



Department of Workforce Services

Capacity Building for Refugee Communities Level1

Refugee

Application Deadline: May 31, 2013 at 12:00 PM (Noon)

Award Amount Range: \$8,580 - \$8,580

Contract Owner: Joe Nahas

Project Start Date: 07/01/2013

Phone (801) 759-5976

Project End Date: 06/30/2014

Email:
ws_procurement_request@utah.gov

Award Announcement Date: 06/10/2013

Funding Source: General Fund

Total Dollar Amount: \$42,900

Purpose

The Department of Workforce Services, Refugee Services Office 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 receive an 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 as Level 1. An RCBO is categorized as Level 1 if:

(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 below a 2.5 on the 2012-2013 Capacity Building for Refugee Communities Grant March audit.

If an RCBO does not fall into (a), (b) or (c) above, there will be a separate application process for those RCBOs beginning in May 2013.

Additional Requirements:

- The RCBO must provide a single point of contact with whom RSO 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 (Attachment C) and the Personal Information Confidentiality Agreement (Attachment B), signed by an authorized signature
- The RCBO must fill out the application through the email ws_procurement_request@utah.gov, providing explanations where needed.
- The RCBO must scan and upload the Letter Documenting Adherence (Attachment H) to all terms and conditions of the application and the resulting federal and state requirement.

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. As per application, RCBO may submit a plan to develop such a Board; however, this is subject to the Department's approval.
- The RCBO adopts By-Laws that reflect a charitable purpose.
- The RCBO must be incorporated and its business registration is up-to-date.
- The RCBO must have a charitable permit that is up-to-date.
- The RCBO must have 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 to be served in the past for current grantees, and for first time applicants, the database should be based on those families that will be served. The database must include names of household members, address, and contact numbers or otherwise, age, sex, occupation, date of arrival in United States and Utah. Database will be verified by the Department.

Funding Details

Grants will be awarded based on answers to application questions and willingness to comply with Level 1 grant regulations. The Level 1 grant is \$8,580 in the first year and \$7,840 if a subsequent year of Level 1 is required. An RCBO may only stay in Level 1 for a maximum 2 years before submitting a proposal for Level 2. If an organization is unable make a proposal for Level 2 after two years, they must wait for a year before applying for capacity building grant money again. The Department reserves the right to award partial grants. A renewal of this grant is contingent on the Department's approval and availability of funding.

Grant payments will be made in two installments, between July 2013 and June 2014. Except for the first payment, subsequent payments will be effected only upon satisfactory compliance with the contractual terms.

Funds must only be utilized as per the budget requirements in the application

Period of Performance

Applicants must plan to operate programs from 1 July 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 between June 03, 2013 and June 07, 2013. It is anticipated that all eligible grants will be awarded by June 10, 2013.

Timeline

Application announcement	May 13, 2013
Pre-application conference 1	May 23, 2013
Close application period	May 31, 2013 at 12:00 PM (Noon)
Start Date	July1,2013

Note: The Pre-Application Conferences will be held at the following location:

- Pre-Application Conference May 23, 2013 from 9:00-10:30 AM Conference Room 157A Department of Workforce Services, 1385 South State Street, Salt Lake City, Utah 84115

RSO strongly recommends and advises attendance to the Pre-Application Conference

Questions

Questions or requests for additional information concerning this Application should be directed to the ws_procurement_request@utah.gov. The Department will respond through the ws_procurement_request@utah.gov, all registered participants will be able to access these questions.

All questions must be submitted, through ws_procurement_request@utah.gov before May 28, 2013 close of business.



Department of Workforce Services

Application form for Level 1

Grant Application Cover Sheet

Applicant

Name of Organization: _____

Point of Contact:

Name _____ Telephone () _____

Email Address _____

Principal Office:

Street Address _____

City _____ County _____

State _____ Zip Code _____

Telephone () _____ FAX () _____

Email Address _____

Employer's Identification Number (EIN): _____

Amount requested: \$ _____

Authorized Signature:

Name _____

Title _____

Signature _____

Date _____

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.

Application

Question 1. Does your organization have at least 150 individuals?

YES Attach the Database of your community describe your target population (Give specific numbers of people, ethnicities, languages spoken, country of origin, where they generally live in Utah).

(Maximum 150 words/):

- o Have you received grants in the past? Please list the name if the grant, dollar value and the date it was awarded. (1 point)
- o Is the organization generating its own funds? (1 point)
- o Described your established program for Home Visits? (1 point)
- o Describe the community workshops you are currently providing? (Maximum 150 Words (1 point)
- o Describe any other programs that are offered by the community. (1 point)

NO If you answer No, you are not eligible for this grant.

Question 2. What are your organization's main reasons for applying for this grant. (Maximum 150 words): We are looking for Board development and training, organization of community events and meeting, workshop training and regular home visits for the community members.

Question 3. Does your organization have a current Certificate of Incorporation issued by the Utah Division of Corporations?

YES Include Certificate of Incorporation in your application packet

NO You are not eligible to apply for this grant

Question 4. Does your organization have a current Charitable Permit issued by the Utah Division of Consumer Protection?

YES Include a copy of the current Charitable Permit in your application packet

NO You are not eligible to apply for this grant

Question 5. Does your organization have by-laws?

