

State of Utah

Department of Workforce Services – Office of Refugee Services

Request for Grant (RFG)
Fiscal Year 2015

REVISED 5-13-14 Budget

RCBO Level 1 - 2014

Capacity Building for Refugee Communities

Funding available for organizations serving refugee communities

Pre-Application Meeting: May 13, 2014 10:00 AM

APPLICATION DUE: Wednesday May 28, 2014 – 5:00 PM

Applicants must **submit one copy of the application and all attachments** with the final signature(s)

via email to: tbranin@utah.gov



RCBO Level 1 - 2014

Refugee Capacity Building Grant

Department of Workforce Services - Office of Refugee Services

Request for Grant Applications

Funding Available for Organizations Serving Refugee Communities

APPLICATION DUE: Wednesday, May 28, 2014, 5:00 PM

Email to: tbranin@utah.gov

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This grant is funded by the State of Utah, General Funds, and is administered through the Department of Workforce Services, Refugee Services Office.

RCBO Level 1 - 2014

Refugee Capacity Building Grant

Department of Workforce Services - Office of Refugee Services

Request for Grant Applications

Funding Available for Programs Serving Youth in Middle, Junior High and High School

APPLICATION DUE: **Wednesday, May 28, 2014, 5:00 PM**

email to: tbranin@utah.gov

Purpose

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

Who May Apply

This application is specifically for those RCBO applicants categorized as Level 1. An RCBO is categorized Level 1 if they meet all of the following criteria:

- (a) they did not receive an award from the preceding year's Capacity Building for Refugee Communities Grant, or
- (b) they were required to return money from a Capacity Building for Refugee Communities Grant award due to noncompliance, or
- (c) they scored above a 2.5 on the 2013-2014 Capacity Building for Refugee Communities Grant March audit
- (d) they have not developed programming outside of the scope of the Capacity Building for Refugee Communities Grant for which they have raised in excess of \$8,000

If an RCBO does not fall into a, b, or c above, there will be a separate application process for those RCBOs.

RCBO Level 1 - 2014 RFG Grant Information

Minimum Requirements

1. 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.
2. The RCBO has a Board in place that includes 30% or a minimum of 2 women in its composition. In 2014-2015, an RCBO may submit a plan to develop such a Board; however, in subsequent years this expectation will be mandatory to apply.
3. The RCBO has By-Laws that reflect a charitable purpose.
4. The RCBO is incorporated and its business registration is up-to-date.
5. The RCBO has a charitable organization permit that is up-to-date.
6. The RCBO has an Employer's Identification Number (EIN) that must be included on the application form.
7. 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, contact number or otherwise, age, sex, occupation, date of arrival in United States and date of arrival in Utah. Database will be verified by RSO.

Funding Details

1. Each organization must submit one application.
2. Grants will be awarded on a competitive basis and RCBOs must indicate willingness to comply with Level 1 grant regulations.
3. The Level 1 grant is \$8,400 in the first year and \$7,840 if a subsequent year of Level 1 is required.
4. RBCO Level 1 Grant amount total is \$16,240 made available yearly based upon successful completion of requirements and available funding.
5. Each year, funds must be utilized by June 30. Funds do NOT roll over to the next year.
6. Funds may only be utilized as per budget requirements (See Attachment D)
7. DWS reserves the right to award partial grants.
8. In the 2014 – 2015 grant cycle, only 4 new awards will be offered.

Period of Performance

1. Funding for grant recipients begins July 1, 2014. Grant period ends June 30, 2016.
2. DWS may elect to end the contract at any time based on funding and/or grantee performance.
3. Grants will be awarded on a competitive basis and RCBOs must indicate willingness to comply with Level 1 grant regulations.
4. An RCBO may only stay in Level 1 for a maximum of two years. If an organization is unable to make an application for Level 2 after two years, they must wait a year before applying for capacity building grant money again. The Department reserves the right to award partial grants.
5. **End of First Year Grant Term:** The first year of the grant period ends **June 30, 2015**. Funded programs must expend all first year grant dollars by June 30, 2015. Funded programs must submit all evaluation materials and paperwork by July 15, 2015. If the organization has NOT met grant requirements as determined by DWS or funding is no longer available, **the grant will be terminated ending June 30, 2015**.

