support they need to reach their greatest potential as safe, responsible, productive and caring members of their families and communities.

The **Mission of the Covenant** is to mobilize the greater Camden County community to advance child, youth and family well-being through planned and intentional collaboration and concrete actions and outcomes. The Covenant activities for this RFP will focus on the following areas with specific goals:

- 1) Early Childhood Success which has the goal that all children will enter school being safe, healthy, happy and ready to learn;
- 2) Positive Youth Development with the goal that all school age children and youth will be at home, in school, on track and connected to their community;
- 3) Strong Transitions to Adulthood which has the goal that youth transitioning to adulthood will be on a positive pathway to economic independence and strong and responsible family and community relations; and
- 4) Strong Families, Strong Communities, which focuses on the goal that every family and every neighbor will have the skills, resources and motivation to successfully raise their children, our children from birth to adulthood.

### **AWARD**

**The anticipated amount of the mini-grant awards will range from \$1,000 to \$8,000.**

Recommendation for funding is based on the merit of the application. If your agency has received a grant in the prior fiscal year, your performance will also be taken into consideration for funding. Applications scored less than 75 by reviewers will not be recommended for funding. Award and denial letters are e-mailed to the appropriate organization.

**Target population:** The target population is Camden County children, youth and young adults (ages 0-26) and their families who are in need of human services assistance to prevent child abuse and neglect and improve their quality of life.

Services will be dispersed throughout Camden County with particular attention to the Lindenwold/Pine Hill/Winslow/Pennsauken/Cherry Hill/ Gloucester Township/Camden City municipalities.

Results from the **2021 Camden County Needs Assessment** has shown the need for awareness & prevention programming for adolescents in the following areas:

- Behavioral and Mental Health Services
- Substance Use Disorder and Prevention Services
- Parenting skills

With the COVID-19 pandemic still an issue, we are asking applicants to follow current Centers for Disease Control (CDC) and State of NJ Department of Children and Families (DCF) social distancing and cleaning policies.

## **ELIGIBILITY**

### *Eligible Services*

#### **Early Childhood Success**

The goal of these early childhood success services is to ensure that children will be safe, healthy, happy and ready to learn (ages 0 – 8).

#### **Priority objectives include:**

- Expansion of infant/toddler (0-3) and young children (4-8) services & supports both in home and in community, to increase child safety and support positive development
- Increase parent leadership, knowledge and skill on healthy child development, decreased child abuse and neglect
- Increased awareness on trauma informed care (TIC) and adverse childhood experience (ACE)
- Expansion of parent support services (parents of infant/toddlers 0-3) and young children (4-8) both in home and in community, to increase child safety and support positive development
- Increased enrollment of children in Pre-K childcare and enhancement of family linkages to healthcare and other needed resources

#### **Specific program examples include but are not limited to:**

- Training program for parents on trauma informed care (TIC) and adverse childhood experience (ACE) to reduce the risk of child abuse and neglect as children transition to pre-kindergarten to first grade
- Prenatal care and outreach services to at risk/pregnant women or women of young children regarding domestic violence, substance abuse, mental health and 2022 Early Childhood Success focus on infant mortality among women of color. In-home parenting support programs for mothers of young children, including teen moms, grandparents raising grandchildren and families with children with intellectual/developmental disabilities
- Strengthening parent/child relationship/bonding (example: Baby College, Zero to Three)
- Education, awareness and access to children's health care and Early Intervention Services.
- Support school readiness programs, preschool enrichment with family engagement
- Literacy Program
- Lead Prevention

- Safe Sitter Classes
- In-home tutoring
- Mommy and Me, Daddy and Me activities

### **Positive Youth Development**

The goal of these services is that school age children & youth (ages 9-18) will be at home, in school, on track and connected to their community.

#### **Priority objectives include:**

- Promotion youth leadership, resilience, and self esteem
- Preparation of youth to become self-sufficient
- Promote positive youth development, healthy lifestyle, and healthy relationship

#### **Specific program examples include but are not limited to:**

- Life skills to increase positive development, personal responsibility, self-esteem, and confidence
- Mentoring programs for pre-teens & young parents
- Youth leadership development programs
- Training on healthy relationships, sexual health including abstinence
- Programs to educate parents on substance abuse prevention and the safe use of the internet by children
- Recreation and employment programs for youth in the summer and after school
- Youth educational support services that promote staying in school and on track
- Culture/art activities designed to provide students with opportunities to express themselves through music, dance, photography, and drama. Collaborate with external organizations and individuals, particularly with museums, universities, private businesses, and community centers
- Education, awareness and accessing children’s mental health services
- Programming to identify creative activities (i.e., photography, technology based training, and culinary arts)

### **Strong Transitions to Adulthood (Per Diem Basis)**

This focus area targets adolescents and young adults ages 17-26. The desired outcome of this area will be a positive pathway to economic independence and strong and responsible family and community relations.

