



## DCF Grant Request for Proposal (RFP)

### *Refugee Social Services*

DCF – Division of Economic and Employment Services

Release Date: 04.01.2014

**Due Date: 05.15.2014**

Contact Person: Joy Bodyk, Grant Manager

Office of Grants and Contracts

Department for Children and Families

Docking State Office Building

915 SW Harrison Street, 8<sup>th</sup> Floor South, Topeka, KS 66612

[joy.bodyk@def.ks.gov](mailto:joy.bodyk@def.ks.gov)

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## **Overview**

The Kansas Department for Children and Families (DCF), Division of Economic and Employment Services, State Refugee Program announces the release of a Request for Proposal (RFP) to fund the provision of Refugee Social Services. Eligible applicant agencies include: local not-for-profit, charitable agencies providing community based services under public and private auspices and with the resources and experience to serve the eligible population regardless of race, religion, color, national origin or sex. Faith-based organizations are encouraged to apply. Please be aware that Federal regulations prohibit proselytization as part of activities related to this grant award. Services provided are to be in both culturally and linguistically appropriate manner.

### **Request for Proposal Timeline**

Release of Request for Proposal	04.15.2014
Written Questions from Potential Bidders due by 2:00 p.m.	04.21.2014
Q&A Emailed & Posted by DCF	04.24.2014
Applications Due	<b>05.15.2014 at 2:00 p.m. CST to:</b> Joy Bodyk, Grant Manager Office of Grants and Contracts Department for Children and Families Docking State Office Building 915 SW Harrison Street, 8 <sup>th</sup> Floor South Topeka, Kansas 66612
Central Office Notifies Successful and Unsuccessful Applicants of Award	08.15.2014
Grant Start-Up	10.01.2014

**If you have questions regarding this RFP please contact:** Joy Bodyk, Grant Manager via e-mail at [joy.bodyk@def.ks.gov](mailto:joy.bodyk@def.ks.gov)

## **I. Funding Opportunity/ Program Background**

The Kansas Refugee Program provides funding to community not-for-profit or faith-based organizations for culturally competent and holistic social services to refugees, asylees and victims of human trafficking. Applicants must successfully communicate a comprehensive approach to providing social services in a manner conducive to refugees achieving early self-support and/or self-sufficiency, family well-being and integration into the larger community regardless of their race, religion, color, national origin, disability or sex. Applicants must demonstrate the capacity to provide necessary services as it relates to the implementation of the program's standards. All eligible recipients are to have equal access to services subject to defined priorities of service.

### **Program Philosophy**

The philosophy of the Refugee Social Service program is to assist in the resettlement of refugees and to provide social services to enable refugees to:

1. Achieve self-support and/or self-sufficiency as soon as possible through employment by aiding refugees in finding and retaining jobs, increasing refugee employability and enhancing refugee job market.
2. Enhance physical and mental well-being of refugees by helping them access community resources such as, but not limited to, educational institutions, physical and mental health care providers and child welfare organizations.
3. Facilitate integration into larger community by promoting equality, self-determination and protection under the law in the host communities.

### **Purpose, Goals, and Objectives**

The purpose of this program is to provide Health and Human Services; Administration for Children and Families; Office of Refugee Resettlement funding to community not-for-profit or faith-based organizations to implement social service programs targeted specifically to serve eligible refugee populations. The goal of this program is to promote long term economic and cultural adjustment ultimately leading to self-sufficiency. This grant will be awarded to a broad range of organizations that have the ability to make a community-wide impact. Programs should contain design elements that may include the following: employment services, English as a Second Language with multi-level content, transportation, Limited English Proficiency (LEP) services, adjustment services, cultural orientation, citizenship services, etc. related to meeting the cultural and economic adjustment expectations.