6. If the organization has met all of their requirements, funding is available and the organization is not yet ready to apply for the RCBO Level 2 Grant, this grant will continue to be funded yearly through **June 30, 2016**.

Evaluation and Award

1. Grant applications will be evaluated on a competitive basis.
2. DWS reserves the right to reject any and all applications or withdraw this offer at any time. Awards will be made to the responsible applicant(s) whose application is determined to best meet the objectives of the Department, taking into consideration all factors set forth in this RFG.
3. Participants must be available for questions or clarification during the grant review period.
4. Successful grant applications will be open to public inspection after grant award, under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless applicant requests in writing that trade secrets/proprietary data be protected. This “Claim of Business Confidentiality” must accompany the grant application.

Application Requirements

1. The RCBO must provide a single point of contact with whom RSO will communicate.
2. The RCBO must scan and attach a copy of the business license for the specified county(s) or cities of operation and Charitable Permit for the State of Utah.
3. The RCBO must scan and attach a copy of the Code of Conduct (Attachment F) and the Non-Disclosure Agreement (Attachment G), signed by an authorized signature.
4. The RCBO must fill out the application, providing explanations where needed.
5. The RCBO must agree to a Work Plan.
6. The RCBO must scan and upload the Letter Documenting Adherence (Attachment D) to all terms and conditions of the application and the resulting federal and state requirement.

Pre-application Conference

RSO will be holding a pre-application conference. **RSO strongly suggests and advises attendance at the Pre-Application Conference.**

Tuesday May 13, 2014

10:00 AM – 12 Noon

**Department of Workforce Services
Wasatch Front South Administration, Conference Room #147
1385 South State St.
Salt Lake City, UT 84115**

Questions

Questions requesting clarification or interpretation of any section of this RFG should be directed to Tressa Branin (tbranin@utah.gov) or 385-315-5082 on or before close of business, Thursday, May 15, 2014. The Department will post these responses by March 19, 2014 on the Department’s Refugee Services Office, website at <http://jobs.utah.gov/refugee/index.html> for all prospective applicants to view. **RSO strongly suggests and advises attendance at the Pre-Application Conference.**

Addenda

If DWS finds it necessary to modify the RFG for any reason, DWS will issue a written addendum to the original RFG. Final Addenda will be posted no later than May 14, 2014.

RCBO Level 1 - 2014 RFG Application Process

Timeline

- **Pre-Application Meeting: In Person - Tuesday, May 13, 2014 at 10:00 AM:** Interested organizations may attend the pre-application meeting. Attending the meeting is not a pre-requisite for applying for the RCBO 2014 grant, it is an opportunity to review the RFG and ask questions. **RSO strongly suggests and advises attendance at the pre-application meeting.**
- **Application Submission Deadline: Wednesday May 28, 2014, 5:00 PM:** Proposals must be received no later than 5:00 PM. Proposals received after 5:00 PM will not be accepted. Proposals may not be faxed or submitted in person. **Email application to: tbranin@utah.gov**
- **Anticipated Grant Award Date:** It is anticipated that the announcement of grant awards will be made in June 2014.
- **Award Effective Date: July 1, 2014:** The first grant year will run from July 1, 2014 through June 30, 2015.
- **End of First Year Grant Term:** The first year of the grant period ends **June 30, 2015**. Funded programs must expend all first year grant dollars (\$11,420) by June 30, 2015. Funded programs must submit all evaluation materials and paperwork by July 15, 2015. If the organization has NOT met grant requirements as determined by DWS or funding is no longer available, **the grant will be terminated ending June 30, 2015.**

