

### **Capacity Building for Refugee Communities Level 3**

All questions must be submitted, through [ws\\_procurement\\_request@utah.gov](mailto:ws_procurement_request@utah.gov) Aug.2, 2013, close of business.

Questions and Answers will be posted on the <http://jobs.utah.gov/edo/rfp.html>  
The RFG will close Aug. 6, 2013 at noon. Applications must be submitted through [ws\\_procurement\\_request@utah.gov](mailto:ws_procurement_request@utah.gov).

RCBO Level 3 Pre-proposal Conference Minutes  
July 31, 2013  
9 AM to 10:30 AM

Communities Present:

1. Sudanese Community in Utah
  2. Bhutanese Community in Utah
  3. Somali Bantu Community
- Work plan:
    - As level 3 communities it is up to you to determine your work plan. You must choose how many caseloads you wish to take on and what trainings you want to do.
    - There is one demand- you must not spend the majority of your budget on personnel. Apart from that the budget is open and you can spend how you want (so long as you justify it).
    - Make sure that you are training your board members, both old and new
    - Be short and to the point!
  - Submitting the proposal:
    - Proposal is due, electronically, by noon on August 6<sup>th</sup>, 2013. Email proposal to [ws\\_procurement\\_request@utah.gov](mailto:ws_procurement_request@utah.gov)
    - To access the grant:
      - Jobs.utah.gov > department > refugee > grants/ proposals
    - You may submit questions to the above address as well. Answers will be posted on the website so that everyone has a chance to read them.
    - Hopefully you will hear back by August 18, 2013
  - Points to remember when writing the proposal:
    - Look over “grants, terms and conditions” to make sure your work plan is in compliance. For example, you must plan to help families, provide community education, and you must submit reports
    - The board will be held responsible for everything
    - Annex 2 provides you with a checklist of everything that must be submitted as part of your proposal (cover page, applications and forms, registration, bylaws, database, work plan, budget, etc)

- Code of conduct- will be posted as annex 5- have board members sign
  - Personal information Confidentiality (disclosure agreement)- have board members sign
  - Exhibit 2- keep the narrative to under 300 words. Short and concise!
  - Exhibit 4- fill in the name of your organization
  - Budget- mileage will be taken out and item 7 will be listed as “miscellaneous”
  - Justification- should explain budget, keep it under 150 words
  - At least two women must serve as officers or board members
- Questions and Answers:
    1. What DWS trainings will be provided? DWS trainings will be attached to the minutes online.  
**Answer:** The training will be attached to the minutes.
    2. How much of the budget can be spent on personnel?  
**Answer:** You should limit it to 35% of the total contract for the case management SSF. If you have another program that require personnel or are subcontracts for training, they may narrative this cost in your justification of the program, should not exceed 10% of the totals program cost. Another option is to put extra personnel costs in other line items such as education if their job function is related. You must justify this, however. The Departments concerned that a RCBO do not have a member having this as the primary source of income. The grant funds are very limited.
    3. Should the database include all members, or just families being served?  
**Answer:** All members. Make sure to keep a copy for your records too because the copy submitted to DWS will be shredded to ensure confidentiality.

Revised Attachment

Annex 5 Code of Conduct – attached

Exhibit 2, 2a, 3, 3a, 4 Applications - attached

Checklist - attached

Annex 6 List of training that DWS is providing for the grant year - attached