### **Program Outcomes**

The grantee shall be responsible for providing direct services that support the implementation of evidence-based strategies that result in improvements in targeted state-or community-level factors, while also contributing to state and local outcomes as indicated below:

1. Refugees have adequate income/support in order to meet their basic needs such as food, shelter, and transportation
2. Refugee employment is stable and employees are able to independently resolve issues with employer
3. Refugees have health insurance ( either government or private) and/or access to health care
4. Refugees have internal resources for assuring language access
5. Refugees can independently access community resources, health care providers and educational organizations and resolve issues that may arise
6. Refugees are adjusting to their new community and demonstrating capacity to function independently.
7. Mainstream community demonstrates understanding of cultural expectations of refugee community by promoting acceptance and integration of the refugee community in day to day considerations.

### **Program objectives include:**

1. Promote short and long term social and economic self-sufficiency;
2. Diminish refugee dependency on cash assistance;
3. Emphasize satisfactory adherence to programmatic participation requirements for mandatory clients;
4. Emphasize refugee employment retention for 30, 60 and 90 days;
5. Assist refugees to obtain employment within eight months from the date of arrival in the U.S;
6. Provide access to resources for refugees to obtain necessary employment skills to seek promotional opportunities or increase their pay status;
7. Encourage refugees to access language training and acquire a desired level of verbal and written English skills;

8. Assist refugees to develop the capacity to access community resources without agency assistance;
9. Promote awareness of refugee populations in terms of cultural heritage, historical background, and cultural values, beliefs and norms with the objective of achieving community acceptance / understanding of refugee populations by providing special training and assistance to different organizations and communities;
10. Strengthen collaboration and networking between different organizations and communities directly or indirectly involved in providing services to refugees.

## **II. Award Information**

### **Funding Information**

Funding is provided through a grant from the Office of Refugee Resettlement; Administration for Children and Families; U.S. Department of Health and Human Services. The grant is specifically targeted to serve eligible refugees, asylees, and victims of human trafficking as designated by Federal policy. The funding stipulates that the services be provided in a culturally and linguistically appropriate manner.

### **Award Amounts and Length**

Three geographic awards will be issued for the funding period of October 1, 2014 through September 30, 2015. Total funding available under this announcement is \$450,000. These funds are allocated as follows: Northeast Kansas (Wyandotte, Leavenworth, Johnson, Miami) - \$200,000; Southwest Kansas (Finney, Ford, Seward) - \$140,000 and Wichita - \$110,000. Proposals should designate which of the three service areas that are being applied for under this proposal. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law. This award is for a one year period with the option of a maximum of two (2) one-year renewals

### **Allowable Uses of Funds**

Programs may include, but are not limited to, the following allowable uses of award funds: Services provided as part of an employability plan with the goal of employment or as part of a social service self-sufficiency plan to remove specified barriers toward the goal of independence. Programs may include, but are not limited to, the following allowable uses of award funds: The allowable service components are described below. Service component refers to the numbered items such as 1) "Employment Services". Service refers to the parts within a component such as career counseling, development of an employability plan, etc. Not all service components are sub-divided such as Child Care in which case the term service component and service have the same meaning. Not all services that are sub-divisions of a service component are reported. It is expected, for example, that a refugee that receives Employment Services would receive the majority, if not all, of the services that are included in the component. Other service options may be considered if deemed appropriate to assist in the acculturation and social adjustment of the consumer.

1. **Employment Services** includes: Career counseling, development of an individual employability plan; world-of-work and job orientation; job club; job workshops; job interviewing; and assessment. Assessment services, particularly from the standpoint of employability, include identification of family or environmental obstacles to employment and aptitude and skills testing.
2. **Job Search** includes: Making or helping a refugee make contact and/or arrangements for an interview for employment.
3. **Job Development** involves contacts with employers that may result in jobs for refugees and the development of a Jobs Bank information system. The type of information that would be appropriate for the system includes: the needs and requirements of the employer; level of English and other skills

needed for various jobs; salary and benefit information, specific job terminology; application procedures; employer contact persons; and information regarding professional licensing and certification programs.

