



2010 Cycle 2 Request for Proposals

PLEASE NOTE: New eligibility guidelines! No budget caps/restrictions!

CONNECT: Partnership for Nonprofit Services (a program of Orangewood Children's Foundation) is pleased to announce a request for competitive proposals to receive technical and/or financial assistance sub-award grants through the Orange County Capacity Building program (OCCBP).

Key Dates:

October 19, 2010

RFP & instructions available at:

http://www.connectoc.net/OCCBP_RFP.asp

November 9, 2010

Bidder's Conference

740 N. Eckhoff Rm. 1007

Orange, California 92868

December 8, 2010

Proposals due at Orangewood Children's Foundation

January 4, 2010

Awards Announced

Submittal Information

All Proposals for OCCBP sub-award grants shall be received **before** Wednesday, **December 8, 2010**, by 5:00 p.m. at Orangewood Children's Foundation (OCF) located at 1575 East 17th Street, Santa Ana, California 92705. Delinquent proposals (**no matter the cause**) will not be considered for funding. Mailed proposals received after the deadline will not be accepted. All proposals received will be provided a receipt for their submission.

The Orange County Capacity Building Program (OCCBP) is a partnership between Orangewood Children's Foundation, CONNECT, Children and Families Commission of Orange County, Families and Communities Together (FaCT), Orange County Workforce Investment Board and ONEOC (Formerly Volunteer Center of OC), that has received a Federal grant from the Strengthening Communities Fund made possible through the American Recovery and Reinvestment Act (ARRA).

Background

The Orange County Capacity Building Program (OCCBP) is a partnership between OCF, CONNECT: Partnership for Nonprofit Solutions, Children and Families Commission of Orange County, Families and Communities Together (FaCT), Orange County's Workforce Investment Boards and One OC (formerly Volunteer Center of Orange County).

Orangewood Children's Foundation (OCF), OCCBP's lead agency, was awarded a \$1,000,000, two-year grant to provide eligible community and faith-based organizations capacity building services through free workshops, technical and/or financial assistance sub-award grants administered through CONNECT. OCF received the grant through the U.S. Department of Health and Human Services' Strengthening Community Fund, created by the American Recovery and Reinvestment Act (ARRA).

Over the course of the two-year grant, OCCBP will provide significant technical assistance services and a total of \$600,000 in sub-award grants to fund capacity building projects. In the first of two grant award cycles, seven nonprofits were chosen to receive capacity building services in the form of training, coaching and one-on-one technical assistance (TA), along with customized workshops and organizational assessments. Four of the seven grantee organizations received financial assistance to fund capacity building projects totaling \$159,598 in sub-award grants disbursed through the first RFP process.

Strengthening Communities Fund

The U.S. Department of Health & Human Services, Administration for Children and Families, Office of Community Services, has provided funding for this Strengthening Communities Fund for nonprofit capacity building through the American Recovery and Reinvestment Act (ARRA) of 2009. The fund provides nonprofit organizations serving as project partners, with capacity building training, technical assistance and competitive financial assistance. The focus on this program is to build capacity of funded projects' nonprofit partners in order to address the broad economic recovery issues present in their communities, including helping low-income individuals secure and retain employment, earn higher wages, obtain better-quality jobs, and gain greater access to state and federal benefits and tax credits.

OCCBP Overview:

OCCBP was designed to strengthen community and faith-based organizations through capacity building services to improve their ability provide workforce development, job readiness and support services such as transportation, subsidized child-care or clothing assistance to low-income individuals and families in distressed communities. Capacity Building is provided to eligible organizations through free workshops, technical assistance and financial assistance under 3 tiers. Each participating organization will be assigned to a Tier (1, 2, or 3) to determine the level of capacity building services they receive during the grant cycle. All organizations that complete OCCBP's online Eligibility Questionnaire and that meet the minimum requirements will be designated as a Tier 1 participant. Tier 2 and 3 participants are determined through a competitive RFP process and designated by a grant review committee to receive a sub-award grant for technical and/or financial assistance.

