

PROJECT STIPULATIONS

1. **This Agreement may be executed in any number of counterparts, but all of which shall constitute the same Agreement. Included are Program Requirements for grant participation, and Program Stipulations that must be met for this agreement to be complete. In addition, the 2020-2021 Request for Proposal “thereafter” (RFP) and page numbers are referenced for your guidance while reviewing this document.**
2. Programs will adhere to all stipulations outlined below or be evaluated for possible termination of funding.
3. All programs must begin within thirty (30) days after the execution of a contract with the ADCANP unless an alternate starting date is approved in writing by ADCANP. Failure to begin the program within the required time frame may result in agency review and termination of funding.
4. All ADCANP funds for program year 2020-2021 must be expended by September 30, 2021.

PROGRAM REQUIREMENTS

1. All programs will conduct national criminal background checks and DHR Central Registry (CAN) reports for any individual being paid or volunteering to work with children through ADCANP funds. This includes management, direct instruction and financial capacity. These requirements must be completed with results **prior** to an employee serving in any program capacity with children (**RFP p.9 & 11**) All ADCANP funded employees must have results within the first **60** days of employment and subsequently every three years. If a tenured employee is due an updated background check or CAN report at any time during the **2020-2021** program year, it must be completed with results no later than **October 31, 2020**. Minimum requirements include: National Criminal Search, National Sex Offender Report, Alabama Statewide Search, and Social Security Check. The estimated fee for the national criminal background check is \$30 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of “Background Check”. All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per ADCANP policy, must complete the DHR Central Registry clearance.
2. All programs will consent to monitoring/evaluation reporting requirements as indicated in the **2020-2021** Request for Proposal (RFP) including compliance reviews/audits to ensure document, financial, and programmatic data accuracy through scheduled site visits. ADCANP will schedule site visits throughout the

year. ADCANP also reserves the right to make unannounced visits to monitor funded programs if deemed necessary. **(RFP p.9)**

3. No programs will begin prior to receipt of a signed contract. Programs will begin within thirty **(30)** days after the execution of a contract unless an alternate starting date has been submitted in writing to ADCANP and approved prior to **September 30, 2020**. Failure to begin the program within the required time frame may result in an agency review and termination of funding. **(RFP p.10)**
4. All programs must adhere to the program budget approved in the awarded application. Budget revisions from any budget category, or additional line items must be submitted in writing and approved by ADCANP prior to implementation. No budget revisions will be allowed within **30 days** of the end of the program year and no later than **August 31, 2021**. **(RFP p.10)**
5. All programs must utilize a system of internal controls to protect and ensure the integrity and reliability of its financial information and data. **(RFP p. 11)**
6. All ADCANP funds for program year **2020-2021** must be expended by **September 30, 2021** unless notified otherwise. **(RFP p.8)**
7. Agencies will not discriminate in the provision of services to any eligible applicant on the basis of: race; age; gender; disability; religion or sexual orientation. **(RFP p. 12)**
8. Agencies must comply with the Risk Management requirements of ADCANP when reporting unplanned incidents that concern any of the following: Complaints concerning harassment, discrimination or violence related to the ADCANP funded program; unplanned law enforcement response to the program; serious violation of policy or procedure by program staff; misuse of funds; any incident of serious nature as determined by the program director, or other unplanned incidents of concern. ADCANP will be notified within 24 hours of any incidents of concern **(RFP pgs. 11-12)**
9. All agencies must maintain a current Form 990 and recent Audit completed within the last 2 years. **(RFP p. 16)**
10. Agencies will notify ADCANP of any staff changes to the program prior to their start date. **(RFP p.11)**

PROGRAM STIPULATIONS

(These items will be reviewed during site visits for compliance)

1. The employee responsible for program implementation must attend Grantee Training on **October 29-30, 2020**. Other ADCANP program employees may

attend the training at the organization's discretion and not to exceed 3 individuals per funded program.

*******This policy is contingent upon in-person training being available. (RFP p.8,11)**

2. Grantees must ensure the curriculum, as established in the grant application, is being implemented with fidelity and all staff members providing instruction will receive training as required by the curriculum.
3. All Direct Service employees paid with ADCANP funds must complete the seven modules of "Bringing the Protective Factors Framework to Life in Your Work," by **October 31, 2020**. Each employee will retain seven certificates of completion as a one-time requirement. Certificates must be dated no later than **October 31, 2020** or within **60 days** of employment. (RFP p.12)
4. All staff paid through ADCANP funds must complete an annual electronic Mandatory Reporter Training as shown on the ADCANP website. Agency should maintain a certificate of completion dated no later than **October 31, 2020** or within **60 days** of employment. All volunteers working in ADCANP funded programs must have a one-time signed training acknowledgement concerning Mandatory Reporting on **file within the first 60 days of the volunteer's start date.** (RFP p.12)
5. All ADCANP programs will ensure the Mandatory Reporting policy is current and compliant with Alabama Law. (RFP p.12)
6. All staff paid through ADCANP funds must have completed Domestic Violence training and have signed an annual acknowledgement of training no later than **October 31, 2020. All volunteers working in ADCANP funded programs must have a one-time signed training acknowledgement concerning Domestic Violence on file within the first 60 days of the volunteer's start date.** (RFP p.12)
7. ADCANP Staff and Volunteers must annually review policies regarding confidentiality of participant files and information and have signed an acknowledgement by **October 31, 2020 or within the first 60 days of the volunteer's start date.** (RFP p.11)
8. All professional services/independent contracts are updated and signed annually by **October 31, 2020** or 60 days from the start date.
9. Must maintain an up-to-date and accurate Organization Chart that reflects current staff funded by the ADCANP program & available during site visits. (RFP p. 12)

10. All programs serving parents must provide education on Shaken Baby Syndrome/Abusive Head Injury and Safe Sleep. **(RFP pgs. 19-20)**
11. We strongly encourage all funded programs to incorporate a smoking cessation component however, all programs funded with Children First Trust Fund dollars must include information/education on prevention/cessation of tobacco products. **(RFP p. 15)**
12. Community Based Child Abuse Prevention (CBCAP) grantees must promote Parent Leadership and attend any parent leadership related training. **(RFP p. 15)**

Signature

Date

Notary's Signature

Date

Date Notary Expires