4. **Job Placement** involves matching refugees with un-subsidized job openings and includes refugees placed directly by the service provider through a documented job search and refugees who are active recipients of services as to enable them to obtain employment on their own. Job placements include temporary/seasonal and permanent, full-time and part-time employment. Full-time employment is defined as 30 hours or more per week. Job placement also includes refugees who changed employment and received some type of service to help them seek a lower risk and/or higher paying job. Job placement does not include OJT until the subsidized portion of the OJT ends.
5. **Follow-up/Retention** includes contacts with employers and/or refugees to determine if the refugee is still employed, identify and potential problems or needs and the services necessary to resolve the problem or meet the needs. The frequency of follow-up contacts is based on need but reported for the 30<sup>th</sup>, 60<sup>th</sup>, and 90<sup>th</sup> day after becoming employed. Refugees are considered to have been employed on these “benchmark” days if they are working on that date regardless if they have worked at that particular job or employer for the 30, 60 or 90 day period.
6. **English Language Instruction (ESL)** may include instruction at four levels; preliterate; basic survival skills; intermediate; and advanced. Survival English may include vocabulary necessary to obtain food, housing, meet health needs, and access mainstream services. ESL must be presented in conjunction with other employability activities with the exception being if it is determined by assessment process that due to physical impairment or age an employment plan is not appropriate. Only those refugees meeting this criteria are allowable for the provision of refugee funded ESL without the expectation of participation in other employment related activities. The B.E.S.T. is the recommended test to assess the refugee’s current level and to measure progress however CASAS is an allowable alternative. ESL provision is preferred on a minimum of a 20 hour per week basis. Consideration during the review of the applications will be given to applicants that adhere to this preferred format. ***ESL is limited to 9 months unless written approval is received for an extension. Any requests for an extension must be submitted in writing at least 30 days prior to the end of the 9 months or the current extension period. Failure to obtain timely extensions will place all refugee grants funding at risk.***
7. **Intensive Vocational Orientation (IVO):** includes the explanation, in the native language of the refugee, of rules, issues and employer expectations that may arise from employment. This may specifically include: timeliness; reporting in sick; safety rules; equipment and procedures; how to report injuries; employee rights; and why and what exercises are important to avoid serious hand, arm, shoulder, and back injuries. Service providers that provide employability services to refugees that may enter employment in a beef/pork processing plant should provide IVO.
8. **On the Job Training (OJT):** involves funded training provided at an employment site and is expected to result in full-time permanent, unsubsidized employment with the employer who is providing the training.
9. **Skills Recertification:** Basically a social service, skills recertification involves helping a refugee obtain professional refresher training and other recertification services in order to qualify to practice his or her profession in the United States. The training may consist of full-time attendance in a college or professional training program specifically intended to assist the professional in becoming relicensed in his or her profession; and if completed, can realistically be expected to result in such relicensing. It does not include funding for the training.

10. **Citizenship Classes:** Includes providing instruction on material related to applying for and passing citizenship classes for refugees that are considering pursuing United States citizenship. Please note that these funds may NOT be utilized to pay fees related to applying for citizenship.
11. **Child Care:** Includes the care of a child when necessary for the adult to participate in an activity included in the refugee's employability or service plan and may continue for a maximum of 90 days after employment, if needed, and not otherwise available. Child care may be provided directly by the service provider or indirectly by another agency.
  - a. NOTE: Eligibility for other child care services provided by DCF must be considered and results of contact documented in case records.
12. **Transportation:** may be provided when necessary for activities in the refugee's employability or service plan and may include public transportation costs to the site of the service provider.
13. **Translation/Interpreter Services:** are intended to familiarize refugees and families with Western culture in general and with the lifestyle of their resettlement localities in particular and to direct refugees to appropriate resources. The services may be in support of an employability or service plan.
14. **Outreach:** includes activities and contacts with refugees and community agencies to familiarize them with available services. Outreach may involve refugee home visits.
15. **Social Adjustment:** includes
  - a. Information and referral services (not employment related);
  - b. Emergency services including assessment and short-term counseling to refugees in perceived crisis, referral to appropriate resources, and assistance in obtaining needed services;
  - c. Health-related services including information and referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to refugees or families to help understand and identify their health needs and maintain or improve their health; and
  - d. Home management services including formal and informal instructions to refugees or families in management of household budgets, home maintenance, nutrition, housing standards and tenants' rights, and other consumer education services.
16. **Case Management Services:** Means the determination of which services to refer a refugee to, reference to such services and tracking of the refugee's participation in such services as part of an employability or service plan. Grantee will act as primary case manager for all local DCF clients that a part of the eligible population. This expectation includes assuring compliance by mandatory clients in meeting work participation and other criteria related to satisfying compliance requirements for the specific benefit program.
17. **Other Services:** includes services that are required as a result of a competitive or non-competitive grant, e.g.:
  - a) Former Political Prisoner Services including specialized orientation and adjustment services, peer support activities and specialized employment-related services.
  - b) Diversion Services including the provision of interpretation services during diversion classes.
  - c) Crime and Drug Awareness including developing, designing, printing, distributing and discussing translated brochures, flyers, and other materials.