Organizational Participation Designation	Capacity Building Services Provided
Tier 1 – Cohort <i>(All organizations meeting minimum eligibility requirements)</i>	<ul style="list-style-type: none"> • Capacity Building Workshops • Training Scholarships
Tier 2 – Leadership Network <i>(24 – 36 organizations chosen through a competitive bidding process to receive more intensive capacity building services)</i>	<ul style="list-style-type: none"> • Capacity Building Workshops • Training Scholarships • Online Organizational Assessments • Monthly Learning Group Sessions • Limited One-on-One TA
Tier 3 – Project Partners <i>(12-18 organizations chosen through a competitive bidding process to receive more intensive capacity building services and funding to implement their proposed project)</i>	<ul style="list-style-type: none"> • Capacity Building Workshops • Training Scholarships • COAT Assessment • Monthly Learning Group Sessions • One-on-One TA • Financial Assistance <p>Grants range from \$20,000 to \$50,000 and are not to exceed 20 percent of a recipients FY 2010/2011 budget or \$50,000, whichever is less.</p>

Organizations Eligible to Apply Shall Meet the Following Minimum Requirements

1. Physically located in Orange County and provide services to at least one of the eight targeted cities:

Anaheim	Buena Park	Fullerton
Garden Grove	La Habra	Santa Ana
Stanton	Westminster	

2. Operate as a non-profit and be able to provide **any one of the following** as proof:
 - A reference to the organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
 - A copy of a currently valid IRS tax-exemption certificate.
 - A statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
 - A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
 - Any of the items in the sub paragraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the organization is a local non-profit affiliate,
3. Faith-based organizations must have at least one secular service program that will benefit from capacity building training, technical and/or financial assistance.
4. Currently providing or expanding to provide at least one of the following services assisting low-to-moderate income individuals and families:
 - Secure and retain employment
 - Obtain better-quality and higher earning jobs
 - Job readiness and retention training (e.g., training related to job searching, interviewing, resume writing, or computer skills)
 - Education/training (e.g., academic remediation, General Education Development, ESL classes)
 - Job retraining or training for new job skills such as those needed for green jobs
 - Increased access to the state and federal benefits and tax credits for which individuals are eligible.

- Support services related to securing and retaining employment (e.g. emergency cash or food assistance, counseling, transportation, subsidized child care and post-placement support).

Eligible Organizations Submitting a Proposal for Funding Must:

1. Explain how the proposed project improves their effectiveness in meeting the social service needs of individuals and families suffering economic hardships.
2. Indicate the distressed geographic community they are providing services to
3. Describe how the proposed project's activities fall under at least three of the five critical capacity building areas (See Attachment A: *Allowable Activities SCF Capacity Building Accomplishments* pages 9 -10)
4. Explain how the organization reaches and serves Orange County's families receiving TANF assistance and related services.
5. Demonstrate how the project will support the development of expanded services to families receiving TANF assistance and related American Recover and Reinvestment Act (ARRA) employment services.
6. Demonstrate how the funding request expands and strengthens organizational capacity and will not be used to supplant or replace existing services, staff salaries or expiring revenue sources for an existing service or staff salary.
7. Demonstrate their leadership team's willingness to dedicate the time and effort need for the capacity building process to be successful.
8. Describe their organization's long-term sustainability and provide additional financial documentation upon request.
9. All organizations must have a D & B Data Universal Numbering System D-U-N-S number.

OCCBP Funding Priorities

Organizations meeting the below funding priorities will be given bonus points in the proposal review process.

- **5 points:** will be given to organizations documenting that they are providing services to families receiving TANF funds (Temporary Assistance for Needy Families).
- **10 points:** will be given to small grassroots organizations with annual operating budgets under \$500,000.

Evaluation Criteria

Proposals will be evaluated on whether:

- The requested capacity building project funding will expand the ability of the organization overall to address economic recovery issues in their community.
- The proposed project demonstrates how OCCBP grant will increase the organization's core infrastructure and long-term sustainability.
- The proposed outcome for the project has the ability to successfully link with Strengthening Communities Fund and American Recovery and Reinvestment Act goals.
- The proposed project falls under at least three of the five critical capacity building areas and Allowable Activities approved by SCF. (See Attachment A pages 9 -10).
- The organization has a reasonable level of capacity and leadership support to deploy the proposed project upon completion of the grant objectives (without additional OCCBP funding).
- The organization(s) has/have existing partnerships and/or the ability to develop and maintain community partnerships necessary to address the issues of those most in need.