YES Include a copy of your organization by-laws in your application packet

NO You are not eligible to apply for this grant

Question 6. Is your organization willing to adapt their by-laws as advised by a Department consultant?

YES

NO

Question 7. Does your organization have 5 people (including a minimum of 2 women) who are willing to serve as Officers and to be signatories to this application?

YES

NO Question 7a. If no, provide a detailed plan to secure participation of 5 people (including a minimum of 2 women) to serve as board member. (Maximum 150 words)

Question 8. Are your Board members willing to attend the following trainings?

1) Legal Documents & Purpose of Board, 2) Running a Board & Role of Directors/Officers, 3) Financial Literacy, 4) Social Service Facilitator Work, 5) Running Successful Workshops, 6) Community Awareness, 7) Computer Literacy

YES

NO Question 8a. If no, provide an explanation of what workshops you would like instead of the ones detailed and who will be the training facilitator. (Maximum 150 words)

Question 9. 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.

Are the foregoing requirements acceptable to your Board?

YES

NO

**Refugee Capacity Building Organizations
Budget Review and Approval
Attachment E**

Required Project Budget and Explanation

1.	Honorarium for Officers (5) Paid for implementing grant and work as SSFs. Justification: \$90 per month per officer for 5 officers over 12 months \$80 for 2 members to become Court Registered 2 interpreters	\$5,480
2.	Mileage (maximum of 2000 miles) 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. \$0.50 per mile	\$1000
3.	Educational Workshops (4 workshops at \$150 / workshop) Funding may be used for refreshments, (\$5) incentives for the adults, etc.	\$600
4.	Community Activities Allowable expenses: Sports equipment, gear, uniforms, fees, water, refreshments Cultural: music, dancing, arts, training or equipment	Maximum \$560
5.	Office Supplies Justification: 50 fastener folder (\$35), 25 hanging folders (\$12), 4 reams paper (\$25), pens/pencils (\$10), stapler (\$5), 2-hole punch (\$18), tape dispenser and tape \$ 10), 3-hole punch (\$15), 3 1” binders (\$10), printer ink – 1 black (\$15), other (\$10)	\$165
6.	Office Equipment – one time purchases (should last 4 years) Justification: printer/scan/copy/fax (\$80), locking filing cabinet (\$80), laptop computer (\$500), (The budget item may be allocable to other budget sections upon the Department receiving proof of RCBO owning the required equipment and at the discretion of the Department. This will be handled post award.)	\$660
7.	Permits & Licenses Justification: charitable permit annual fee (\$100), business registration annual fee (\$15)	\$115
TOTAL		Maximum \$8,580

Question 10. Is your organization willing to accept the above budgetary restrictions and requirements?
YES NO

RFG
Refugee Capacity Building Organizations
Work Plan Review and Approval
Attachment F

DWS Capacity-Building Grant 2014: Work Plan

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

- Activity 1: (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) Officers familiar with services available to clients
- Activity 2: (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) All Officers learn the basics of financial literacy
- Activity 3: (8) Provide a minimum of 4 workshops to the community
 (9) Learn best practices in holding workshops
 (10) Board of Director training
 (11) Cultural Activities

Performance Outcomes	Process	Evaluation
Purpose 1: Social Services Facilitation		
(1) At least 15 client files will be opened and 45 home visits will be completed by May 2014. (2) Home safety checks will be given to all families by the end of January 2014. Goals will be set for each family by March 2014. (3) Officers will track time and work with clients. (4) Officers will familiarize themselves with the Department's Refugee Handbook	(1a) All officers will work as SSFs. (1b) The Officers will identify 15 families in the community that need assistance. (1c) The President will divide up the families and allocate a group to each SSF. (1d) 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. (2a) Using Clients short and long term goals, and Needs Assessment, works with clients achieve their goals. (2b) Help clients become self-sufficient in all aspects of the safety assessment. (3) Correct forms will be used in all client outreach. (4) RSO will provide copies to Officers	(1) DWS will perform 2 monitoring (1a) DWS weekly meetings (1b) DWS attendance at Board meetings (2) DWS will audit forms (2a) DWS weekly meetings (3) DWS will monitor the forms (3a) DWS weekly meetings (4) DWS will test Officer knowledge
Purpose 2: Organizational & Board Development		

<p>(5) All 5 Officers will attend RSO Officer trainings</p> <p>(6) Use by-laws at Board meetings. Hold annual elections in accord with by-laws.</p> <p>(7) All 5 Officers will attend RSO Officer trainings. Follow mandatory budget.</p> <p>(8) Apply and renewal of all licenses and permits.</p>	<p>(5a) Enroll all Officers in the DWS/SLCC Refugee Nonprofit Management training course</p> <p>(6a) Enroll all Officers in the computer literacy classes recommended by the Department.</p> <p>(7a) Hold regular Board meetings</p> <p>(7b) Use meeting agenda and keep minutes</p> <p>(7c) Set election date</p> <p>(7d) Set election standards</p> <p>(7e) Train all Officers on financial literacy by having them attend the DWS/SLCC Refugee Nonprofit Management training.</p> <p>(7f) Track finances at RSO weekly meetings</p> <p>(8a) Licenses and permits must comply with the Department of Commerce requirement</p>	<p>(5) DWS will performs 2 monitoring.(5a) DWS weekly meetings</p> <p>(6a) DWS administered tests of all Officers</p> <p>(7a) DWS staff will attend Board meetings</p> <p>(7b) DWS will audit meeting agenda and keep minutes</p> <p>(7c) Have DW monitor elections</p> <p>(7d) DWS weekly meetings</p> <p>(7e)DWS will perform 2 audits</p> <p>(7f) DWS weekly meetings</p> <p>(7g) DWS administered tests of all Officers</p> <p>(8a) Send a copy of the renewals to the Department Program Specialist.</p>
---	---	---