Application Procedure

1. Applicant must use the provided forms to submit application. Applicant must bear the cost of preparing and submitting application. Application must be formatted as outlined, so the grant evaluation committee can rate it for completeness and responsiveness. **Failure to comply with any part of the RFG will result in disqualification of the application.**
2. Organizations are limited to one application.
3. Application Cover Sheet must be the first page of the proposal.
4. Applicants must **submit one copy of the application and all attachments** with the final signature(s) **via email** to: tbranin@utah.gov
5. The emailed application **must be received no later than 5:00 p.m., Wednesday, May 28, 2014.** Application may not be faxed. Late applications will not be accepted. No exceptions!
6. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc. All additional information will be discarded prior to scoring.

RCBO Level 1 - 2014 RFG Application Check List

Submit one copy, forms in the original PDF format (with electronic signatures) and attachments, by email to:
tbranin@utah.gov

The application must include the following in order:

Application forms are available at: <http://jobs.utah.gov/refugee/index.html>

- Grant Application Cover Sheet**
- Grant Application Form**, and explanations as needed
- Attachments:**
 - Work Plan**
 - Current Business Registration**
 - Current Charitable Organization Permit**
 - IRS Determination Letter** (for 501(c)(3) tax-exempt applicants)
 - Copy of RCBO's current by-laws**
 - Database of target population**
 - Letter of Adherence** – One *signed* by an RCBO Board of Director authorized signature indicating their agreement for the organization to apply for the grant (Attachment I)
 - Code Of Conduct** – One *signed* by authorized board member (Attachment G)
 - Non-Disclosure Agreement**– One *signed* by authorized board member (Attachment H)

Submit applications by Wednesday, May 28, 2014 by 5:00 PM to:

Email copy (required):

tbranin@utah.gov

Questions: Contact Tressa Branin

Phone: 385-315-5082, **Email:** tbranin@utah.gov

Department of Workforce Services – RCBO Level 1 - 2014
Grant Application Cover Sheet

ORGANIZATION

Organization: _____

Employer's Identification Number (EIN):

Total Grant Funds Requested: \$ _____

Principal Officer or equivalent (person authorized to sign grant application and/or an awarded contract):

Name: _____ Position: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

The undersigned, having carefully read and considered the Request for Grant Applications to provide Capacity-Building for Refugees, does hereby offer to perform such services, in the manner described and subject to the terms, conditions and budget set forth in the attached proposal. In addition, as principal of this organization, I commit that this organization, or any employee or contractor thereof, will not charge any refugees for interpreter services. To the best of my knowledge and belief, all data in this application are true and correct.

Authorized Signature: _____ **Date:** _____

GRANT POINT OF CONTACT (if different from above)

Name: _____ Position: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

PRINCIPAL OFFICE

Street Address: _____ City: _____

County: _____ State: _____ Zip Code: _____ Fax: _____

Telephone: _____ Email: _____

Department of Workforce Services – RCBO Level 1 - 2014
Grant Application

Organization: _____

Section A: Grant Application

1. **Does your organization have at least 150 individuals?** **YES or NO**

1 a. **If yes**, describe your target population (Give specific numbers of people, ethnicities, languages spoken, country of origin, where they generally live in Utah, and how have you already been successfully working with this target population or community): (Maximum 150 words):

2. **State your organization's main reasons for applying for this grant.** (Maximum 150 words):

Organization: _____

- 3. **Does your organization have a current Certificate of Incorporation issued by the Utah Division of Corporations?** (if yes, scan and attach a copy) **YES or NO**
- 4. **Does your organization have a current Charitable Organization Permit issued by the Utah Division of Consumer Protection?** (if yes, scan and attach a copy) **YES or NO**
- 5. **Does your organization have by-laws?** (if yes, scan and attach a copy) **YES or NO**
- 6. **Is your organization willing to adapt their by-laws as advised by an RSO consultant?**
YES or NO
- 7. **Does your organization have 5 Board members (including a minimum of 2 women) who are willing to be signatories to this application?** (List them on grant application) **YES or NO**
7 a. If no, please explain plans to secure participation of 5 people (including a minimum of 2 women) (maximum 150 words).

