

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

**State of Nebraska – Department of Health and Human Services**

**REQUEST FOR APPLICATION FOR REFUGEE SOCIAL SERVICES**

Refugee Social Services Thursday, May 30, 2013, by 5:00 p.m. CDST  
RFA Title Date Due

Monday, April 8, 2013 Karen Parde  
Date of Issuance Contact Person

**REQUEST FOR APPLICATION**

Applicants are **strongly encouraged to ensure that their application contains all required technical information** when submitted. Each application submitted will undergo a pre-screening to determine that (1) the application was received by the closing date and time, (2) the application does not exceed the maximum page limit, and (3) the application format is consistent with the requirements outlined in the request for application and application.

*If an application is missing technical information, the applicant will receive a telephone call followed by a written and/or electronic notification. The applicant will have until Friday, June 7, 2013, by 5:00 p.m. CDST to submit the needed information. **If the applicant does not submit the requested additional information by 5:00 p.m. CDST on June 7, 2013, the application will not be considered for funding. Though applicants that submit missing technical information by June 7, 2013 will be considered for funding their application will automatically receive a 10 point reduction in the final score of their application.***

All questions must be submitted in writing to [karen.parde@nebraska.gov](mailto:karen.parde@nebraska.gov) by April 26, 2013. Answers to all questions submitted to DHHS on the Request For Application (RFA), will be posted on the DHHS website at: [http://dhhs.ne.gov/children\\_family\\_services/Pages/refugees.aspx](http://dhhs.ne.gov/children_family_services/Pages/refugees.aspx)

**INSTRUCTIONS TO APPLICANT – READ CAREFULLY**

**FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN A REJECTED APPLICATION**

1. All applications are subject to the terms as specified in this document and the Terms and Assurances in the subgrant agreement (sample can be found at: [http://dhhs.ne.gov/children\\_family\\_services/Pages/refugees.aspx](http://dhhs.ne.gov/children_family_services/Pages/refugees.aspx)).
2. Review application for completeness. **If applicant does not submit requested information by the deadline, May 30, 2013, the application will not be considered for funding.**
3. All application materials must be submitted on 8 ½” x 11” white paper with 1-inch margins. All pages of the application submission must be sequentially numbered. Project descriptions, narratives, summaries, etc., must be double-spaced format in 12-point font. Application materials must be one-sided and not bound. They may be clipped or rubber-banded together.
4. If an application exceeds the cited page limitation for double-spaced pages in the application narrative or attachments, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or part) the total number of these lines will be doubled. This adjustment may result in an increased total number

of pages which will be removed so that the application conforms to the cited double-spaced page limitation.

5. The project narrative must be 20 pages or less and attached to the signed Certification page. The page limit does not include the one page project summary, table of contents, logic models, or budget form. **Reviewers will not read additional narrative after page 20.**
6. Attachments must be 12 pages or less. The page limit does not include the Certification page, logic models or the budget forms.
7. Applicants must submit a separate proposal for each region they are proposing to provide services.
8. Faxed applications **will not be accepted.**
9. Completed and signed FFATA Sub-recipient Form **must be included with the proposal.**
10. The signed certification page (page 1 of the application) **must be included with the proposal.**
11. Proof of current 501(c)(3) status (i.e. IRS determination letter) **must be submitted with the proposal.**
12. Applications **must be typewritten and manually signed to be valid.**
13. The closing date for applications is **5:00 p.m. on May 30, 2013.** *All applications must be received by this date to be considered.* **Applications will not be accepted if only postmarked by the closing date but not received.**

**The principal contact person for all matters pertaining to the RFA is Karen Parde. Please contact Ms. Parde at karen.parde@nebraska.gov with any questions concerning the RFA or the application.**

SUBMIT APPLICATION TO: Karen Parde, State Refugee Resettlement Coordinator  
Nebraska Department of Health and Human Services  
Refugee Resettlement Program  
220 S. 17<sup>th</sup> Street, 220 Building 2  
P.O. Box 95026  
Lincoln NE 68589-1811

**NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES  
NEBRASKA REFUGEE RESETTLEMENT PROGRAM  
FY 2011**

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**NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES  
NEBRASKA REFUGEE RESETTLEMENT PROGRAM  
FY 2011**

**I. PROGRAM SUMMARY**

**Refugee Social Service Program:** Funds for Social Services activities are authorized under the Refugee Act of 1980 (PL-96-212), as amended and Title 45 of the Code of Federal Regulations, parts 400 and 401. The Act enables the U.S. Department of Health & Human Services, Administration for Children & Families, Office of Refugee Resettlement to reimburse State governments for the provision of refugee social services. The designated single State agency for administering such funds is the Nebraska Department of Health and Human Services, Refugee Resettlement Program.