Purpose 3: Community Education

<p>(9) Hold 4 community workshops</p> <p>(10) All 5 Officers will attend Department Officer trainings. Observe best practices at community workshops.</p> <p>(11) Cultural and sport activities for the community</p>	<p>(9a) Make effective announcements about the workshop through the use of flyers, emails, telephone calls, home visits, social functions and community meetings before the workshop date.</p> <p>(9b)Provide transportation for those that need it.</p> <p>(9c) Provide refreshments to all</p> <p>(9d) Survey community to determine which of the available workshops meet community needs</p> <p>(10) Train all Officers on workshop best practices by having them attend the DWS/SLCC Refugee Nonprofit Management training.</p> <p>(11a) Cultural activities teaching the children and teens the positive value of maintaining ethnic and religious identity.</p> <p>(11b) Sport activities teaching the children and teens the positive value of exercise and keeping the youth active.</p>	<p>(9) DWS will perform 2 audits</p> <p>(9a)DWS weekly meetings</p> <p>(9c) DWS staff will attend at least 2 workshops</p> <p>(10) DWS staff will attend at least 2 workshops</p> <p>(10a) DWS weekly meetings</p> <p>(11a) The DWS staff will receive invitations to the cultural activities.</p> <p>(11b) Copies registration receipts for sport activities will be sent to the DWS.</p> <p>(11c) Monthly and quarterly to the DWS will provide pictures of the Community activities.</p>
---	---	---

Question 11. Does your organization agree to follow the preceding work plan?

YES NO

Refugee Capacity Building Organizations
Board Members for Level 1

Board Members willing to serve as Officers

Name:
Sex:
Address:
E-mail address:
Phone number:

Grant Special Terms and Conditions ATTACHMENT A

1. GRANT JURISDICTION: The laws of the State of Utah shall govern the provisions of this Grant.
2. CONFLICT OF INTEREST: GRANTEE certifies, through the execution of the Grant, that no person in its and DEPARTMENT'S employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).
3. RECORDS ADMINISTRATION: GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least four years after the Grant terminates or until all audits initiated within the four years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence.
4. IMPOSITION OF FEES: GRANTEE will not impose any fees upon clients provided services under this Grant except as authorized by DEPARTMENT.
5. HUMAN SUBJECTS RESEARCH: GRANTEE shall not conduct research involving employees of DEPARTMENT or individuals receiving services (whether direct or contracted) from DEPARTMENT.
6. GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:
 - a. **Assignment.** Notwithstanding DEPARTMENT'S right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DEPARTMENT. Any assignment by GRANTEE without DEPARTMENT'S written consent shall be wholly void.
 - b. **Subgrantees/Subcontractors.** As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:
 - (1) Duties of Subgrantee: Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
 - (2) Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those

individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable Laws; Cost Accounting Principles and Financial Reports"), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).

7. **MONITORING:** DEPARTMENT shall have the right to monitor GRANTEE'S performance regarding all services purchased under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DEPARTMENT which will rely on the criteria set forth in this Grant, including the goals, service objectives and methods described in "Scope of Work" and any special conditions and "Performance Measures" and GRANTEE'S fiscal operations. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.
 - a. **Client or Grantee Staff Satisfaction Surveys.** GRANTEE understands that DEPARTMENT is committed to providing customer-oriented services, and that DEPARTMENT often conducts customer-satisfaction surveys as a part of monitoring. GRANTEE agrees to cooperate with all DEPARTMENT-initiated customer feedback.
8. **NOTIFICATION OF THE INTERNAL REVENUE SERVICE:** It is DEPARTMENT'S policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings with providers.
9. **GRANT RENEWAL:** Renewal of Grant will be solely at the discretion of DEPARTMENT.
10. **RENEGOTIATION OR MODIFICATIONS:** This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.
11. **GRANT TERMINATION:**
 - a. **Termination for Cause.** This Agreement may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the Agreement may be terminated for cause. The DEPARTMENT will give the CONTRACTOR only one opportunity to correct and cease the violations.
 - b. **Immediate Termination.** If CONTRACTOR creates or is likely to create a risk of harm to the clients served under this Agreement, or if any other provision of this Agreement (including any provision in the attachments) allows DEPARTMENT to terminate the Agreement immediately for a violation of that provision, DEPARTMENT may terminate this Agreement immediately by notifying CONTRACTOR in writing. The DEPARTMENT may also terminate this Agreement immediately for fraud, misrepresentation, misappropriation, and/or mismanagement as determined by the DEPARTMENT.
 - c. **No Cause Termination.** This Agreement may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. Upon termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.

