

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 29, 2013 close of business

Questions and Answers will be posted on the <http://jobs.utah.gov/What's New?>

Pre-proposal Conference Minutes RFG Stage 1 Thursday May 23, 2013

Agenda:

1. Welcome: Joe Nahas
2. Accessing the Grants- Gillian Johns-Young, Contracts
3. Financial- Scott Anderson, Finance Manager- Absent
4. Requirement of RFG- Gillian Johns-Young, Contracts
5. Program Requirement- Joe Nahas, Program Manager
Questions

Communities Present:

Somali Community Self Management
Mesopotamia Community of Iraq
Best of Africa
United African Women of Hope
Liberians United in Utah

1. Welcome

- Communities divided into 3 groups
 - Level one is an introduction stage- still learning
 - Level 2- growth stage
 - Level 3- exceeding expectations, generating funds without help
- Level one- if you don't meet expectations, you get another chance but with less money the following year.
- Reminder to fill out paperwork- if you are doing great things for the communities but there is no paperwork, it won't get acknowledged
- Up to community organizations to do home visits and help families. Families who have been here for 5-10 years should not be on government assistance
- Focus on the families that really need the help rather than trying to help everyone

2. Accessing the Grants

- New website- jobs.utah.gov- information regarding the department of workforce services. Grants available in different areas of the website

- Department > Office of Childcare > gives grants to programs offering childcare
- Refugee Office > news and events > grants and proposals > refugee capacity building
- Because this grant is requiring a word count of 150 words maximum (it is recommended that you use on Microsoft Words, word count can be found under the tools tab) and then copy the Word Document to your grant document.
- Check out the stage 2 grant next year if you and your board feel you'll be ready for it, reading the grant ahead of time can help you plan your year.

3. Financial- Scott unavailable Gillian provide Scott's information

- Crucial to do basic bookkeeping- must have a receipt, check, and authorization to do the check (treasurer or board of director signs and gives permission for the check to be written for the specific item or task)
 - For example, an authorization form might look like this: I, (treasurer's name) give _____ permission to spend _____ x dollars _____ on _____. Signed, treasurer's name
- Each invoice should appear as a packet- the receipt, check, and authorization should be clipped or kept together
- If you don't have an accountant, the Non Profit Association of Utah offers classes in accounting that can help- talk to Joe
- Excel sheet will be much easier and safer to use than a handwritten ledger

Question: Can you only use checks or is a debit card ok?

Answer: If you choose to use a debit card, each packet invoice will need to have the security code written on it. Best not to have individuals use their personal debit cards- if they do, they'll be charged federal tax and the government can't reimburse that tax.

4. Requirement of the RFG

- If you are eligible for the stage 1 grant, there are 3 requirements:
 1. You have never had an award previously
 2. You have had grant money returned to government
 3. Scoring of monitoring was below 2.5
- Ask questions online- all questions will be reviewed and answered online
- Grant must be completed by **May 31, 2013**
- After you have completed the application, there are several yes and no questions- does your organization have 150 individuals in your database? (Children count). If so, include your database- excel spreadsheet preferred-in addition to names, include male, female, Mom, Dad, etc > you may win more points due to this information
- If you have received a grant from someone else (the LDS church for example, do include that information)
- Excel competency-
 - Encourage youth who are great with computers to get involved
 - Split up the work so it's not too much
 - Trainings are available
 - Reach out the VISTAs for help:
 - Nancy Mayhall, nmayhall@utah.gov, 925-321-4831
 - Christina Nunez, cnunez@utah.gov, 805-453-6771

- Scan and send proposal to ws_procurement_request@utahgov. Make sure it is sent on time- late proposals will not be considered.
- Authorized member must sign Attachment B, C, H (Adherence letter)
- If you wish you may use the paper copy of the grant proposal handed out today, however it is recommended that you access it online (DWS website > departments > Refugee Office> News and Events> Grants> capacity building level 1 > file > save as > word document

5. Program requirement/ final remarks-

- We want everyone to receive the grant- it's very simple and shouldn't take much time
- Keep everything basic-do not try to write in small font to include more information, it's not necessary!
- Reminder- database should have 150 people, however only 15 families should actually be served actively- the most needy (about five families per SSF)
- If you currently have no women on the board it's ok to say you don't- so long as you write you plan to incorporate women onto the board

- Say 

- By June 10th, 2013 you'll know you were awarded the grant. Start recruiting SSFs now