Important: Capacity Building activities are designed to increase an organization's sustainability and effectiveness, enhance its ability to provide social services and create collaborations to better serve low-income individuals and families. Capacity Building Grants are not intended to provide funding for direct services. If funding for direct services is requested, the application will be considered ineligible and maybe rejected. Requests for funding must **not** include any of the following:

- Pre-award costs
- Direct services
- Medical services
- Fundraising activities
- Construction activities or the purchase of property
- Inherently religious activities
 - *Direct Federal grants, sub-award funds or contracts under OCCBP shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS we site at: <http://www.hhs.gov/fbci/waisgate21.pdf>*

Summary of Major Contract Requirements

- As a condition of OCCBP funding, all organizations that are recommended for funding are required to comply with the terms and provisions of OCF's standard sub-award grant Memorandum of Understanding (MOU).
- Upon notification of the OCCBP sub-award grant, all Tier 3 Project Partner organizations must participate in the CONNECT Organizational Assessment Tool (COAT) organizational assessment before their MOU and Outcome Measurement Plan is finalized.
- Based on the grantee's top 3 challenge areas identified by the COAT, OCF will assign up to an additional 80 hours of technical assistance (TA) aimed at increasing the capacity in those areas.
- During MOU negotiations the grantee organization and OCF will develop a scope of work for their approved capacity building project, which will determine an individual schedule of compensation tied to the completion of the capacity building outcomes.
- The scope of the work will describe specific performance tasks to ensure development and completion of capacity building outcomes as well as compliance with all conditions and guidelines established by the MOU.
- Based on the approved project scope of work and assigned TA, OCF staff will create an Outcome Measurement Plan for each grantee that includes assigned outcomes and indicators tied to allowable capacity building activities (See Attachment A pages 9 -10).
- Each grantee will be required to report monthly on project outcomes and progress towards meeting the assigned indicators.
- All Grantee organizations must participate in a post-organizational assessment following the completion of the OCCBP grant term.

Strengthening Communities Fund Definitions

- **Capacity Building:** Capacity Building is the process of implementing activities critical to the long-term viability of your organization. The goal of capacity building is to increase organizational infrastructure and bolster sustainability. By building or increasing the organization's capacity, the effectiveness of programmatic activities and organizational operations will also increase.
- **Distressed Community:** For the purposes of this RFP, a distressed community is a neighborhood or other well-defined geographic community with an unemployment rate and/or poverty rate **greater than** the state or national rate.

• **Training and Technical Assistance (TA):** For purposes of this RFP announcement, *training* refers to group-based adult education and skill-building activities (e.g., workshops). For purposes of this program announcement, *technical assistance* refers to consultation that is specifically customized or tailored to the needs of the particular nonprofit organization.

OCCBP One-On-One Technical Assistance

1. OCCBP will provide one-on-one technical assistance through organizational assessments, coaching and consulting. Based on the organizational assessments OCCBP will determine and prioritize each organization's capacity building needs and create a Technical Assistance Outcome Measurement Plan for each grantee organization.
 - a. Tier 2: Leadership Networks will take an online assessment, the TCC Group's Core Capacity Assessment Tool (CCAT), and receive approximately 20 hours of one-on-one TA provided through OCCBP team members and community partners.
 - b. Tier 3: Project Partners will participate in CONNECT's Organizational Assessment Tool (COAT) and receive up to 80 hours of one-on-one TA provided through OCCBP team members, community partners and paid consultants.
2. Learning Group Sessions: Monthly 3-hour sessions designed to provide executive directors of both Project Partner and Leadership Network organizations with focused topic, skill-building and facilitated leadership training. Learning Group Session topics will address common challenge areas identified through the organizational assessments to provide executive directors an opportunity to participate in a peer-learning environment.