- d. **Termination Fund-out.** CONTRACTOR acknowledges that DEPARTMENT cannot contract for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DEPARTMENT cannot guarantee funding under this Agreement since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Agreement. Therefore, in the event that DEPARTMENT fails to receive appropriations then DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Agreement. DEPARTMENT will reimburse CONTRACTOR for services performed up through the date of cancellation.
- e. **Attorneys' Fees and Costs.** If either party seeks to enforce this Agreement upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.
- f. **Remedies for Contractor's Violation.**
 1. In the event this Agreement is terminated as a result of a default by CONTRACTOR, DEPARTMENT may procure or otherwise obtain, upon such terms and conditions as DEPARTMENT deems appropriate, services similar to those terminated, and CONTRACTOR shall be liable to DEPARTMENT for any damages arising there from, including attorneys' fees and excess costs incurred by DEPARTMENT in obtaining similar services.
 2. CONTRACTOR acknowledges that if CONTRACTOR violates the terms of this Agreement, DEPARTMENT is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief and debarment as allowed by state and federal law.
12. **CITING DEPARTMENT IN ADVERTISING:** Grantee agrees to give credit to DEPARTMENT for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DEPARTMENT.
13. **DRUG-FREE WORKPLACE:** GRANTEE agrees to abide by DEPARTMENT'S drug-free workplace policies while performing services under this Agreement.
14. **BILLINGS AND PAYMENTS:** Payments to Grantee will be made by DEPARTMENT upon receipt of itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DEPARTMENT. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after Agreement termination or they may be delayed or denied. DEPARTMENT must receive billing for services for the month of June no later than July 20th, due to DEPARTMENT'S fiscal year end. Billings submitted after this date may be denied.

DEPARTMENT will not allow claims for services furnished by GRANTEE, which are not specifically authorized by this Grant.
15. **PAYMENT WITHHOLDING:** GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DEPARTMENT, GRANTEE'S record keeping practices

and/or reporting to DEPARTMENT are not conducted in a timely and satisfactory manner, DEPARTMENT may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DEPARTMENT agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.

16. OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES: GRANTEE agrees that if during or subsequent to the Grant CPA audit or DEPARTMENT determines that payments were incorrectly reported or paid, DEPARTMENT may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund any overpayments determined by audit and for which payment has been made to GRANTEE, to DEPARTMENT. GRANTEE further agrees that DEPARTMENT shall have the right to withhold any or all subsequent payments under this or other Agreements with GRANTEE until recoupment of overpayment is made.
17. REDUCTION OF FUNDS: The maximum amount authorized by this Grant shall be reduced or Grant terminated if required by federal/state law, regulation, or action or if there is significant under-utilization of funds, provided GRANTEE shall be reimbursed for all services performed in accordance with this Grant prior to date of reduction or termination. If funds are reduced, there will be a comparable reduction in the amount of services to be given by GRANTEE. DEPARTMENT will give GRANTEE thirty (30) days notice of reduction.
18. PRICE REDUCTION FOR INCORRECT PRICING DATA: If any price, including profit or fee, negotiated in connection with this Grant, or any cost reimbursable under this Grant was increased by any significant sum because GRANTEE furnished cost or pricing data (e.g., salary schedules, reports of prior period costs, etc.) which was not accurate, complete and current, the price or cost shall be reduced accordingly. The Grant may be modified in writing as necessary to reflect such reduction, and amounts overpaid shall be subjected to overpayment assessments. Any action DEPARTMENT may take in reference to such price reduction shall be independent of, and not be prejudicial to, DEPARTMENT'S right to terminate this Grant.
19. LICENSING AND STANDARD COMPLIANCE: By signing this Grant, GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant. GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.
20. COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS
 - a. GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Grant the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Grant Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Grant.

24. FINANCIAL/COST ACCOUNTING SYSTEM: GRANTEE agrees to maintain a financial and cost accounting system in accordance with the Generally Accepted Accounting Principles ("GAAP"), issued by the American Institute of Certified Public Accountants; or the "Governmental GASB," issued by the United States Governmental Accounting Standards Board. An entity's accounting basis determines when transactions and economic events are reflected in its financial statements. An entity may record its accounting transactions and events on a cash basis, accrual basis, or modified accrual basis. According to GAAP and Governmental GAAP, the cash method of accounting is not appropriate for governmental entities; the accrual basis and modified accrual basis of accounting are the preferred methods. The GRANTEE further agrees that all program expenditures and revenues shall be supported by reasonable documentation (vouchers, invoices, receipts, etc.), which shall be stored and filed in a systematic and consistent manner. The GRANTEE further agrees to retain and make available to independent auditors, State and Federal auditors, and program and Grant reviewers all accounting records and supporting documentation for a minimum of four (4) years after the expiration of this Grant. The GRANTEE further agrees that, to the extent it is unable to reasonably document the disposition of monies paid under this Grant, it is subject to an assessment for overpayment.
25. GRIEVANCE PROCEDURE: The GRANTEE agrees to establish a system which recipients of the purchased services may present grievances about the operation of the program as it pertains to and affects said recipient. The GRANTEE will advise recipients of their right to present grievances concerning denial or exclusion from the program, or operation of the program, and of their right to a review of the instance by the Department of Workforce Services. The GRANTEE will advise applicants in writing of rights and procedures to appeal. In the event of a grievance, the GRANTEE will notify the DEPARTMENT of the grievance and its disposition of the matter. If no resolution is reached with the GRANTEE, the grievance will be forwarded to the DEPARTMENT for processing through the DEPARTMENT'S Administrative Process.
26. PROTECTION AND USE OF CLIENT RECORDS: The use or disclosure by any party of any information concerning a client for any purpose not directly connected with the administration of the DEPARTMENT'S or the GRANTEE'S responsibilities with respect to services purchased under this agreement is prohibited except on written consent of the client, their attorney, or responsible parent or guardian. The GRANTEE will be required to sign the DEPARTMENT'S disclosure statement.
27. DEPARTMENT COST PRINCIPLES FOR COST REIMBURSEMENT CONTRACTS
- a. **Federal Cost Principles determine allowable costs in the Department Grants.** They can be found in circulars published by the Federal Office of Management and Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization at the internet web site:
OMB Circulars: <http://www.whitehouse.gov/omb/circulars/index.html>
 - b. **Compliance with Federal Cost Accounting Principles.** For GRANTEE'S convenience, the DEPARTMENT provides Table 1 below, "Cost Accounting Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Accounting Principles," the principles applicable to a particular GRANTEE depend upon the GRANTEE'S legal status.