#### **Priority objectives include:**

- Provide up to 25 slots for services on a per diem basis for young adults (ages 17–26) that have been referred by the Housing Authority of Camden City to CPAC with current or previous foster care experience.
- Basic Life Skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).

- Counseling on compliance with rent lease requirements and with HCV program participant requirements, including assistance/referrals for assistance in security deposits utility hook-up fees and utility deposits.
- Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent a unit with a voucher.
- Job preparation and attainment counseling; (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

**Specific program examples include but are not limited to:**

- A well-rounded program that is inclusive of all the following services, but not limited to:
  - Basic Life Skills training,
  - Financial Management and how to properly budget
  - Legalities for acquiring a lease
  - Human Services Resources and how to access them
  - Proper Housekeeping skills
  - Nutrition/Meal Preparation for healthy lifestyles
  - Accessing Healthcare & Mental Health Services
  - Career/Job Preparation Services
  - Educational and Career Advancement Services

**Strong Families and Strong Communities**

The goal of these services is that every family and neighborhood will have the skills, resources, motivation, and support that they need to successfully raise their children from birth to adulthood.

**Priority objectives include:**

- Increase family resilience and access to services available in community
- Strengthen families by increasing social connections
- Increase family health and wellness
- Increase access to healthy food

**Services to be provided include but are not limited to:**

- Educational programs to promote quality of life and healthy lifestyle
- Empowering families to make healthy choices: workshops for families on healthy diet, tobacco free living, preventing drug abuse and excessive alcohol use
- Mental and emotional wellbeing (stress management, how to deal with unpleasant emotions, building healthy relationships etc.) awareness
- Workshops, training and activities to increase knowledge of parenting and child development
- Financial literacy classes – with appropriate curriculum for adults and older youth
- Financial planning/budgeting support – through work with individuals, families or groups

- Job readiness and job development services, in cooperation with the Camden County One Stop Career Center
- Linkage to the community resources

### ***Eligible Applicants***

Agencies responding to this Request should have experience and a knowledgeable background and qualifications in the provision of the services described herein. With the COVID-19 pandemic still underway, we are asking applicants to follow with current Centers for Disease Control (CDC) and NJ Department of Children and Families (DCF) rules.

**Notice:** Applicants are strongly encouraged to read the entire Request carefully and observe the application formatting requirements listed in this request and provide all requested attachments.

### ***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!***

- In order to be considered for funding, an applicant must be a non-profit 501 (c) (3) agency or a public agency (municipal or county).
- Agencies must demonstrate and document that all Prevention Funds **will** be spent in Camden County and for Camden County residents and will be exhausted by 06/30/2022.
- Any funded agency delinquent with quarterly and/or expenditure reports at the time of the application and/or has a history of delinquencies **may not** be eligible for funding.
- Any agency NOT adequately demonstrating quantifiable and measurable outcomes **will not** be considered for funding.
- If applicable, provide letters of support from all collaborating partners with the application. The letter must detail the collaborating organization's responsibilities with the lead organization. The letter must also indicate if the lead agency will be subcontracting with the collaborating organization.

**Notice:** If another organization is acting as a fiscal agent, include a letter from them documenting the arrangement; if there are collaborating partners for the program, letters confirming their involvement should also be included.

**Notice:** For the Strong Transition to Adulthood focus, agencies must provide up to 25 available slots for HACC youth ages 18 –24 with current or former foster care experience. If you are an existing funded service provider doing similar services, this can serve as an addendum to your current contract where again you will have slots available on a per diem basis. If this will be a new program, it must include all services listed under the services to be provided section.

### **Mini-Grant Project Timeline:**

Funding will be awarded for the January 24th - June 30, 2022, time period.

- Application release date: December 21st, 2021, at 5:00 pm
- Pre bid/application assistance meeting: January 5, 2022, at 12:00 pm
- Application deadline January 17, 2022 at 11:59 pm
- Announcement of mini-grant awards or denials: January 21, 2022

- MOU submission: January 24, 2022
- Project start date: January 25, 2022
- Project end date: June 30, 2022

## **Reporting Requirements**

The grant recipients are required to submit a final programmatic and expenditure report to CPAC by July 15, 2022. Reporting forms and templates will be provided to grant recipients. In light of the current environment and potential limitations for on-site monitoring visits of all Mini-grant recipients, monthly progress reports will be required. The progress report, based on the time length of programming, should be submitted every 30 days or at the conclusion of each month. This is in addition to the Final report due July 15, 2022.