Allowable Activities SCF Capacity Building Accomplishments

Leadership Development

- Create a volunteer management plan
- Create a volunteer recruitment plan
- Create board policies
- Create an executive succession plan
- Engage an executive coach
- Implement a volunteer management plan
- Provide management/leadership training to staff
- Provide training/written information for board of directors
- Recruit board members
- Recruit volunteers (non-board)

Organizational Development

- Create a staff performance review process
- Create a strategic plan
- Create financial management procedures/improve internal controls
- Create job descriptions
- Create marketing materials
- Create/revise organizational identity
- Create/update an annual report
- Implement a new accounting system
- Implement a new budgeting process
- Implement a staff performance review process
- Implement new financial management procedures
- Incorporate as a legally recognized organization
- Install IT infrastructure
- Obtain 501(c)(3) status with the IRS
- Create a revenue development plan
- Identify potential funding sources
- Implement donor tracking software
- Provide revenue development training to staff

Program Development

- Obtain program-related equipment and durable supplies
- Research and develop new programs or services
- Take steps to expand current services to new geographic area
- Take steps to increase the effectiveness of existing services
- Take steps to increase the number of clients served in existing geographic area
- Take steps to increase the number or scope of services
- Take steps to reach an underserved population in existing geographic area

Collaboration and Community Engagement

- Assess effectiveness of existing collaborative efforts
- Conduct assessment of community needs
- Create a map/inventory of community assets
- Create action plan for coordinating/collaborating
- Create or update a brochure
- Create or update a website
- Create processes for collaborating with partners
- Develop new strategic partnerships
- Establish partnership agreements
- Make presentations to community groups

Evaluation of Effectiveness

- Implement systems to keep information related to client needs, referral sources, and services provided
- Implement systems to keep records on service recipient satisfaction and/or service recipient outcomes
- Collect information related to service recipient outcomes
- Collect information related to service recipient satisfaction
- Analyze outcome data/evaluate effectiveness of current services
- Create an outcome measurement plan

Proposal Instructions

Organizations must address each section of the capacity building grant proposal to be considered for funding. All incomplete proposals will be rejected and not considered for funding.

Organizations must submit one (1) complete proposal with original signatures and five

<p>Part One: (5 points) Proposal Application Form</p>	<p>Complete attached application form. If a collaborative is applying, each organization receiving funds and/or having a significant role in the proposed project must complete a separate application form. <i>Submit one original and five copies of this section.</i></p>
<p>Part Two: (45 points) Project Narrative</p>	<p>This section is a maximum of seven (7) pages, each page on 8.5 x 11 inch paper, double spaced, 12 point font size, with one inch margins on all sides. Submit one original and five copies of this section.</p>
<p>Part Three: (20 points) Organizational Profile</p>	<p>This section is a maximum of 3 pages, each page on 8.5 x 11 inch paper, double spaced, 12 point font size, with one inch margins on all sides Submit one original and five copies of this section.</p>
<p>Part Four: (30 points) Budget Form & Narrative Budget Justification</p>	<p>A Budget form must be completed for each organization proposed to receive funds under a collaborative. Submit one original and five copies of this section.</p>
<p>Part Five: (10 points) Required Documentation</p>	<p>Submit two copies of each of the following:</p> <ul style="list-style-type: none"> (1) Articles of Incorporation and Secretary of State certification of corporation in good standing (2) Start-up organizations without official non-profit status may include documentation for the entity serving as their fiscal agent until non-profit status is achieved by the organization. (3) A complete list of the organization's leadership including names, board position, and professional position or employment (4) The most current year of audited financial statement(s) or its prior year's tax returns. (5) Organization's balance sheets for 3 months prior to application date (6) Organizational budget for 2010-2011 fiscal year (7) Signed Certification Regarding Lobbying and Assurances-Non-Construction Programs forms

(5) Copies of parts 1-4 and two (2) copies of part 5

PART 1: Proposal Application Form (5 Points)

Instructions: Complete all requested information in full. An application form should be submitted for all partners if funds requested are for a collaborative project.