Table 1: Cost Accounting Principles

Grantee	Federal Cost Principles
State or Local Govt. & Indian Tribal Govts.	OMB Circular A-87
College or University	OMB Circular A-21
Non-Profit Organization	OMB Circular A-122
For Profit (Commercial) Organization	48 CFR Part 31

c. **Additional Cost Principles.**

Compensation For Personal Services:

- (iv) In addition to the cost principles in the Federal circulars concerning compensation for personal services, the following cost principles also apply:
 - (ii) The portion of time a person devotes to a program should be disclosed in the budget as a percent of 40 hours per week.
 - (iii) Employees who are compensated from one or more Grants, or from programmatic functions must maintain time reports, which reflect the distribution of their activities.
 - (iv) For persons occupying any managerial position (administration or program management), total work time from all work, including outside employment and participation in other entities, must be disclosed. If total work time exceeds 40 hours and the GRANTEE wants reimbursement for the time devoted to DEPARTMENT programs over 40 hours, the following two conditions must be met:
 - (i) A perpetual time record must be maintained, and
 - (ii) Prior written approval must be obtained from the DEPARTMENT'S Finance-Contracting Division
- (v) Compensation for Personal Expenses: The DEPARTMENT will not reimburse GRANTEE for personal expenses. For example, spouse travel when the travel costs of the spouse is unrelated to the business activity, telecommunications and cell phones for personal uses, undocumented car allowances, payments for both actual costs of meals and payments for per diem on the same day, and business lunches (not connected with training).

- d. **Third-Party Reimbursement And Program Income.** The GRANTEE is required to pursue reimbursement from all other sources of funding available for services performed under this Grant. Other sources of funding include, but are not limited to, third-party reimbursements and program income. In no instance shall any combination of other sources of funding and billings to Department Of Workforce Services be greater than "necessary and reasonable costs to perform the services" as supported by audited financial records. Collections over and above audited costs shall be refunded to Department Of Workforce Services.

28. ADMINISTRATIVE EXPENDITURES: If applicable, DEPARTMENT will reimburse GRANTEE for actual administrative or indirect costs (Category I) up to 10% of the total program and capital (Category III & II) costs as negotiated in the attached budget.

29. CHANGES IN BUDGET (Cost Reimbursement Grants Only): The budget attached hereto shall be the basis for payment. The GRANTEE may not make any adjustment in budgeted funds from Category III, "Program Expenses" to either Category I, "Administration" or Category II, "Capital Expenditures" or between Categories I and II, without prior written approval by the DEPARTMENT. Expenditures in excess of those budgeted in either Category I or II may be considered questioned costs. Resolution of such questioned costs will normally result in a request that such excesses be refunded to the DEPARTMENT. The GRANTEE may, however, shift between either Category I or II to Category III without prior approval. Expenditures in excess of those budgeted in Category III will not normally result in questioned costs unless restrictions have been placed on subcategories within this major category. When the Grant restricts expenditures within defined subcategories, any unapproved excess will be considered a questioned cost.
30. RELATED PARTIES: The GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of the DEPARTMENT. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental Grants. Payments made by the GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant the GRANTEE shall be defined to include all owners, partners, directors, and officers of the GRANTEE or others with authority to establish policies and make decisions for the GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

An organization has in common with the GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

The GRANTEE is obligated to notify the Department of any contemplated or actual related party payment prior to making a purchase. Upon notification of related party payment, the DEPARTMENT may, at its discretion, require that the GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford the DEPARTMENT a satisfactory level of quality and cost. Any related party payments contemplated under this Grant must be disclosed on a statement for related party transactions and is available from the DEPARTMENT'S Finance/Contracting Division. It will require:

- a. The name of the GRANTEE'S Representative who is related to the party that the GRANTEE seeks to make payments to.
- b. The name of the other related party.
- c. The relationship between the individuals identified in a. and b. above.
- d. A description of the transaction in question and the dollar amount involved (if any).