In the provision of the above services, any applicant agency must comply with the following requirements with regards to the identification and the provision of services to the eligible population under this grant:

Applicants must agree to comply with the limitations on eligibility for social services as follows:

Priority of service to this population must be based on the following criteria with highest priority for service listed first:

- i. Newly arrived refugees within their first year in the U.S.;
- ii. Refugees receiving cash assistance;
- iii. Unemployed refugees;
- iv. Employed Refugees in need of services.

Note: Funded grantees are responsible for case management and monitoring of individuals receiving public benefits that have mandatory participation expectations. These individuals must be served regardless of the priority category that they may fall into above subject to the rules provided below.

*In accordance with 400.152 of the final rule, the State will limit all services with the exception of interpretation and referral services when funded by ORR formula grants. This eligibility limitation restricts the use of ORR formula funds to the refugee population in the U.S. for less than 60 months.*

1. Applicants may provide employability services to refugees who are 16 years of age or older and who are not full-time students in elementary or secondary school, except that such a student may be provided employment services and employability assessment in order to obtain part-time or temporary (e.g., summer) employment while a student, or full-time permanent employment upon completion of schooling; until the 5 year anniversary of the refugee's arrival in the United States.
2. Applicants shall coordinate with local resettlement agencies and un-duplicate the provision of services to the eligible service population.
3. Individuals resettled through the "Private Sector Initiative" (PSI) are not eligible for refugee funded social services.
4. The maximum length of time that a refugee social services eligible individual may receive ESL or VESL under this grant is nine months. Grantees may request prior approval (at least 30 days prior to the end of the nine months) from DCF Refugee Program staff to exceed nine months on an individual case basis. Written approval is required and should be kept in the individual's case record.
5. The provision of the services covered under this grant must be provided in a cultural and linguistically appropriate manner.

### **III. Eligibility**

Eligible applicant agencies include: local not-for-profit, charitable agencies providing community based services under public and private auspices and with the resources and experience to serve the eligible population regardless of race, religion, color, national origin or sex. Services provided are to be in both culturally and linguistically appropriate manner.

Consistent with federal law, faith-based and other community organizations are invited and encouraged to apply for awards to deliver services within the state. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. Please be aware that

Federal regulations prohibit proselytization as part of activities related to this grant award.

**DUNS Number** – Grant Applicant Agencies must have and provide verification of their DUNS Number at the time of application, which can be obtained by accessing the Dun & Bradstreet website at <http://fedgov.dnb.com/webform>. The DUNS Number is a unique, nine-digit identification number provided by Dun & Bradstreet. Applicant Agencies are responsible for submitting their DUNS Number verification with their grant application. Should your agency need assistance with your DUNS number verification, please contact Dun & Bradstreet at 866.705.5711. *(There is no cost to obtain this information.)*