Organization Name:		
Name of Lead Organization (for a collaborative only):		
Collaborative Name (if appropriate):		
Project Title:		
Legal Address: Mailing Address (if different)	Organization Phone:	
	Project Contact:	
	Contact Phone:	
	Contact Fax:	
	Contact Email:	
Organization's Operating Budget for FYE 2010/2011: (Do not include In-Kind Donations)		
Number of full time employees:	Number of part time employees:	
Number of year's organization has been in existence:		
Total Funds Requested for Project:	Total Term (up to 8 months):	
I have read and understand the application and supporting materials and acknowledge and agree: the funds requested in this application will not supplant any existing organization revenues and that this one time only grant is to be used exclusively for capacity building purposes.		
Authorized Officer or Director Signature: _____		
Print Name and Title: _____		
OFFICE USE ONLY		
Section		Comments:
Application Form	Yes No	
Project Narrative Maximum of 7 pages	Yes No	
Organizational Profile Complete	Yes No	
Budget Form & Justification	Yes No	
Required Documents	Yes No	

PART 2: PROJECT NARRATIVE INSTRUCTIONS (45 points)

The submittal provided for this section, Part 2, shall not exceed a maximum of seven (7) pages, with each page on standard paper 8.5x11 inches, double spaced, 12 point font size, Times New Roman font, with one inch margins on all sides.

A. Project Description: Provide a detailed description of the proposed capacity building project and how the funding requested will be used to increase the overall capacity of your organization's ability to serve your community. Specifically address how your proposed project meets the below ARRA/OCCBP funding objectives:

1. Currently serves or proposes to reach and serve Orange County's families receiving TANF assistance.
2. Will improve your effectiveness in meeting the social service needs of the individuals and families suffering economic hardships.
3. Will expand organizational capacity rather than supplant or replace an existing service or expiring revenue source for an existing service.
4. Will increase the organization's core infrastructure and long-term sustainability.

B. Capacity Building Fit: Indicate how the proposed project addresses at least three of the five critical capacity building areas: organizational development, program development, collaboration and community engagement, leadership development and evaluation of effectiveness. (See Attachment A, pages 9 -10 SCF Allowable Activities)

C. Project Objectives and Outcomes: List the proposed objectives and outcomes and what strategies will be used to achieve the desired outcomes. All stated objectives should be specific and measurable.

Part 3 Organizational Profile (30 points)

- A. **Organization Description:** Include a brief paragraph for each of the below descriptors.
- a. Mission
 - b. Vision
 - c. Core Services

B. **Service Area and Population Served:** Indicate which OCCBP indentified distressed community(ies) served by your organization and the primary population served.

C. **Organizational Need:** Present data and explanation that demonstrates the need for capacity building related to the five critical areas.

D. **Project Management Structure:** Describe organizational leadership and staff professional experience and qualifications in relation to implementing the proposed project. (Include an Organizational Chart)

E. **Organizational Capability:** Describe your organization or the collaborative's capacity related to the proposed project and ability to expand services. Include relevant past experience to demonstrate the organization's track record. Share challenges and successes the organization or collaborative has faced.

- a. If applying as a collaborative, identify all collaborative partners and each partner's role and responsibility.

F. **Faith-based Organization Additional Requirements**

Direct Federal grants, sub-award funds or contracts under OCCBP shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization and must respond to the following

- Describe secular project that will receive capacity building services.
- Explain what steps will be taken to separate, in time or location, inherently religious activities from the projects funded under OCCBP.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS we site at: <http://www.hhs.gov/fbci/waisgate21.pdf>

Part 4: Budget and Narrative Budget Justification Instructions (30 Points)

The submittal provided for this section, Part 4, shall not exceed a maximum of four (4) pages including the Budget Form, with each page on standard paper 8.5 x11 inches, double spaced, 12 point font size, Times New Roman font, with one inch margins on all sides.

Budget Form Instructions: The Budget Form is used to provide estimates of the expenses for the proposed capacity building project including sub-contracts for consulting, approved

equipment, software and related staff salaries. All expenses must be directly tied to an allowable activity under the 5 critical capacity building areas (See pages 10-11). The maximum amount awarded for any OCCBP Sub-Award Grant is \$50,000 or 20 percent of Organization's 2010 budget, whichever is less.