- 8. **Are your Board members willing to attend the following trainings:** **YES or NO**
 - Legal Documents & Purpose of Board
 - Running a Board & Role of Directors/Officers
 - Financial Literacy
 - Social Service Facilitator Work
 - Running Successful Workshops
 - Community Awareness
 - Computer Literacy
 - Court Translator Training8 a. **If no, please explain** (maximum 150 words)

- 9. **Are the following requirements acceptable to your Board?** **YES or NO**

By agreeing to participate, your organization will be required to follow strict guidelines on the use of State monies. You will be required to hold four (4) workshops. You will be required to purchase specific office equipment and supplies. Your Officers will be required to work on specific projects in

return for compensation. You will be required to support cultural/sporting activities. Lastly, you will be required to maintain essential records, to accept technical assistance and to submit to State oversight monitoring.

9 a. **If no, please explain** (maximum 150 words)

10. **Is your organization willing to accept the budgetary restrictions and requirements?** (see Attachment D Budget) **YES or NO**

10 a. **If no, please explain** (maximum 150 words)

11. **Does your organization agree to follow the Work Plan below?** **YES or NO**

Section B: Board Members as Officers

Board Members Willing to Serve as Officers				
Name	Male or Female	Address	Phone Number	Email Address
1.				
2.				
3.				
4.				
5.				

Department of Workforce Services – RCBO Level 1 - 2014

2014 - 2015 Work Plan

Organization: _____

Section C: Work Plan

Definitions:

Project Objectives: These are specific outcomes of what your program will be doing to develop individual and organizational capacity.

Performance Deliverables: Give specific steps that will lead to reaching the project objective. Must be measurable and have a timeline.

Process: Activities planned to achieve this objective.

Evaluation: Pieces of information gathered to determine effectiveness of the project.

Project Objectives: *These are specific outcomes of what your program will be doing to develop individual and organizational capacity.*

Purpose 1: Social Service Facilitation Objectives:

1. Reach out to community members in need by providing case management.
2. Help a minimum of 15 clients progress towards self-sufficiency.
3. Have all Officers familiar with social service facilitation work.
4. Ensure officers are familiar with services available to clients.

Purpose 2: Organizational and Board Development Objectives:

5. Develop a well-trained Board and more effective community volunteers.
6. Develop functional by-laws and have Board running according to the by-laws.
7. Ensure all Officers learn the basics of financial literacy.

Purpose 3: Community Education Objectives:

8. Provide a minimum of 4 workshops to the community.
9. Learn best practices in holding workshops.

Purpose 1: Social Service Facilitation		
Performance Deliverable	Process	Evaluation
Objective 1: Reach out to community members in need by providing case management		
Open at least 15 new client files by May 2015.	The Officers will identify 15 families in the community that need assistance.	RSO will perform 2 audits.
45 home visits will completed by May 15, 2015.	All officers will work as SSFs.	RSO weekly meetings.
	The President will divide up the families and allocate a group to each SSF.	RSO attendance at Board meetings.
	The SSFs will contact each family, conduct the home visits, start a new case file for every family, and help the new clients as needed.	
Objective 2: Help a minimum of 15 clients progress towards self-sufficiency.		
Home safety checks will be given to all families by the end of January 2015.	Using Clients short and long term goals, and Needs Assessment, works with clients achieve their goals.	RSO will audit forms.
Assist each family to set clear goals by March 2015	Work with clients to become self-sufficient in all aspects of the safety assessment.	RSO weekly meetings.
Objective 3: Have all Officers familiar with social service facilitation work.		
Officers will track time and work with clients.	Correct forms will be used in all client outreach.	RSO will audit forms.
		RSO weekly meetings.
Objective 4: Ensure officers are familiar with services available to clients.		
Officers will familiarize themselves with the RSO Refugee Handbook by October 2015.	RSO will provide copies of forms to Officers.	RSO will test Officer's knowledge of the handbook.