- e. The decision-making authority of the GRANTEE'S Representative and the party identified in b. above, with respect to the applicable transaction.
 - f. The potential effect of the payment to a related party on this Grant; and The measures taken by the GRANTEE to protect the DEPARTMENT from potentially adverse effects resulting from the identified parties' relationship.
31. NON-FEDERAL MATCH: For those Grants requiring a non-federal match, said match shall be:
- a. Expenses that are reasonable and necessary for proper and efficient accomplishment of the contracted program objectives.
 - b. Allowable under applicable cost principles.
 - c. Not paid by the Federal Government under another award except where authorized by Federal statute.
 - d. In accordance with the appropriate Federal grant being matched.

Invoices submitted to DEPARTMENT should detail the total cost of the Grant program expenditures and should distinguish between which expenditures are match and which are requested for reimbursement.

32. REQUIRED INSURANCE: The GRANTEE shall maintain adequate protection against liability as specified in this Grant.

Automobile Insurance: If the GRANTEE'S services involve transporting any clients or goods for the DEPARTMENT, the GRANTEE shall maintain a policy of automobile liability insurance covering property damage, personal injury protection, and liability for the vehicles used by the GRANTEE (including owned, hired and non-owned vehicles.) The policy shall provide for a combined single limit, or the equivalent, of not less than \$250,000. If the GRANTEE subcontracts with another entity or individual for transportation services, or services that include transportation services, the GRANTEE may satisfy this insurance requirement by submitting proof that the subcontractor has complied with the requirements of the "Insurance and Indemnification" section of this Agreement.

The GRANTEE shall be responsible for paying any deductibles, self-insured retentions or self-insurance costs. The deductible for the insurance policies required by this Agreement may not exceed \$1,000.00, unless the GRANTEE obtains prior written approval of the deductible (and the corresponding policy) from DEPARTMENT.

**PERSONAL INFORMATION CONFIDENTIALITY AGREEMENT
ATTACHMENT B**

Each Contractor/Grantee employee or volunteer and each Sub-Contractor/Grantee employee or volunteer who has access to Customer's personal information must sign this Personal Information Confidentiality Agreement. A signed copy of this Agreement must be in each employee's/volunteer's file subject to inspection and review by Department.

The Contractor/Grantee and its employees and volunteers will comply with the following measures to protect the privacy of the information released under this agreement against unauthorized access or disclosure.

1. The information shall be used only to the extent necessary to assist in the purposes identified within this contract and shall not be re-disclosed for any purposes not specifically authorized in this contract.
2. The information shall be stored in a place physically secure from access by unauthorized persons.
3. Information in electronic format, such as magnetic tapes or discs shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or any other means.
4. Precautions shall be taken to ensure that only authorized personnel are given access to on-line files.
5. The Contractor/Grantee shall instruct all authorized personnel regarding the private nature of the information and that they are subject to State and Federal law penalties for unauthorized disclosure of information.
6. The Contractor/Grantee shall permit the Utah Department of Workforce Services or any other authorized State or Federal Agency to make on-site inspections to insure that the requirements of this contract and all applicable State and Federal laws, statutes and regulations are being met.
7. The Contractor agrees to hold the Department harmless for any damages arising out of the unauthorized disclosure of confidential or private information from Department records.

Signature

Date

Print Name

CODE OF CONDUCT
ATTACHMENT C

****Each Contractor/Grantee employee or volunteer and each Sub-Contractor/Grantee employee or volunteer who has interaction with clients must sign this "Code of Conduct." A signed copy of this Code must be in employee's/volunteer's file subject to inspection and review by Department.****

The Contractor agrees that it shall adhere to the following Code of Conduct when providing services and shall require all others authorized through or engaged by the Contractor to perform services to follow the same Code of Conduct. The Provider Code of Conduct is in addition to all other contract requirements, policies, rules and regulations governing delivery of services to clients. The purpose of the code is to protect vulnerable clients from abuse, neglect, maltreatment and exploitation. The Code of Conduct clarifies the expectation of conduct for providers of contracted, licensed and certified programs and their employees, which includes administrative staff, non direct care staff, direct care staff, support services staff and any others when interacting with clients. Nothing in this Code shall be interpreted to mean that clients should not be held accountable for misbehavior or inappropriate behavior on their part, or that providers are restricted from instituting suitable consequences for such behavior. As used in this clause "Contractor" shall include, the contractor, its employees, officers, agents, representative or those contracted through the Contractor to perform services authorized by the contract.

Contractor, its agents or representatives authorized through it shall not abuse, sexually abuse or sexually exploit, neglect, exploit or maltreat; any client. Furthermore, no person shall cause physical injury to any client. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to supervisory personnel.

The Contractor shall not by acting, failing to act, encouragement to engage in, or failure to deter from will cause any client to be subject to abuse, sexual abuse or sexual exploitation, neglect, exploitation, or maltreatment. The Contractor shall not engage any client as an observer or participant in sexual acts. The Contractor shall not make clearly improper use of a client or their resources for profit or advantage.

Contractor understands and acknowledges that failure to comply with this Code of Conduct may result in corrective action, probation, suspension, and/or termination of contract, license or certification.