*Notice:* Grantee's eligibility for reimbursement of expenses and continued funding are contingent on the agency achieving quarterly and annual performance objectives, along with other contractual obligations. Final payments are not issued until receipt, review and approval of all reports. The expenditure reports must contain an original signature of the fiscal officer designated by the agency for this program and be on the expenditure forms provided by CPAC.

## **Evaluation, Monitoring and Grantee Learning Activities**

In an effort to further the overall program goals of this Request, grantees will be asked to participate in a technical assistance meeting(s).

Grant monitoring and evaluation allows us to observe compliance with requirements and progress against project goals, identify opportunities to provide technical assistance and ensure that adequate controls are in place to improve accountability of state funds.

### **3.0 COMPLIANCE WITH LAWS**

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations. Including current social distancing and cleaning practices determined by the CDC.

### **4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR APPLICATIONS**

#### **4.1 SUBMISSION OF APPLICATIONS**

One original (1) copy of the Proposal, **INCLUSIVE OF ALL INFORMATION** required in Part II, Proposal Requirements should be provided. Proposals must be provided to the Community Planning and Advocacy Council using the Salesforce CRM Platform, which CPAC will make access available to any interested agency. **Proposals are due by Monday, January 17, 2022, at 1:00 p.m. Any proposals received after date and time will not be accepted!** Agencies will have to either copy and paste each section into its respective field on Salesforce or type right into each field directly. CPAC assumes no responsibility for delays with agencies inputting information into Salesforce after the above-referenced due date and time. Submission by fax, telephone, mail, or e-mail is **NOT PERMITTED**.

Final recommendations for awards shall be approved by the CPAC Board of Trustees. Memorandum of Understanding(s) for services will be provided by CPAC.

#### **4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS**

4.2.1 Any questions regarding this Request for Applications must be made by writing or email to Andrew Selby, Senior Project Specialist at CPAC, 2500 McClellan Avenue, Suite 120, Pennsauken, NJ 08109 or [aselby@cpachvi.org](mailto:aselby@cpachvi.org) by January 7, 2022.

4.2.2. A Technical Assistance meeting with ample time for Q & A will take place at 10:30 am January 26th, 2022, at 3:00 pm via Zoom. This meeting will be for agencies awarded grants and will cover both fiscal and programmatic reporting.

#### **4.3 ACCEPTANCE OF OFFER**

The signed application shall be considered an offer on the part of the offering party. Such offer shall be deemed accepted upon execution of a signed contract.

## **PART II**

### **APPLICATION REQUIREMENTS**

Vendors are requested to propose child abuse and neglect prevention, Early Childhood Success, Positive Youth Development and Strong Families Strong Communities services in the County of Camden, New Jersey.

#### **FORMAT**

To assure consistency, responses must conform to the following format:

#### **A. Application Form (Appendix A)**

The Application Form must be completed and signed. The rest of the application should follow in narrative format with appendices completed as appropriate.

##### **A.1 Organizational Background and Mission Statement (5 points)**

Briefly describe the philosophy/mission of the agency itself. Include information on its incorporation date and status. Attach a copy of the agency's mission statement and a brief statement of the agency's history.

##### **A.2 Brief Description of the Program (10 points)**

Describe briefly, what the program is, why it is needed, and what it hopes to address. Include some details of the program around what the specific activities will be and what services it will offer the individual, family, and/or community.

##### **A.3 General Program Goal(s) (10 points)**

Goal(s) should be a specific statement of what the program intends to achieve. Goal(s) should clearly relate to the problem and lend themselves to objective measurements.

1. Describe the specific nature of the need/lack of resource.
2. Describe who is experiencing the need/lack thereof.
3. Describe the locale of the people who are experiencing the need. Who will benefit?
4. Describe how the goals of the programs will address the need/lack of resource
5. Provide relevant information/data, which indicates that there is a need or lack of resource.  
(NOTE: The source of any documentation, data or statistics MUST be documented).

##### **A.4 Measurable Outcomes and Indicators (15 points)**

1. Identify the specific goals of the program/services.
2. Describe the measurable effects (outcomes) that the program will have on the problem.
3. Describe the effect the program that will have on participants.
4. How much and when change is expected?
5. Explain how/why program design is expected to result in stated outcomes.
6. If your program was funded last year, what were the outcomes achieved through funding?  
(Identify funding source)
7. All goals and outcomes must be demonstrated and match the Logic Model and Program Profile submitted. (In Logic model Objectives, outcomes and indicators are listed)
8. Among these goals should be a strong emphasis on preventing abuse or neglect and

increasing resources for family success.