Purpose 2: Organizational & Board Development		
Performance Deliverable	Process	Evaluation
Objective 5: Develop a well-trained Board and more effective community volunteers.		
All 5 Officers will attend RSO Officer trainings.	Enroll all Officers in the DWS/SLCC Refugee Nonprofit Management training course.	RSO will perform 2 audits.
	Enroll all Officers in computer literacy classes recommended by RSO.	RSO weekly meetings.
		RSO administered tests of all Officers.
Objective 6: Develop functional by-laws and have Board running according to the by-laws.		
Use by-laws at Board meetings.	Hold regular Board meetings.	RSO staff will attend Board meetings.
Hold annual elections in accordance with by-laws.	Use meeting agenda and keep minutes.	RSO will audit meeting agendas and keep minutes.
	Set election date.	RSO will monitor elections.
	Set election standards.	RSO weekly meetings.

Purpose 3: Community Education		
Performance Deliverable	Process	Evaluation
Objective 8: Provide a minimum of 4 workshops to the community.		
Hold 4 community workshops.	Make effective announcements about the workshop through the use of flyers, emails, telephone calls, home visits, social functions and community meetings at least 3 weeks before the workshop date.	RSO will perform 2 audits.
	Provide transportation for participants that need it.	RSO weekly meetings.
	Provide refreshments to all.	RSO staff will attend at least 2 workshops.
	Survey community to determine which of the available workshops meet community needs.	
Objective 9: Learn best practices in holding workshops.		
Officers and Board Members will attend RSO Officer trainings.	Train all Officers on workshop best practices by having them attend the DWS/SLCC Refugee Nonprofit Management training.	RSO staff will attend at least 2 workshops.
Observe best practices at community workshops.	Use the best practices learned in trainings when holding workshops.	RSO weekly meetings.

Attachment A: Scope of Work

I. Grantee Responsibilities

The grantee shall be responsible for the following:

A. Activities

The project will focus on three main activities social services facilitation, organizational development and community education.

Activity 1: Providing social services to families in need. Social services shall be provided by RCBO officers (the role hereafter known as Social Service Facilitators or SSF) on a part-time basis and will do the following:

1. Conduct community member home visits to check for safety and general housekeeping.
2. Set short-term and long-term family goals, explaining the role of goal setting and ensuring family progress towards goal accomplishment.
3. Help families that cannot read and write with reading and explaining their mail to them; marking appointment dates on calendars and doing follow-up on appointments; filling out forms, and making necessary calls on their behalf.
4. Identify emergency needs of families that do not have the capacity to solve them and help them find resources.
5. Help clients meet medical, dental, public assistance, tenancy, and immigration appointments.
6. Help clients follow up on public benefits.
7. Help clients follow up on school appointments and parent-teacher conferences.
8. Ensure that adults have access to ESL classes.
9. Provide transportation to families that do not have a means of transportation.
10. Help adults who cannot read and write to obtain driver's license.
11. Advocate for special needs clients.
12. Create a pool of interpreting resources.

Activity 2: Organizational development: Organizations should focus on developing an effective Board of Directors. Board composition must include 30% women (minimum two (2) women). Board must ensure the following:

1. Build active participation of community members.
2. Develop effective record keeping.
3. Appoint one to five (1-5) officers who will serve permanently, unless the Board dismisses them for cause.
4. Work with RSO staff to develop by-laws.
5. Run board meetings and keep minutes.
6. Adopt and utilize clear, effective by-laws in consultation with RSO.
7. Develop sound financial management policies and procedures.
8. Purchase materials required to run a nonprofit organization as detailed in budget.
9. Develop computer literacy.