**501(c)3 Status** – Grant Applicant Agencies must have and provide verification of their 501(c)3 status at the time of application, i.e., their letter from the Internal Revenue Service confirming their 501(c)3 status. Verification can also be obtained by accessing the Internal Revenue Service website at <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>. Organizations that have received 501(c)3 status are exempt from federal taxes. To receive this status, the organization must operate for a specific purpose – typically, for a charitable, religious, scientific, or literary purpose. Applicant Agencies are responsible for submitting a copy of their letter from the IRS confirming their 501(c)3 status, or the verification provided from the IRS website, with their grant application. Should your agency need assistance with this information, please contact the IRS at 877.829.5500. *(There is no cost to obtain this information.)*

**Tax Clearance** – Grant Applicant Agencies must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an agency's account is compliant with all primary Kansas Tax Laws. The Tax Clearance expires every 90 days. Applicant Agencies are responsible for submitting a Tax Clearance Certificate with their grant application that is valid at the time of application. Should your agency need assistance with your Tax Clearance, please contact the Kansas Department of Revenue at 785.296.3199, or via e-mail at [tax.clearance@kdor.ks.gov](mailto:tax.clearance@kdor.ks.gov). *(There is no cost to obtain this information.)*

**Debarment Status** – Grant Applicant Agencies must obtain the debarment status of their agency and those employees anticipated to work on the grant/whose salaries (any percentage of) are anticipated to be paid by the grant by accessing the System for Award Management website at <http://www.sam.gov/portal/public/SAM>, and performing a search under “Search Records”. As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the federal government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of DCF is authorized to impose debarment. If applicable, the Applicant Agency must place the Debarment Memo template (Attachment D) on their Grantee Agency letterhead, initial it, and submit it with their grant application. Should you need assistance with the search, please contact the Federal Service Desk at 866.606.8220. *(There is no cost to obtain this information.)*

**Financial Information** – Grant Applicant Agencies must provide one of the following three documents at the time of application: their most recent Transmittal Letter for Audit; their most recent IRS Form 990 (Return of Organization Exempt From Income Tax); or their most recent year-end financial statement.

**Priority Considerations** - The Peer Review Panel will also take into consideration any Priority Considerations identified in this RFP.

- Demonstrated experience working with refugee or similar populations

- Capacity to serve geographic area detailed in funding detail
- Demonstrated ability to create effective community partnerships to maximize service delivery
- Demonstrate that staffing or available resources exist and are available to provide services in a cultural and linguistically appropriate manner.

## **IV. Proposal Process**

**Questions** – Questions regarding the RFP and/or the application process can be submitted by email only to Joy Bodyk, Grant Manager, at [joy.bodyk@dcf.ks.gov](mailto:joy.bodyk@dcf.ks.gov), no later than 2:00pm CST on April 21, 2014. Answers to all questions posed to DCF during the designated question period will be posted on April 24, 2014, and can be found at <http://www.dcf.ks.gov/Agency/Operations/Pages/OGC/Grant-RFP.aspx>.

### **How to Apply**

Applications shall be delivered by 2:00 p.m. CST on 05.15.2014. Applicants are also required to submit the original and four (4) copies and one (1) electronic copy addressed:

Attn: Joy Bodyk, Grant Manager  
 Kansas Department for Children and Families  
 Docking State Office Building  
 915 SW Harrison, 8<sup>th</sup> Floor  
 Topeka, Kansas, 66612-1570

The application must be arranged in the order indicated in the “Application Checklist” on page 15.

### **What a Proposal Should Include**

**The applicant must describe in their proposal how they plan to develop, maintain and document that only those services listed in Section III (Allowable Uses of Funds), are provided and only to individuals that meet the eligibility criteria and that the recipient of services is a refugee, an asylee, a victim of human trafficking or other appropriate immigration category as identified by the Office of Refugee Resettlement. Verification must include a copy of the appropriate immigration or certification documents.**

Applications must include all the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the review of the application; preclude access to or use of award funds pending satisfaction of the conditions; and/or prevent the proposal from proceeding to Peer Review for further consideration.