Clients protected by this clause shall include any person under the age of 18 years; and any person 18 years of age or older who is impaired because of mental illness, mental deficiency, physical illness or disability, use of drugs, intoxication, or other cause, to the extent that he is unable to care for his own personal safety, health or medical care; and is a participant in, or a recipient of a program or service contracted with, or licensed or certified by the Department of Workforce Services.

Abuse shall include the following, but is not limited to:

1. Harm or threatened harm, meaning damage or threatened damage to the physical or emotional health and welfare of a client.
2. Unlawful confinement.
3. Deprivation of life-sustaining treatment.
4. Physical injury including, but not limited to, any contusion of the skin, laceration, malnutrition, burn, fracture of any bone, subdural hematoma, injury to any internal organ, any injury causing bleeding, or any physical condition which imperils a client's health or welfare.

5. Any type of physical hitting or corporal punishment inflicted in any manner upon the body.

Sexual abuse and sexual exploitation will include, but not be limited to:

1. Engaging in sexual intercourse with any client.
2. Touching the anus or any part of the genitals or otherwise taking indecent liberties with a client, or causing an individual to take indecent liberties with a client, with the intent to arouse or gratify the sexual desire of any person.
3. Employing, using, persuading, inducing, enticing, or coercing a client to pose in the nude.
4. Employing, using, persuading, inducing, enticing or coercing a client to engage in any sexual or simulated sexual conduct for the purpose of photographing, filming, recording, or displaying in any way the sexual or simulated sexual conduct. This includes displaying, distributing, possessing for the purpose of distribution, or selling material depicting nudity, or engaging in sexual or simulated sexual conduct with a client.
5. Committing or attempting to commit acts of sodomy or molestation with a client.
6. This definition is not to include therapeutic processes used in the treatment of sexual deviancy or dysfunction which have been outlined in the clients treatment plan and is in accordance with written agency policy.

Neglect may include but is not limited to:

1. Denial of sufficient nutrition.
2. Denial of sufficient sleep.
3. Denial of sufficient clothing, or bedding.
4. Failure to provide adequate supervision; including impairment of employee resulting in inadequate supervision. Impairment of an employee may include but is not limited to use of alcohol and drugs, illness, sleeping.
5. Failure to arrange for medical care and/or medical treatment as prescribed or instructed by a physician when not contraindicated by agency after consultation with agency physician.
6. Denial of sufficient shelter, except in accordance with the written agency policy.

Exploitation will include, but is not limited to:

1. Utilizing the labor of a client without giving just or equivalent return except as part of a written agency policy which is in accordance with reasonable therapeutic interventions and goals.
2. Using property belonging to clients.
3. Acceptance of gifts as a condition of receipt of program services.

Maltreatment will include, but is not limited to:

1. Physical exercises, such as running laps or performing pushups, except in accordance with an individual's service plan and written agency policy.
2. Chemical, mechanical or physical restraints except when authorized by individual's service plan and administered by appropriate personnel or when threat of injury to the client or other person exists.
3. Assignment of unduly physically strenuous or harsh work.

4. Requiring or forcing the individual to take an uncomfortable position, such as squatting or bending, or requiring or forcing the individual to repeat physical movements when used solely as a means of punishment.
5. Group punishments for misbehavior of individuals except in accordance with the written agency policy.
6. Verbal abuse by agency personnel: engaging in language whose intent or result is demeaning to the client except in accordance with written agency policy which is in accordance with reasonable therapeutic interventions and goals.
7. Denial of any essential program service solely for disciplinary purposes except in accordance with written agency policy.
8. Denial of visiting or communication privileges with family or significant others solely for disciplinary purposes except in accordance with written agency policy.
9. Requiring the individual to remain silent for long periods of time solely for the purpose of punishment.
10. Extensive withholding of emotional response or stimulation.
11. Exclusion of a client from entry to the residence except in accordance with the written agency policy.

Contractor agrees to document and report abuse, sexual abuse and sexual exploitation, neglect, maltreatment and exploitation as outlined in this Code and cooperate fully in any resulting investigation. Reports may be made by contacting the local Regional Office within 24 hours on the first available work day. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to the Department of Workforce Services. Contractor shall prominently display a poster, provided by the Department, notifying contractor employees of their responsibilities to report violations and giving appropriate phone numbers.

Employee/Volunteer Signature

Date

Print Employee/Volunteer Name

[Rev.09/10]

CRIMINAL BACKGROUND CHECK REQUIREMENT
FOR
CONTRACTORS PROVIDING SERVICES TO DWS CLIENTS
ATTACHMENT D

Contractor shall conduct an annual criminal background check for all contractor, subcontractor employees and volunteers who have access to DWS customer confidential information and/or who provide direct services to any DWS customer.

Background checks shall be based on official records obtained by the Utah Bureau of Criminal Identification.