10. Attend the required trainings.

Activity 3: Community education: The RCBO can hold workshops and other community education trainings on topics needed by the community. RCBO may choose any four topics from this list, or as approved by RSO:

1. Youth leadership
2. Self-reliance
3. Domestic Violence
4. Gang Prevention
5. Worker's Rights
6. Court Justice
7. Introduction to Law Enforcement
8. Tenant Rights
9. Hygiene

All workshops have five (5) requirements:

1. There must be a sign-in sheet for every class.
2. Minutes should be kept for every meeting stating the date, place and presenter plus a brief description of the workshop topic.
3. Some pictures should be taken of the event.
4. If any cash incentives are given out, every client that receives any cash must sign for them.
5. At least 10 people must complete an evaluation of each workshop.

B. Payments

Grant payments will be made in two installments, between July and June of each year of the grant. Except for the first payment, DWS will make subsequent payments only upon satisfactory compliance with the contractual terms.

C. Role and responsibilities of the RCBO Board

The Board shall:

1. Ensure that the program is evaluated according to the criteria of the grant.
2. Identify refugees in the community who need help.
3. Ensure that the grant reporting requirements are met.
4. Regularly review and approve financial records in order to ensure that grant funds are properly utilized and accounted for.
5. Be responsible to RSO for the execution of the grant and the accounting of government funding.
6. Ensure that at least one board member is fluent in the language of the refugees in need of services.
7. Educate the refugee community of the role of the SSF.

8. Sign a Code of Conduct form and Non-Disclosure Agreement form.
9. Maintain and secure client records according to RSO policies.
10. Know about the resources available to refugees in the area and learn how to access them effectively (includes forming constructive relationships with the gatekeepers of such services).
11. Form trusting relationships with all community members they are serving.
12. Know basic social work skills required to serve the refugee community effectively.
13. Document services provided.
14. Act as a resource for volunteers in the refugee community.
15. Represent the needs of the refugee community to outside individuals and organizations.
16. Prepare reports of activities to the RCBO and RSO.
17. Board Members must appoint serving Officers who will hold office unless removed for cause.

II. DWS RSO's Responsibilities

RSO responsibilities will include:

1. Train officers in their roles as SSFs.
2. Provide technical assistance.
3. Monitor monthly reports and review midterm and final reports.
4. Make payment on a timely basis.
5. Conduct visits to homes, workshops and meetings.
6. Conduct program and monitoring reviews at least once during the life of the grant.
7. Negotiate and approve work plan. Work plan will be created in consultation with RSO.
8. Arrange training in all required areas.

III. Monitoring Roles and Responsibilities

Grantee and RSO will monitor as follows:

1. Grantees will send monthly reports. Monthly reports are due at the end of each month. The monthly report should not be more than one page in length and should be in the form of bullet points of activities conducted in the month plus highlights of planned activities for the following month.
2. A final Report will be due by June 25, 2015. This is a detailed written report of project activities between July 2014 and June 2015.
3. Grantees will send two quarterly financial returns on January 15 and May 30, each year of the grant, to the RSO.
4. Site visits to meetings and workshops by the RSO staff will be conducted upon giving notice to the RCBO.
5. Weekly meetings with RSO staff for case management and financial transactions.
6. RSO will conduct at least two official monitoring inspections.
7. At least one RSO staff accompanied home visit.
8. Upon request, hold at least one community town hall meeting with the Director of the RSO.

