

**NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES
NEBRASKA REFUGEE RESETTLEMENT PROGRAM
FY 2013 Application**

Certification Page

APPLICATION FOR NEBRASKA DEPT. OF HEALTH AND HUMAN SERVICES, DIVISION OF CHILDREN AND FAMILY SERVICES, REFUGEE RESETTLEMENT PROGRAM	DHHS Use Only	Date Received	_____
		Date Pre-Screened	_____
		App Complete	_____
		Staff Initials	_____

GENERAL INFORMATION: TYPE OR PRINT ALL INFORMATION

<p>APPLICANT IDENTIFICATION Organization: _____ Address: _____ _____ NE _____ FAX: () _____ (Zip Code) Telephone Number: () _____ Website: _____ Federal I.D. Number: _____ DUNS #: _____</p>	<p>PROGRAM DIRECTOR Program Name: _____ Director Name: _____ Mailing Address: _____ _____ NE _____ _____ (Zip Code) Telephone Number: _____ Email Address: _____</p>
<p>PARTICIPATION IN REFUGEE TASK FORCE MEETINGS: Please provide the number of meetings you attended in the last year. _____</p>	<p>GRANT ADMINISTRATOR AND/OR FINANCIAL DIRECTOR Name: _____ Address: _____ _____ NE _____ _____ (Zip Code) Telephone Number: () _____ Email Address: _____</p>

List Services you are proposing in this section:

SERVICES PROPOSED	AMOUNT REQUESTED
	\$
	\$
	\$
TOTAL	\$

CERTIFYING OFFICIAL

To the best of my knowledge and belief, data and information in this application is true and correct, including any commitment of other resources. The governing body of the applicant has duly authorized this application. This applicant will comply with all Federal and State requirements governing the use of Refugee Resettlement Program Social Services and Targeted Assistance funds.

_____	_____	_____
Executive Officer	Typed Name and Title	Date Signed
_____	_____	_____
Board Chair	Typed Name and Title	Date Signed

SUBMIT THE ORIGINAL AND FOUR (4) COPIES OF THE ENTIRE APPLICATION TO:

Karen Parde, State Refugee Resettlement Coordinator
 Nebraska Department of Health and Human Services
 Refugee Resettlement Program
 220 S. 17th Street, 220 Building, PO Box 95026
 Lincoln NE 68508-1811

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Budget Information

INSTRUCTIONS: Information provided should include only income that is associated with the refugee program(s) of the organization. Utilize the forms provided.

Funding Sources

Funding Sources Current Year
Document All Funding Streams
(2012-13)

Source	Dollars
Federal Gov't	
1.	
2.	
3.	
4.	
State Gov't	
1.	
2.	
3.	
4.	
Local Gov't	
1.	
2.	
3.	
4.	
Foundations	
1.	
2.	
3.	
4.	
Private (donations)	
Service Fees	
Other (specify)	
1.	
2.	
3.	
4.	
TOTAL ANNUAL INCOME	

Projected Funding Sources Next Year
Document All Projected Funding Streams.
(2013-2014)

Source	Dollars
Federal Gov't	
1.	
2.	
3.	
4.	
State Gov't	
1.	
2.	
3.	
4.	
Local Gov't	
1.	
2.	
3.	
4.	
Foundations	
1.	
2.	
3.	
4.	
Private (donations)	
Service Fees	
Other (specify)	
1.	
2.	
3.	
4.	
TOTAL ANNUAL INCOME	

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Program Expense

INSTRUCTIONS: Information provided should include only expenses that are associated with the refugee program(s) of the organization.

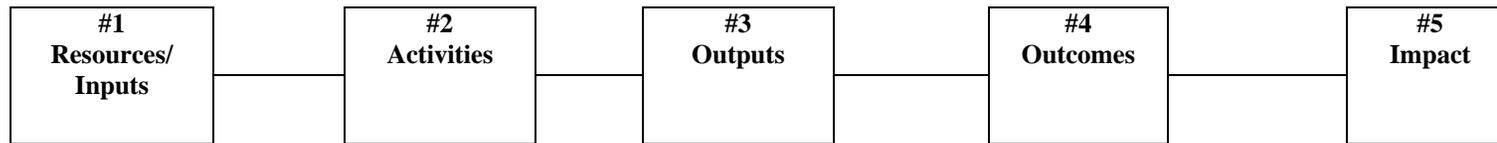
	Refugee Program Request	Other Sources	Total Budget
Object Class Categories			
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Total Direct Charges			
Indirect Charges			
GRAND TOTAL			

