

Attachment C
Capacity Building for Refugee Communities Grant 2013-2014
Level 2 Application
(July 1, 2013 to June 30, 2014)

Timeline

Application announcement	June 18, 2013
Pre-application conference	June 20, 2013
Close application period	June 28, 2013
Evaluate application	July 3, 2013
Award grants	July 12, 2013
Start date	July 12, 2013

Project Description

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 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 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.

Scope of work

The project will focus on three main activities;

Activity I: Social services facilitation

Activity II: Organizational development

Activity III: Community education.

Activity 1: Facilitate 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:

- Do community member home visits to check for safety, general housekeeping for refugee family needs. .
- Assist in set family goals, both short-term and long-term, explaining the role of goal setting and ensuring family progress towards goal accomplishment.
- 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.
- Identify emergency needs of families that do not have the capacity to solve them and help them find resources.
- Help clients with job search through networking and connecting them with jobs or job developers.
- Help clients' meet medical, dental, public assistance, tenancy, and immigration appointments.
- Help clients follow up on public assistance.
- Help clients follow up on school appointments and parent-teacher conferences
- Ensure that adults have access to ESL classes.
- Provide transportation to families that do not have a means of transportation.
- Help adults who cannot read and write to obtain driver's license.

- Advocate for special needs clients relating to housing, medical and legal.

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

- Build active participation of community members.
- Develop effective record keeping.
- Run board meetings and keep minutes.
- Adopt and utilize clear, effective by-laws in consultation with the Department.
- Develop comprehensive financial management policies and procedures.
- Purchase materials required to run a nonprofit organization as detailed in budget.
- Instructs and educate computer literacy to the member as required.
- Attend all required trainings organized by the Department.
- Create a pool of interpreting resources
 - Each RCBO receiving funds must select 2 members of the community to invest the time to certify as Court “Registered 2” Interpreters or higher certification.

Activity III: Community education: The RCBO can hold workshops and other community education trainings on topics needed by the community. RCBO will teach fifteen (15) workshops on the following topics, or as approved by the Department:

- Strengthening Families 10 part DVD program – 2 members shall be trained and in turn present workshops to families identified as needing training
- Domestic Violence – 2 workshops presented to community
- Driver Education – the person trained in driver education will put on 6 workshops on driver education for community members at no cost / low cost.

All workshops have five requirements:

- (1) There must be a sign-in sheet for every class.
- (2) Minutes should be kept for every meeting. The minutes must state the date, place and presenter plus a brief description of the workshop topic.
- (3) Pictures should be taken of the event
- (4) If cash incentives are given out, every client that receives any cash must sign for them
- (5) A minimum of 10 people must do an evaluation of each workshop.

Monitoring:

The Department will monitor the grants as follows:

- Grantees will send monthly reports. Monthly reports are due at the end of each month. 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.
- A final Report will be due by 25 June 2014. This is a detailed written report of project activities between July 2013 and June 2014.
- Grantees will send two quarterly financial returns in October 1, 2013 and January 1, 2014 to the Department.
- Site visits to meetings and workshops by the Department’s staff will be conducted upon giving notice to the RCBO.
- Occasional meetings with Department’s staff for case management and financial transactions
- Department will conduct two official monitoring inspections.
- At least one Department staff accompanied home visit
- At least one community town hall meeting with the Director Refugee Service Office

Role and responsibilities of the Board of the RCBO

- Ensure that the program is evaluated according to the criteria of the grant.
- Identify refugees in the community who need help.
- Educate the refugee community of the role of the SSF.
- Ensure that state reporting requirements are met.
- Regularly reviews and approves the financial records in order to ensure that grant funds are properly utilized and accounted for.
- Be ultimately responsible to the Department for the execution of the grant and the accounting of government funding.
- Represent the needs of the refugee community to outside individuals and organizations.
- At least five Board Members must serve as Officers of the Nonprofit
- Ensure that the Community hold mandatory 15 workshops
- Have 2 members enrolled as Court Registered 2 Interpreters
- Be a channel for communication between refugee community and external community

Role and responsibilities of Project Coordinator and Social Services Facilitators

- Obtain the necessary release/disclosure of information and consent for coordinated services from clients.
- Sign a Code of Conduct form and Personal Information Confidentiality Agreement for all volunteers and SSF.
- Maintain and secure client records according to Department's policies.
- 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).
- Form trusting relationships with all community members they are serving.
- Know basic social work skills required to serve the refugee community effectively.
- Document services provided.
- Act as a resource for volunteers in the refugee community.
- Fluent in the language of the refugees in need of services.
- Represent the needs of the refugee community to outside individuals and organizations.
- Prepare reports of activities to the RCBO and the Department.
- Be a channel for communication between refugee community and external community

The Department's Responsibilities

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

Submitting your application

Applicants must submit their application through WS_procurement_request@utah.gov, the Department will not accept any hard copy applications. 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.

Evaluation Criteria

RCBOs with proven track record of successfully managing grants in the past will be given priority

Application Questions + Workplan	Maximum Points
Question 1: Membership	YES 1 / NO 0
Question 1a. Digital Database attached	/5
Question 2: Rationale	/5
Question 3: Incorporation	YES 1 / NO 0
Question 4: Charitable Permit	YES 1 / NO 0
Question 5: By-laws	YES 1 / NO 0
Question 6: By-law Adaptation	YES 1 / NO 0
Question 7: Available Officers	YES 5 / NO 0
Question 7a	/5
Question 8: Training	YES 5 / NO 0
Question 8a	/5
Question 9: Requirements	YES 5 / NO 0
Question 9a	/5
Question 10: Budget	YES 5 / NO 0
Question 10a	/3
Work Plan	/10
Total	/60