DCF strongly recommends use of appropriately descriptive file names (e.g. “Program Abstract”, “Project Narrative”, “Budget Detail Worksheet and Budget Narrative,”) for all attachments. DCF recommends that resumes be included in a single file, when requested.

### ***Table of Contents***

Include page numbers for each of the major sections of your application and for each attachment. DCF highly recommends a Table of Contents be included as part of the grant proposal.

### ***Applicant Information (5 points)***

Complete the Applicant Information Page (Attachment A). This is a standard form used for submission of

proposals and related information. DCF takes information from the applicant's profile to populate the fields on this form. The Application page (attachment A) and Assurances (attachment C) must be signed by an official authorized to sign.

***Program Abstract (10 points)***

The program abstract should be no more than one double spaced page, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should include the following:

- Identify the type of applicant (community not-for-profit, faith-based or other organization).
- Describe the proposed program for which funding is being requested (including the purpose and program outcomes, the geographic area, description of target population, services to be provided and number of clients to be served).

***Program Narrative (75 points)***

The program narrative must include five sections- Statement of the Problem, Project Design, Implementation Plan, Management Structure and a Sustainability Plan-in the order listed below. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 50 pages. Please number pages "1 of XX" "2 of XX", etc.

If the Program Narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the Program Narrative:

- Statement of the Problem (10 out of 75 points) – Identify and describe the challenges or needs the program will address in the geographic area to be served. Provide data to show the nature and scope of the need. Explain previous or current efforts to address the problem, including an analysis of the outcome of these efforts. Provide a clear and concise statement of the purpose or goal of the program and how it will address the needs identified.
- Project Design (30 out of 75 points) – Describe the services to be provided. Describe the specific strategies that substantiate the project as a comprehensive program. Identify the geographic boundaries of the proposed program, as well as the target population to be served. Describe outreach and referral strategies to ensure access to the target population. Describe how your program will ensure cultural competence. Describe how your program will ensure program and physical accessibility for people with disabilities. Describe any potential barriers to implementing the project and strategies to overcome them. Detail how services will equally accessible to women. Detail language resources available on staff as they relate to populations to be served and how language needs not met on staff will be addressed.
- Implementation Plan (15 out of 75 points) – Provide a realistic and detailed implementation plan with activities or services and a timeline that indicates significant milestones in the project. Outline the specific program outcomes of the project and how they will address the problem. Describe how the project will address the allowable uses of funds and priority consideration (if applicable) outlined on pages 6-11. Applicants should identify who will collect data, who will be responsible for performance measures, and how the information will be used to evaluate and guide the program.
- Management Structure (10 out of 75 points) – Describe the experience and capability of the applicant, staff, and contractors. Identify the agency that will serve as the grantee and fiscal

agency responsible for the grant's administration. Identify the staff team supporting the project including the name, title, and affiliation of each member. Provide documentation of any collaboration that has or is occurring on the initiative.

Please include Position Descriptions for all positions to be funded under this grant, resumes/vitas for staff both incumbent and new hires in these positions. Include an Organizational Chart/Description, a List of Board Members and a Board Member Conflict-of-Interest Statement. Identify by name and signature two staff authorized to sign and submit required reports.

Sustainability Plan (10 out of 75 points) – Applicants should describe how the long-term financial sustainability of the project will be funded in the future, including strategies to cultivate alternate funding and community collaboration. If the project will not continue after the grant, provide a clear explanation of why. Provide Letters of Support from all key partners or other community groups, detailing their commitment to work with partners to promote the mission of the project.

***Budget Detail Worksheet, Budget Narrative/Justification and Annual Outcomes***(10 points)

Applicants must submit a Budget Detail Worksheet and Budget Narrative outlining how grant funds will be used to support and implement the program. For positions proposed to be funded under this proposal that have multiple funding streams, include detail of how the position is funded. Applicants should note that “Indirect Costs” are capped at 6% of the overall grant award.

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

Annual Outcomes should be provided in numeric format detailed using format provided in Attachment E.