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LOGIC MODEL EXAMPLE AND INSTRUCTIONS

Logic Model Instructions:

The Logic Model application, as shown below, provides a sequence of related events connecting the need for the planned program with the program’s desired results. Mapping a program helps visualize and understand how human and financial investments contribute to achieving intended program goals. After reviewing the following information please complete the logic model template on page XIII and XIV to be submitted with your application.g



Your Planned Work		Your Intended Results		
#1 Resources/Inputs	#2 Activities	#3 Outputs	#4 Outcomes	#5 Impact
Certain resources are needed to operate your program – protective resources include funding, collaborations and networks, staff and volunteers, time, facilities, equipment and supplies – risks or barriers include attitudes, lack of resources, policies, laws, regulations, and geography	If you have access to resources, then you can use them to accomplish your planned activities – the process, techniques, tools, events, technology, and actions of the planned program. Products may include promotional and educational materials, services of education and training, counseling or screening, infrastructure of relationships and capacity used to bring about desired results	If you accomplish your planned activities, then you will be able to deliver the amount of product and/or service that you intended – the direct results of the program activities described in terms of size and/or scope of the services and products delivered or produced by the program – e.g. the number of classes taught, meetings held, materials produced, program participation rates and demography, hours of each type of service provided	If you accomplish your planned activities to the extent you intended, then your participants will benefit in certain ways – specific changes in attitude, behavior, knowledge, skill, status or level of functioning expected to result from program activities and which are most often expressed at an individual level	If these benefits to participants are achieved, then certain changes in organizations, communities, or systems might be expected to occur – organizational, community, and/or system-level changes expected to result from program activities – this may include improved conditions, increased capacity and/or changes in the policy arena

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I. Resources/Inputs & Activities:

- 1) List resources and inputs that can contribute to the success of the activities, outputs, outcomes, and impact of the funded project.
- 2) Briefly list **primary** activities to be carried out (with corresponding outputs, outcomes, and impact). What do you intend to do?

II. Program Outputs & Outcomes:

- 1) When providing Program Output & Outcome Data, include the **numbers** for both Outputs and Outcomes.
 - a) Outputs refer to units of service delivered. A unit of service is a service offered. If projected data are significantly less than the past year, please explain.
 - b) Outcomes refer to the benefits the individuals and families garnered. “How did the program help the people involved?” “What did the individuals/families and the community gain by your agency’s activities and outputs?”

The Output and Outcome Data are indicators that identify (what) and measure (how many or how much) is involved and invested and that, when analyzed, signals that an outcome has been achieved. Express indicators by both the number and percent (i.e., 61 of 72 participants [85%] in the financial fitness program sessions reduced personal debt).

III. Impact:

- 1) List the changes that will occur in the lives of refugees, in communities, and/or in organizations as a result of the services delivered.

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Logic Model Example:

Example: The Process - Resources through Impact

Your Planned Work
 (Financial Fitness Program Planning)

Your Intended Results
 (Financial Fitness Program Results)

#1 Resources/Inputs	#2 Activities	#3 Outputs	#4 Outcomes	#5 Community Impact
<ul style="list-style-type: none"> • class room space • clients & instructors schedules • transportation • child care • class supplies • curriculum • instructors • clients • volunteers (bankers, caseworkers, students) 	<ul style="list-style-type: none"> • Review availability of classroom space and locations • Create class schedule • Arrange transportation with volunteers • Schedule child care • Make copies of class material & obtain supplies • Confirm instructor availability • Confirm schedules with volunteers 	<ul style="list-style-type: none"> • Conduct 6 sessions of 1 hour classes on financial fitness for 72 individuals in 6 counties • Distribution of financial fitness training materials to 72 individuals in 6 counties • Provide transportation and child care to 72 individuals in 6 counties to ensure class attendance 	<ul style="list-style-type: none"> • 61 of 72 (85%) of the students increase financial planning skills determined by using pre & post test results • 36 of 72 students (50%) are able to restructure and pay down debt • 14 of 72 (20%) are able to increase income • 7 of 72 (10%) are able to create a savings account 	<ul style="list-style-type: none"> • A portion of the citizenry has increased financial fitness skills

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Your Planned Work

Your Intended Results

#1 Resources/Inputs	#2 Activities	#3 Outputs	#4 Outcomes	#5 Impact

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Your Planned Work

Your Intended Results

#1 Resources/Inputs	#2 Activities	#3 Outputs	#4 Outcomes	#5 Impact