- A. Contractor/subcontractor shall be responsible for all fees associated with the background check unless otherwise assigned to the individual by the contractor/subcontractor, or otherwise provided for by DWS herein.
- B. "Direct Service" includes, but is not limited to, providing individual services including counseling, mentoring, job coaching, training, job search activities, testing and/or providing mental health and medical services to DWS customers.
- C. "Confidential Information" includes but is not limited to, personal identifying information, medical/clinical/counseling records, financial records, case information, etc.
- D. For each individual subject to this policy, the Contractor shall keep in their personnel file an annual and verifiable background check. Personnel files must be made available to DWS upon request.
- E. DWS may restrict or prohibit an individual from accessing confidential information or providing direct customer service until a valid criminal background check is completed or in the event the background check indicates:
 - 1. convictions or a plea in abeyance involving such offenses as theft, illegal drug use and/or trafficking, fraud, sexual offenses, lewdness, domestic violence, assault, battery, identity theft, any felony, any class A misdemeanor, or any other conduct or action that may, in the judgment of DWS, create a risk of harm to a DWS customer and/or suggests that the individual is at risk for compromising confidential information.
- F. Contractor/subcontractor must immediately report all adverse information on an individual's background check to DWS.
- G. DWS may terminate this Agreement in the event the Contractor fails to complete and maintain records of background checks for staff members in a manner consistent with this policy.

**Refugee Capacity Building Organizations
Work Statement
Attachment G**

A. Purpose

The Department of Workforce Services, Refugee Services Office 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.

B. The project will focus on three main activities:

1. Social services facilitation
2. Organizational development.
3. 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:

- Home visits to check for safety and general housekeeping.
- Assist families that cannot read and write by 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 and assist them in finding solutions and appropriate resources.
- Help clients keep their medical, dental, the Department, tenancy and immigration appointments.
- Help clients follow up on public benefits. Help clients follow up on school appointments and parent-teacher conferences
- Ensure that adults have access to ESL classes.
- Help adults who cannot read and write to obtain a driver's license.
- Create a pool of interpreting resources.
- Provide transportation to families that do not have a means of transportation.
- Do advocacy for special needs clients.

Activity II: Organizational development: Organizations should focus on developing an effective board. The Board composition must include 30% women (minimum of 2). The 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.
- Organize and manage four (4) community workshops.
- Purchase materials required to run a nonprofit organization as detailed in budget.
- Develop computer literacy skills for all officers.
- Attend the required trainings as mentioned in Application Question 8.
- Acquire Court Interpreter Registration #2 status for 2 community members to help with interpreting the driver written test for members at no cost/low cost.

Activity III: Community education: The RCBO can hold workshops and other community education trainings on topics needed by the community. RCBO may choose any four (4) topics from this list, or as approved by the Department:

- Youth leadership
- Self- reliance
- Domestic Violence
- Gang Prevention
- Worker's Rights
- Court Justice
- Introduction to Law Enforcement
- Tenant Rights

All workshops must meet the following five requirements:

- (1) A sign-in sheet will be created and made available 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) Some pictures should be taken of the event.
- (4) Adult clients who are given a cash incentive must sign a document verifying the incentive has been received.
- (5) At least 10 people must do an evaluation of each workshop.

C. 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 assistance.
- Educate the refugee community on 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.
- Accountability to the Department for the execution of the grant and the accounting of government funding.
- Fluent in the language of the refugees in need of services.
- 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.
- Maintain and secure client records according to RSO 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.
- Represent the needs of the refugee community to outside individuals and organizations.
- Prepare reports of activities to the RCBO for the Department.
- At least five Board Members must hold officer positions – president, vice president, secretary, treasurer, and project coordinator.

D. Monitoring:

The Department will monitor the grants as follows:

- Grantees will send monthly reports. Monthly reports are due at the end of each month.
- A final Report will be due by June 25, 2014. This is a detailed written report of project activities between July 2013 and June 2014.
- Grantees will send three quarterly financial returns in October 1, 2013, January 1, 2014 and April 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.

- Weekly meetings with the Project Coordinator for review and technical assistance. RSO will monitor the grant twice during the grant period. The Department will accompany SSF on at least one home visit. The Department's Director of the RSO will be invited to attend one community town hall meeting

E. The Department's Responsibilities

- Train officers in their roles as SSFs.
- Provide technical assistance as requested
- 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 twice during the life of the grant.
- Negotiate and approve the work plan. The work plan will be created in consultation with the Department.
- Arrange training in all required areas as per Application Question 8.

G. Length of Grant

The Term of the Grant is from July 1, 2013 through June 30, 2014. A one year renewal will be at the Department's discretion.

H. Payments

Grant payments will be made in two installments, between July 2013 and June 2014. Except for the first payment, subsequent payments will be effected only upon satisfactory compliance with the contractual terms.

ATTACHMENT H
Letter Documenting Adherence

[Date]

To The Department of Workforces:

The purpose of this letter is to confirm our adherence to the Utah State Capacity Building for Refugee Communities Grant Annex 1: 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

RFG
Refugee Capacity Building Organization
Checklist

The grantees are required to provide a scanned copy of the following documents:

- Current Certificate of Incorporation issued by the Utah Division of Corporation**
- Current Charitable Permit issued by the Utah Division of Corporation**
- Organization by-laws**
- Board Member**
- Code of Conduct**
- Personal Information Confidentiality Agreement**
- Letter of Adherence**

Capacity Building for Refugee Communities Level 1

QUESTIONS:

Application Deadline: May 31, 2013 at 12:00 PM (Noon)

All questions must be submitted, through ws_procurement_request@utah.gov before May 28, 2013 close of business

Questions and Answers will be posted on the [http:// jobs.utah.gov/What's New?](http://jobs.utah.gov/What's New?)