*Outcomes* are the result and expected impact of the program based on the specific objectives listed above. For example: Children use prosocial behaviors to communicate and to get their needs met; the participants/parents manage child behavior in nurturing and effective manner (behavior management, discipline).

*Indicators* answer the question, "What would I see or hear that would tell me that a desired outcome was being achieved?" Example: 85% participants demonstrate increased knowledge on positive behavior management and discipline.

#### **A.5 Specific Activities or Services of the Program (15 points)**

1. Describe the nature of services and activities that will be provided (e.g., mentoring, tutorial, counseling and personal development, etc.)
2. Describe the service in detail. Include who will be served; number of customers served daily/weekly/annually, intake criteria, length of stay requirements, termination criteria, program participation requirements etc.
3. Program components must be demonstrated and match the Logic Model submitted.

#### **A.6 Program Outreach (10 Points)**

1. Describe how the applicant will recruit people for the program (publication, referral resources, etc.).
2. Describe how the affiliation agreements are developed and/or established with other community agencies, or if subcontracts will be utilized using identified vendors (if applicable.)
3. Attach affiliation agreements, subcontracts, and/or memorandum of understanding. (If agreements are pending award of application, attach letter requesting an agreement. Once an agency is confirmed, documentation approving agreement must be submitted within 15 days of the award letter.) (If applicable.)

#### **A.7 Evaluation Method(s) (10 points)**

The purpose of evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.

1. Describe the expected outcomes of the proposed program and services.
2. Describe the methodology for determining the program effectiveness.
3. Explain how the program correlates/evaluates outcomes in relation to its goals and objectives.
4. List the indicators that will be measured to determine if outcome objectives are being met and rationale for selecting these indicators.
5. Describe the tools and internal processes to measure and monitor client change as a result of having received services.
6. Include a written statement that the agency will be cooperatively involved with the monitoring of the contracted program conducted by the CPAC.

7. Include a written statement that the provided agency will comply with all requirements pertaining to the timely collection and submission of data as outlined by the CPAC.

*(This is the process used to obtain information which will indicate how well the program has achieved its expected outcomes. For example: pre and post surveys, behavior assessment forms, child behavior checklist)*

**B. Logic Model (Appendix B)** (10 points)

- A Logic Model is a map of your program. It is a simple, logical illustration of what you do, why you do it and how you will know if you are successful.
- The Logic Model is a tool to demonstrate program progress and evaluate program effectiveness. The Logic Model should be clear and include detailed short, intermediate, and long-term implementation strategies and outcomes.

**C. Fees/Costs: Budget & Budget narrative (Appendix C)** (15 points)

**Please provide a budget for each of the following:**

1. A total operational budget request for program funding for contract period. (A line-item budget must be included)
2. Briefly describe each budget line item listed on attachment Contract Expense Summary.
3. Detail personnel cost. List job titles with number of positions, a brief summary of job responsibilities, the salary and fringe benefits for each position, number of positions and number of full-time equivalents for each. Total of detailed salaries should equal the total for this item on the budget form.
4. Define a unit of service and the cost of a unit of service.
5. The budget section must also provide a rationale describing how these budget figures were calculated.
6. Include a written statement that the agency will comply with the timely submission of quarterly narrative and fiscal reports to be submitted by the provider agency to the CPAC.
7. **In the event that less money is available than your original request from this funding source, indicate at what level of funding would you be unable to implement this program.**

Please explain what your budget will be and how Prevention Reinvestment funds will be spent. Clearly outline any administrative costs within cost per unit of service. (**Max of 10%** of budget can be used for administrative costs.) Please explain your ability to exhaust all funds by 6/30/2022.

Note: Please refer to Schedule of Allowable/Unallowable Expenses for certain services for additional information.

