

Funding Opportunity

00312-Capacity Building Refugee Communities Level III

Application Deadline: 08/06/2013 12:00 PM

Award Amount Range: \$0-\$20,000

Project Start Date: 8/18/2013

Project End Date: 06/30/2014

Award Announcement Date: 08/12/2013

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Description

Purpose

The Department of Workforce Services, Refugee Services Office (RSO), hereafter now as the Department (DWS), will award grants to refugee community-based organizations (RCBO) that have shown they have capacity to manage grants and comply with the funding purposes. Through this grant the communities will further develop their organizational capacity in a way that will better assist needy families within their own communities to receive services in a culturally and linguistically appropriate and competent manner. The grants will also enable refugees to get effective education that will provide them with the tools to help them become self-sufficient.

Minimum Requirements

This application is specifically for those RCBO applicants categorized Level 3.

- (a) They received an award from the preceding year's Capacity Building for Refugee Communities Grant, and that
- (b) They were not required to return money from a Capacity Building for Refugee Communities Grant award due to noncompliance, and further
- (c) They scored at least a 3.9 on the 2012-2013 Capacity Building for Refugee Communities Grant audits as well as that
- (d) They have developed programming outside of the scope of the Capacity Building for Refugee Communities Grant for which they have raised in excess of \$8,000 through grant applications.

If an RCBO does not meet the above requirements (a), (b), (c) and (d), respondent RCBO will be non-compliant and their proposal will be returned to the RCBO.

Who May Apply

- The RCBO must be a non-profit corporation of which 75% or more of the Board of Directors is from the language and cultural group of the refugee community.
- The RCBO has a Board in place that includes 30% or a minimum of 2 women in its composition. In 2013-2014, an RCBO may submit a plan to develop such a Board; however, in subsequent years this expectation will be mandatory to apply.
- The RCBO has By-Laws that reflect a charitable purpose.
- The RCBO is incorporated and its business registration is up-to-date.
- The RCBO has a charitable permit that is up-to-date.
- The RCBO has an Employer's Identification Number (EIN) that must be included.
- The RCBO has a target population of 150 individuals or 25 families whichever is larger. It must maintain a database of the families that will be served. Database must include names of household members, address, and contact number or otherwise, age, sex, occupation, date of arrival in United States and Utah. Database will be verified by the Department.

Additional Requirements

- The RCBO must provide a single point of contact with whom the Department will communicate.
- The RCBO must scan and upload a copy of the business license for the specified county(s) or cities of operation and Charitable Permit for the State of Utah.
- The RCBO must scan and upload a copy of the Code of Conduct (Annex 2) and the Disclosure of Information (Annex 3), signed by an authorized signature
- The RCBO must fill out the full application package.
- The RCBO must ensure that all training requirements for Board of Directors are met.
- The RCBO must scan and upload the Letter Documenting Adherence (Annex 4) to all terms and conditions of the application and the resulting federal and state requirement.

Funding Details

Grants will be awarded on a competitive basis and RCBOs must indicate willingness to comply with Level 3 grant guidelines. The Level 3 grant is up to \$60,000.00 each community may receive a maximum of \$20,000.00. The Department reserves the right to award partial grants.

Funds must only be utilized as delineated in your attached budget. (See Exhibit 3).

Period of Performance

Applicants must plan to operate programs from 18, August, 2013 through 30 June 2014; a one year renewal will be at the Department's discretion.

Evaluation and Award

All submitted applications will be evaluated on August 7, 2013. It is anticipated that all eligible grants will be awarded by 12, 2013.

Application Checklist and Evaluation Criteria: Only fully completed applications will be accepted. A fully completed application consists of completing each item on the Template for

Refugee Capacity Building Grant Proposal Level 3. Application narrative is limited to 5 pages plus Appendix A and B (font no smaller than Times New Roman 12 pt. single space with no less than 1 inch margins). Narratives longer than 5 pages will not be considered. Completed applications will be rated by a grant evaluation team. Maximum points for each category are provided below and in the template. In summary, the grant template includes the following:

- Demonstration of the RCBO ability to meet the Scope of Work for the required activities in the proposal narrative. Five pages if narrative only, with an electronic database as an attachment to the proposal. (Exhibit 2) (20 points possible)
- The broad member list with names, addresses and gender should be an attachment to the proposal. (Exhibit 2a) (5 points possible)
- Demonstration of the RCBO technical capacity to meet the Work Plan (Exhibit 4). Exhibit 4 as an attachment. (45 points possible)
- Budget and budget justification realistic meets the meet the Scope of Work for the required activities; (Exhibit 3) should be an attachment. (20 possible points)
- Required documents should be attachments, Annex 2; Annex 3; and Annex 4 must be included in the response. The other document included in the response are grant cover sheet, current business registration, current charitable permit, IRS letter of tax exemptions, current by-laws. (5possible points)

Timeline

Application Announcement July 18, 2013

Pre-application conference July 31, 2013

Close application period August 6, 2013 at 12:00 PM

(noon) Start Date August 18, 2013

Note: the Pre-application Conference, July 31, 2013 will be held 1385 So State St, Salt Lake City, UT Conference Room 157A at 9:00AM to 10:30 AM.

The Department strongly recommends and advises attendance to the Pre-Application Conference.

Questions

Questions or requested for additional information concerning this Application must be directed to ws_procurement_request@utah.gov. The Department will respond through the ws_procurement_request@utah.gov, all participants will be able to review the question and answers through <http://jobs.utah.gov/edo/rfp.html>.

All questions must be submitted, through ws_procurement_request@utah.gov before August 2, 2013 close of business.

All applications must be submitted through ws_procurement_request@utah.gov prior to 12:00 PM (noon) August 6, 2013.

Submitting your application

Applicants must submit their application electronically. Applicants must bear the cost of preparing and submitting the application. Failure to comply with any part of the application will result in disqualification of the application.