## **V. Review and Selection Process**

### **Peer Review Panel**

DCF is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer review is the process by which competitive discretionary grant applications are evaluated by internal and external reviewers. Peer reviewers evaluate applications to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

DCF leadership uses the peer review summaries as guidance when selecting projects for awards. The peer reviewers' ratings serve as a basis for recommending whether to consider an application for funding. Peer review evaluations are advisory only, though, and do not bind DCF to follow the ratings. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, geographic balance, and available funding.

### **Selection Criteria**

The Peer Review Panel uses a scoring guide when reviewing proposals. The scoring guide has a 100 points total

scoring system. The Scoring Guide scores as follows:

1. Applicant Information – Attachment A (5 points)
2. Program Abstract (10 points)
3. Program Narrative (75 points total)
  - A. Statement of the Problem (10 Points)
  - B. Project Design (30 points)
  - C. Implementation Plan (15 points)
  - D. Management Structure (10Points)
  - E. Sustainability (10 Points)
4. Budget Justification (10 Points)

## **VI. Post Award Requirements**

### **Notice of Post-Award Reporting Requirements (all reports are to be submitted electronically)**

#### **Program reporting includes:**

**Financial Report:** By the 15th of each month the grantee will submit a monthly financial report for the prior month's expenses.

**Program Report:** By the 15th of each month the grantee will submit a monthly program report detailing service activities for the prior month utilizing Excel spreadsheet provided upon grant award.

**Cumulative Quarterly Report:** Grantee will submit a Cumulative Tri-mester Report including both data and narrative by the 15th of each of the following months that reflects activity for the prior four months: February, June and October.

**Year-end Report:** Grantee will submit a year-end report by the 20th day of October.

#### **Federal Funding Accountability and Transparency Act (FFATA) Requirements**

Awards through this RFP will be subject to Federal Funding Accountability and Transparency Act of 2006 (FFATA). In order to meet these requirements, applicants should provide the names and total compensation for the five most highly compensated executives of the organization.

#### **Audit Requirements**

Financial/Compliance audits must be conducted in accordance with the DCF Recipient Monitoring Policy and include assurances of the following:

1. Compliance with the administrative requirements and cost principles contained in the OMB Cost Circulars.
2. Compliance with guidance contained in the Code of Federal Regulations for Refugee Social Services.
3. Compliance with DCF grant award conditions and any other State of Kansas statutes and regulations.
4. Effective financial accountability and controls over grant funds.

#### **Additional Requirements**

The following certifications must be completed by any applicant agency pursuing funding under this proposal: Certification Regarding Lobbying; Drug-free Certification; Environmental Tobacco Smoke Certification; Maintenance of Effort Certification. These certifications may be downloaded at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html#assurances](http://www.acf.hhs.gov/grants/grants_resources.html#assurances)

## **VII. Resources**

### **Proposal Checklist**

The following sections must be submitted in this order:

- \_\_\_ Table of Contents
- \_\_\_ Applicant Information (Attachment A)
- \_\_\_ Program Abstract
- \_\_\_ Statement of Problem\*
- \_\_\_ Project Design\*
- \_\_\_ Implementation Plan\*
- \_\_\_ Management Structure\*
- \_\_\_ Sustainability Plan\*
- \_\_\_ Budget Sheet (Attachment B)
- \_\_\_ Budget Narrative
- \_\_\_ Annual Outcomes (Attachment E)

Attachments:

- \_\_\_ Statement of Compliance with Assurances (Attachment C)
- \_\_\_ DUNS Number Verification
- \_\_\_ 501(c)(3) Verification
- \_\_\_ Kansas Certificate of Tax Clearance
- \_\_\_ List of Board Members and a Board Member Conflict-of-Interest Statement
- \_\_\_ Letters of Support
- \_\_\_ Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement
- \_\_\_ Position Descriptions for all positions to be funded by the grant
- \_\_\_ Organizational Chart/Description
- \_\_\_ Debarment Memorandum (Attachment D)

\* These items are considered part of the narrative and should not exceed 50 pages in length.

