State of California
Department of Community Services and Development

2019 CalEITC EDUCATION AND OUTREACH GRANT
APPLICATION PACKAGE DOCUMENTS LIST

Applicants applying for a CalEITC Education and Outreach Grant must submit all documents listed on the Application Package Documents List below. A separate application package and all required documents must be completed for each target area proposed for funding.

Applicants must respond to each narrative question completely and should not reference other sections of the application package to support their response unless explicitly directed to do so in the instructions. Each section will be scored separately. The application package's formatting should not be adjusted or revised and must adhere to the following requirements:

Subject	Requirements
Paper Size	**8 ½ X 11-inch paper (letter size)**
Margins	**One-inch margins**
Font	**11 or 12-point Arial**
Spacing	**Applications must be single-spaced**
Printing	**Single-sided**

Applications must be submitted in hard copy. Electronic applications will not be accepted.

Scores will be assigned based on the following weight and points identified in the table below.

Document Title	Subtitle	Total Possible Points
Application Narrative Template (CSD171 ANT)	Education and Outreach	20
	Organizational Capacity	25
	Trusted Partners and Leveraging	10
Preference Points	Past Activities Conducting EITC Education and Outreach	5
	Languages (other than English and Spanish)	5
Scope of Work (CSD 171)		45
Total Points Possible		**110**

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A complete application package will consist of the documents identified in the table below. The list is meant to assist applicants with ensuring all required attachments are submitted. Use the list to confirm the items are included in your application package. For your application to be complete, all required documents must be submitted by the due date. **All documents must be submitted single-sided.**

Stack Order	Document Title
N/A	Application Package Documents List *NOTE - do not return with application
1	Application Cover Sheet (CSD 171 Cover Sheet)
2	Application Narrative Template (CSD 171ANT)
3	Scope of Work (CSD 171)
4	Budget Forms • Budget Summary (CSD 171A) • Budget Detail (CSD 171B)
5	Timeline (CSD 171TL)
6	Subcontractor Information Worksheet (CSD 171SI)
7	Two Letters of Reference (2018 awardees exempt)
8	Payee Data Record (STD 204)
9	Contractor Certification Clauses Form (CCC-04/2017)

Submission Structure

_____ 1 Signed Original Application

_____ 4 Exact Copies (single-sided)

_____ 1 Flash Drive