

ADCANP 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 2022-2023 Request for Proposal “thereafter” (RFP) and page numbers are referenced for your guidance while reviewing this document.**
2. Programs will adhere to all stipulations/requirements outlined below or be evaluated for possible termination of funding.
3. All ADCANP funds for program year **2022-2023** must be expended by September 30, 2023.

PROGRAM REQUIREMENTS

1. Required Background Checks
 - All employees and volunteers having direct contact, care/treatment, custodial responsibility with children eighteen years of age or younger, or any individual paid through the grant award, in any capacity such as contractors, volunteers, or employees utilized through cash match funds as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP), The Children’s Trust Fund policy, must have a national criminal background investigation completed upon employment and subsequently every three years (within the first **60** days of ADCANP Program Year). In addition, any individual working with an ADCANP program in any capacity, as described above is required to have a background check with results available no later than **November 30, 2022**. Minimum requirements include:
 - National Criminal Search
 - National Sex Offender Report
 - Alabama Statewide Search
 - Social Security

The estimated fee for a background check is \$30 per individual. A grant applicant will include funding for each required background check in the proposed budget under the line of “Background Check”. All employees as mentioned above, that have a current background clearance that will expire during the **October 1, 2022-September 30, 2023** program year, must complete an updated national criminal background investigation with available results no later than **November 30, 2022**. (RFP p.10)

- All employees and volunteers having direct contact, care/treatment, custodial responsibility with children eighteen years of age or younger, or any individual paid through the grant award, in any capacity such as contractors, volunteers, or employees using matching funds, providing care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP), The Children’s Trust Fund policy, must complete the DHR Central Registry clearance every three years with results available

no later than **November 30, 2022**. All employees as mentioned above, that have a current DHR Central Registry clearance that will expire during the **October 1, 2022-September 30, 2023** program year must complete an updated DHR Central Registry clearance with available results within the first 60 days of the new program year and no later than **November 30, 2022**. (RFP p.10)

2. All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure document, financial, and programmatic data accuracy. *ADCANP will conduct site visits as needed or requested. If ADCANP determines that the program is not progressing as planned, the Director may call for technical assistance in assessing or redirecting the program. A Corrective Action plan approved by ADCANP may be required. *ADCANP reserves the right to make unannounced visits to monitor funded programs (RFP p.11)
3. Agencies will not start activities prior to receipt of a signed contract from ADCANP. No funds will be made available to programs without a signed, executed contract. Contracts must be signed and returned to ADCANP on the date specified in the contract to receive funds. Grant funds shall not be obligated prior to start date or after the termination date. Agencies may be responsible for paying employees for the first **three** months of the grant year. (RFP p.11)
4. All programs must begin program activities (i.e., recruiting, collaboration, training etc.) within 30 days after the execution of a contract unless an alternate starting date is submitted and approved in writing by ADCANP program staff. The grantee is responsible for contacting ADCANP in writing for an extension request if needed. The written request must be received within the first 30 days of the grant cycle and no later than **October 30, 2022**. Failure to begin the program within the required time frame without an approved written request prior to **October 30, 2022**, may result in an agency review and termination of funding. (RFP p.11)
5. 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, 2023**. (RFP p.11)
6. 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.13)
7. All ADCANP funds for program year 2022-2023 must be expended by **September 30, 2023** unless notified otherwise. (RFP p.9)
8. 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 pp.13 & 15)
9. 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 p.13)**

10. All agencies must maintain a current Form 990 and recent Audit completed within the last 2 years. **(RFP p.18)**
11. Agencies will notify ADCANP of any staff changes to the program prior to their start date. **(RFP p.12)**

PROGRAM STIPULATIONS

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

1. The employee responsible for program implementation must attend Grantee Training on **November 29-30, 2022**. 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.12)*****

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, 2022**. Each employee will retain seven certificates of completion as a one-time requirement. Certificates must be dated no later than **November 30, 2022** 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 **November 30, 2022** 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 **November 30, 2022. 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 **November 30, 2022 or within the first 60 days of the volunteer’s start date.** (RFP p.12)
- 8. All professional services/independent contracts are updated and signed annually by **November 30, 2022 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 p.23)**
- 11. We strongly encourage all funded programs to incorporate a smoking cessation component however, all programs funded with Children First Trust Fund (CFTF) dollars must include information/education on prevention/cessation of tobacco products. **(RFP p. 16)**
- 12. Community Based Child Abuse Prevention (CBCAP) grantees must promote Parent Leadership and attend any parent leadership related training. **(RFP p. 16)**

Signature Date

Notary’s Signature Date Date Notary Expires