**Attachment A – Applicant Information**

**A. Applicant Agency**

Name:		
Address:		
City, ST Zip:		
Telephone:		Email:

**B. Type of Agency** Public Private Non-Profit Private Profit

**C. Official Authorized to Sign Application**

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:
Signature:		

**D. Project Director**

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

**E. Financial Officer**

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

**F. Type of Application** New Revision Continuation of Grant # \_\_\_\_\_

**G. Title of Project:**

**H. Geographic Area to be Served and Target Population**

Area:	
Population	

**I. Federal Identification Number (FEIN):**

**J. DUNS Number:**

**K. Applicant’s Fiscal Year:**

**L. Project Costs**

Grant Funds Requested:	\$
Local Funds/Cash Match	\$
In-Kind	\$
<b>Total Cost</b>	\$



## Attachment B – Grant Budget Request

The Grant Applicant Agency must fill out the Grant Budget Request form (OGC-1003) and submit it with their grant application (*double-click on the icon below to open the form*)(*form has ten (10) tabs*).



RFP-GrantBudgetRe  
quest(OGC-1003)FIN

## Attachment C - Assurances

### a. Supplantation of Grant Funds

The grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

### b. Debarment

As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of DCF is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with DCF, the Excluded Parties Lists shall be researched for potential debarred persons or entities (located at <http://www.sam.gov/portal/public/SAM>).

### c. Compliance With Laws and Regulations

The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to DCF that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

### d. Nondiscrimination and Workplace Safety

The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

### e. ADA Compliance

The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et. seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "Equal Opportunity Employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

**f. Audit Requirements**

Awards containing Federal funds are subject to the Audit Requirements listed in OMB Circular A-133. Organizations expending Federal award funds in excess of \$500,000 during their fiscal year must have an audit completed in accordance with this Circular. Organizations spending less than \$500,000 annually in Federal awards may be subject to other audit requirements which will be established at the time of the award.

**g. Cost Principles**

Funds awarded through this agreement are subject to the following requirements as established by the Office of Management and Budget:

- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education and Other Non-Profit Organizations
- OMB Circular A-21 – Cost Principles for Educational Institutions
- OMB Circular A-87 – Cost Principles for State, Local and Indian Tribe Governments
- OMB Circular A-122 – Cost Principles for Non-Profit Organizations

If selected as the sub- recipient of this award, I agree on behalf of *[Agency name]* to abide by the assurances described in this document.

\_\_\_\_\_  
*[Officer's Name and Title]*

\_\_\_\_\_  
*[date]*

## Attachment D – Debarment Memorandum

*(Grant Applicant Agency must obtain the debarment status of the agency and those employees anticipated to work on the grant/whose salaries (any percentage of) are anticipated to be paid by the grant by accessing the System For Award Management website at <http://www.sam.gov/portal/public/SAM>, and performing a search under “Search Records”. As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the federal government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from federal financial and non-financial assistance and benefits under federal programs and activities.*

*Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of DCF is authorized to impose debarment. If applicable, the Grantee Agency must **place the memo below on their Grantee Agency letterhead**, initial it, and submit it with their grant application. Should you need assistance with the search, please contact the Federal Service Desk at 866.606.8220.)*

---

To: Grant Manager  
Department for Children and Families

From: *[enter Anticipated Project Director’s Name and Title]*  
*[enter Grant Applicant Agency]*

RE: Debarment Memorandum  
*[enter RFP Name]*

Date: *[enter date]*

This memorandum attests to the fact that we, *[Grant Applicant Agency]*, are in compliance with the debarment requirements for the potential grant award noted above. A search was conducted on today’s date at <http://www.sam.gov/portal/public/SAM>, which contains a list of parties debarred and excluded from federal procurement and non-procurement programs. Neither *[Grant Applicant Agency]* nor the staff of *[Grant Applicant Agency]* are on the list.

**Attachment E – Annual Outcomes**

The Grant Applicant Agency must fill out the Annual Outcomes Excel file and submit it with their grant application (*double-click on the icon below to open the form*).



Annual  
Outcomes.xlsx