**Attachments**

- Completed IRS Form W-9
- Copy of NJ Business Registration Certification (BRC)
- Current List of Agency Board of Directors

**Note: CPAC reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein.**



**2021-2022 Camden County Prevention Re-Investment Funds  
Mini-Grants Application**

*Funding will be awarded for January through June 2022  
(One-time funding)*

Program Name	
Implementing Agency	
Program Contact Person and Information	
Fiscal Contact Person and Information	
Other Contact Person and Information (Optional)	
Requested Funding Level/Allocation	
Unit Cost for Service (ex: if one hour of service is equal to one unit, what is the cost per hour of service)	
Level of Service to be Provided for Each Component (ex: 100 outreach, 40 case management, 20 workshops, 15 linkages)	
How many program dollars are serving Camden County residents?	
Is program new or an existing program?	
Target Population to be served	
Geographic area to be served	
Projected number of clients in program during 6 months contract period	
Minimum number of unduplicated clients served during contract period	

**Organizational Background and the Mission Statement**

**Brief Description of Program/Services to be Provided**

**General Program Goal(s):**

**Measurable Outcomes and Indicators:**

**Specific Activities or Services of the Program:**

**Program Outreach:**

**Evaluation Method(s):**

**Budget Narrative:**

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Signed By

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Date Submitted

# Logic Model

## APPENDIX B

**2021-2022 Camden County Prevention Re-Investment Funds Mini-Grants:** Contract Period: Jan 1<sup>th</sup> – June 30<sup>th</sup>, 2022

<b>Agency:</b>						
<b>Program Name:</b>						
<b>Contact Person:</b>						
<b>Logic Model Completed By:</b>						
<b>Vision</b>						
Program Vision (sometimes called Long-Term Impact or Goal): This is a brief statement about your hope for the future. What do you want for the youth and families? A vision statement may not be measurable, and your program is not necessarily responsible for single-handedly achieving it. (Do not exceed 150 words)						
<b>Target Population</b>						
<b>Population Served (sometimes called Consumers, Participants, or Target Audience).</b> As specifically as possible, identify the people who will receive your services						
<b>Assumptions</b>						
<b>Assumptions/Underlying Theory:</b> The services offered should be based on what is known to be effective (evidence-based or evidence-informed practice). If you are uncertain of the empirical foundations of your approach, review the research related to what works in child abuse prevention programs.						
Outcome	Services/ Activities	Resources	Indicator	Measureme nt Tool	Timeline	Responsible Parties
<b>Short-Term</b>						
<b>Intermediate</b>						
<b>Long Term</b>						

## APPENDIX C

### BUDGET SUMMARY FORM

(Note: Budget Narrative must be included in proposal)

<b>2021-2022 Prevention Re-Investment Funds Mini-Grants</b>			
<b>BUDGET CATEGORY</b>	<b>TOTAL BUDGET</b>	<b>Prevention Funds</b>	<b>Other Funds</b>
Personnel			
Consultants / Professional Fees			
Materials & Supplies			
Facility Costs			
Specific Assistance to Clients			
General & Administrative Costs			
Equipment			
Other			
Other			

### UNITS

UNITS OF SERVICE	
UNIT COST	

**PLEASE NOTE THE MINIMUM AMOUNT OF FUNDING REQUIRED TO OPERATE THE PROGRAM: \_\_\_\_\_**

Note: Budget Narrative must support the proposed budget above

## APPENDIX D

### Allowable & Unallowable expenses

CPAC follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are considered unallowable. The following are examples of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	x		
Alcoholic Beverages		x	
Bad Debts		x	
Banking Fees	x		Note 1
Car Allowance		x	
Communications	x		Note 2
Donations		x	
Employee Morale	x		Note 3
Entertainment Costs		x	
Fines/Penalties		x	
Good or Services for personal use		x	
Meetings & Conferences (In House)	x		Note 4
Membership	x		Note 5
Participant Incentives	x		Note 6
Participant support costs.	x		Note 7
Staff Meals		x	
Taxes	x		Note 8
Transportation	x		
Travel	x		Note 9

**Note 1** – The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

**Note 2** - Proper documentation must be kept to determine program usage.

**Note 3** - Example of employee morale are in-house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

**Note 4** – Cost associated with meeting and conferences hosted by the Sub recipient are allowable with the following condition: Costs for meals must receive pre-approval as well as facility costs. Attendance to out of state conferences must have pre-approval.

**Note 5** – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

**Note 6** – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowable if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county's gift card policy attached to and made a part hereof.

**Note 7** – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

**Note 8** - Taxes from which exemptions are available are unallowable for example sales tax for nonprofit organizations.

**Note 9** – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out of state travel costs must be pre-approved by the granting agency. Lodging, meals and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

The following procedure must be followed for any project using gift cards:

#### **Gift Card Policy & Procedure**

1. Purchase gift cards as needed.
2. Maintain a log that includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.
3. Receipt of gift card signature form which will include – Participant's name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card.
5. Attach copy of the gift card to the receipt.
6. Originals should be maintained, and copies sent with reimbursement request.
7. The costs of service or activation fee for gift cards is not allowable.