Important Reminders:

1. If applicable, indicate the names of each organization of a collaborative. If the request is for funding for multiple organizations associated with a single collaborative, complete ONE Budget Form for each organization that is part of the collaborative. Complete an additional form that totals the requests for all organization(s) involved in the collaborative and enter the cumulative budget amount in "Total Funds vs. Requested."
2. Capacity Building Grants are not intended to provide funding for direct services. If funding for direct services is requested, the application maybe considered ineligible and rejected Requests for funding must not include any of the following:
 - Pre-award costs
 - Direct services
 - Medical services
 - Fundraising activities
 - Construction activities or the purchase of property
 - Inherently religious activities

Narrative Budget Justification Instructions

Provide a narrative explanation, description and justification for each category of expenses. State how the funds will be spent for each of the line items in the budget. Be complete and thorough in your description. For example:

- Staff Salaries and Benefits – explain the number of positions and how they will be involved in the capacity building process. Indicate the level and cost per position and part or full-time in terms of full-time equivalents (FTE). Staff salaries are only allowable if directly tied to capacity building activities under the 5 critical areas and a proposed scope of work for each position must be included.
- Direct Project Expenses – explain what type of equipment and/or software will be purchased and how it is related to allowable capacity building activities.
- Subcontractors (if applicable) – identify and describe the type of professional service(s) and a proposed scope of work for each potential subcontractor.

PART4: BUDGET FORM

Organization Name	
Collaborative Name (if applicable)	
Project Line Item	Funds Requested
Staff Salaries and Benefits	
Direct Project Expenses	
Subcontractors (Add a line for each vendor or subcontractor)	
Total Funds Requested	

Attach Narrative Budget Justification for each line item/category of expenses listed in the budget (Must be directly tied to Allowable Activities under the 5 Critical Areas):

Part 5: Required Documentation (10 points)

Submit two copies of each of the following:

- A complete list of the organization's leadership including names, board position and professional position or employment
- The most current year of audited financial statement(s) or it prior year's tax returns and 990.
- Organization's balance sheets for 3 months prior to application date.
- Organizational Budget for 2010-2011 fiscal year.
- Articles of incorporation and Secretary of State Certification of Corporation in good standing
- Provide Nonprofit Status: While the applying organization(s) must be a nonprofit organization, there will be no requirement that organizations have 501c (3) or indentify a sponsoring organization with 501c (3) status. Acceptable types of proof of nonprofit status include:
 - A reference to the organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
 - A copy of a currently valid IRS tax-exemption certificate.
 - A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
 - A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
 - Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the organization is a local non-profit affiliate.
- Signed Certification Regarding Lobbying and Assurances-Non-Construction Program Forms.

Submittal Information

All proposals for OCCBP Sub-Award Grants shall be received on or **before Wednesday, December 8, 2010, by 5:00 p.m. at Orangewood Children's Foundation (OCF) located at 1575 East 17th Street, Santa Ana, California 92705.** OCF regular business hours are Monday through Friday (except holidays) 8:30 a.m. to 5:00 p.m.

Proposals may be submitted:

- In person on or before Wednesday, December 8, 2010 during regular business hours at the OCF offices; or
- By courier/overnight delivery service/USPS mail delivered to and received at the OCF's office on or before 5:00 p.m. on Wednesday, December 8, 2010.
 - Postmark and or proof of transmittal alone shall not be considered timely; receipt at OCF offices is required. **Please do not send your proposals via USPS/Registered Mail or Return Receipt Requested. OCF staff will NOT be responsible for picking up proposals at the local post office. OCF is not responsible for late or non delivery of proposals by the USPS.**

Delinquent proposals (**no matter the cause**) will not be considered for funding. Mailed proposals received after the deadline will not be accepted. All proposals received will be provided a receipt for their submission. In submitting proposals, note the following:

- Do not bind the proposal in any way, including stapling (paperclips or binder clips are preferred)
- Do not provide supplemental information, including a cover sheet or letter that was not specifically requested in this RFP. Any additional documents such as a cover letter or cover sheet will be discarded prior to review.