Department of Workforce Services – RCBO Level 1 - 2014

Attachment B: RFG Evaluation Score Sheet

Organization: _____

Evaluator # _____ Date: _____

Evaluation Criteria	Possible Points	Actual Points
Question 1: Membership	YES = 1 NO = 0	
Question 1a: Target Population Description	0-5	
Copy of Database with required information provided?	YES = 1 NO = 0	
Question 2: Rationale	0-1	
Question 3: Incorporation	YES = 1 NO = 0	
Copy of current Certificate of Incorporation provided?	YES = 1 NO = 0	
Question 4: Charitable Permit	YES = 1 NO = 0	
Copy of current Charitable Organization Permit provided?	YES = 1 NO = 0	
Question 5: By-laws	YES = 1 NO = 0	
Question 6: By-law Adaptation	YES = 1 NO = 0	
Copy of By-laws provided?	YES = 1 NO = 0	
Question 7: Available Officers	YES = 1 NO = 0	
Question 7a: Officer Recruitment Plan	0-1	
Question 8: Training	YES = 1 NO = 0	
Question 8a: Explanation for answering No	0-1	
Question 9: Requirements Accepted	YES = 1 NO = 0	
Question 9a: Explanation for answering No	0-1	
Question 10: Budget	YES = 1 NO = 0	
Question 10a: Explanation for answering No	0-1	
Question 11: Agree to Work Plan	YES = 1 NO = 0	
Question 11a: Explanation for answering No	0-1	
Meet minimum requirements?	YES = 1 NO = 0	
Code of conduct signed	YES = 1 NO = 0	
Non-Disclosure Agreement signed	YES = 1 NO = 0	
Adherence Letter signed	YES = 1 NO = 0	
Total Possible Points	35	
Total Points		

Department of Workforce Services – RCBO Level 1 - 2014

Attachment C: Budget – REVISED 5-13-14

Required Project Budget and Explanation

1.	Honorarium for Officers (5)	\$5400
	Officers paid for implementing grant and work as SSFs. Boards may decide on up to 5 people to serve as paid officers. Justification: \$90 per month per officer for 5 officers over 12 months Up to \$450 per month for 12 months	
2.	Mileage (maximum of 2000 miles)	\$1000
	Mileage <u>must</u> be used to transport community youth to the Transitions for Refugee Youth program, it may also be used to bring community members to workshops, or clients to appointments	
3.	Educational Workshops (4 workshops at \$150 / workshop)	\$600
	Monies may be used for refreshments, incentives, <i>etc.</i>	
4.	Community Activities	Maximum \$560
	Allowable expenses: Sports equipment, gear, uniforms, fees, water, refreshments Cultural: music, dancing, arts, training or equipment	
5.	Office Supplies	\$165
	Fifty (50) fastener folders (\$35), 25 hanging folders (\$12), 4 reams paper (\$25), pens/pencils (\$10), stapler (\$5), 2-hole punch (\$18), tape dispenser (\$10), 3-hole punch (\$15), 3 inch binders (\$10), printer ink – 1 black (\$15), other (\$10)	
6.	Office Equipment – one time award – not renewable if second year required	\$165 \$560
	Printer/copy/fax (\$80), locking file cabinet (\$80), laptop computer (\$500) (The budget item may be allocated to other budget sections upon RSO receiving proof of RCBO owning the required equipment and the discretion of the RSO. This will be handled post award.)	
7.	Permits & Licenses	\$115
	Allowable expenses: charitable permit annual fee (\$100), business registration annual fee (\$15), fees associated with becoming Court Registered 2 Interpreter (\$40 per person, 2 people \$80), BCI background checks (\$15 per person)	
TOTAL		Maximum \$7,840 \$8,400

Department of Workforce Services – RCBO Level 1 - 2014
Attachment D: Letter Documenting Adherence

Date: _____

Dear Refugee Services Office:

The purpose of this letter is to confirm our adherence to the Utah State Capacity Building for Refugee Communities Grant Attachment E: Grant Special Terms and Conditions. This letter constitutes an Adherence Letter as referred to in the Request for Grants. By signing below, the [Organization Name] indicates that the Board Members have read, approved and will strictly adhere to all of the all terms and conditions of the application and the resulting federal and state requirements.

The contact details for purposes of this Adherence Letter are:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail: _____

Signature

Print Name