Refugee Resettlement Program funds are made available to states to assist in the resettlement of refugees. Services proposed under this funding are limited to the refugee population that has been in the U.S. for 60 months (five years) or less. Funds must be used primarily for employability services designed to enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible. Social services may continue to be provided after a refugee has entered a job to help the refugee retain employment or transition to a better job.

**Refugee Targeted Assistance Program (TAG):** As part of the Division of Refugee Assistance, the TAG program helps refugees obtain employment within one year's participation in the program in order to achieve self-sufficiency. Services are similar to Refugee Social Services, however have distinctive priorities.

- TAG Formula funds are allocated to states that qualify due to an influx of refugee arrivals seeking public assistance. They are usually directed to a specific county and not the entire State.
- TAG Discretionary funds are used to address the employment needs of refugees that cannot be met with Social Service and TAG Formula programs. Services mainly focus on refugees who continue to need services beyond the initial years of resettlement. This program serves populations who are hard to reach and have a greater difficulty integrating including:
  1. Refugees residing in the U.S. longer than five years
  2. Refugee women who are not literate in their native language
  3. The elderly

The purpose of the Refugee Social Service and TAG Programs is to increase economic self-sufficiency and to decrease dependency on public assistance among refugees. Program proposals need to address those problems specific to refugees and will demonstrate special concern for the linguistic and cultural barriers to refugee entry into the United States workforce. ***The primary goal of the program is to provide for employability services designed to enable refugees to obtain jobs within one year of enrollment in services and achieve self-sufficiency as soon as possible.*** Services should be aimed at strengthening and supporting the ability of a refugee individual and family to achieve and maintain economic self-sufficiency. Services may continue to be provided after a refugee has entered a job to help the refugee retain employment or transition to a better job. The program funds cannot be used for long-term training programs such as vocational training that last for more than a year or educational programs that are not intended to lead to employment within a year. This initiative represents a continuing effort to increase the effectiveness of refugee service delivery, to ensure cost effective programming, and to expedite self-sufficiency.

It is anticipated that the majority of new arrivals in Nebraska in the next year will come from Bhutan, Burma, and Iraq. However, agencies applying must be able to serve all new arrival populations and adjust their program based upon arrival populations.

## II. WHO CAN BE SERVED

Eligibility for refugee social services is limited to a person who is a refugee/entrant (as defined by the Office of Refugee Resettlement 45 C.F.R. 400.43 Section III. Eligible Populations; Office of Refugee Resettlement State Letter #10-02; and Office of Refugee Resettlement State Letter #01-13) if he/she meets any of the following:

1. Paroled as a refugee or asylee under section 212(d)(5) of the Act;
2. Admitted as a refugee under section 207 of the Act;
3. Granted asylum under section 208 of the Act;
4. Cuban and Haitian entrants, in accordance with requirements in 45 CFR part 401;
5. Certain Amerasians from Vietnam who are admitted to the U.S. as immigrants pursuant to section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in section 101(e) of Public Law 100-202 and amended by the 9th proviso under Migration and Refugee Assistance in title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Public Law 100-461 as amended);
6. Admitted for permanent residence, provided the individual previously held one of the statuses identified;
7. Special immigrants of Iraqi or Afghan nationality;
8. Certified Victims of Trafficking.

The majority of services can only be provided to refugees who have been in the U.S. for less than 60 months. The only services that may be provided to refugees that have been in the U.S. for more than 60 months are: referral, interpretation, and services for citizenship and naturalization preparation.

## III. INTENT

The intent of the RFA is to:

- Award funds through a regional and programmatic (i.e. activity specific) allocation process which emphasizes quality projects and programs that meet the goals of the program. It is anticipated that the majority of the available funds will be awarded to the cities of Lincoln and Omaha as the primary resettlement sites in Nebraska.
- If the State is awarded TAG funds (formula or discretionary), TAG funds will be awarded based on scores agencies received during the RFA review process and:
  - Availability of funds to a city;
  - The program needs of the target population; and
  - The needed services and the services agencies provide.It is anticipated that 1-4 agencies would be awarded TAG funds.
- Award funds to agencies where the **majority** of refugees served meet the program priorities (as listed in Section VIII).
- *Supplement* the budget of refugee service providers. Therefore, organizations are encouraged to seek other sources of funding and collaborate and coordinate programs and services with other organizations in order to optimize the use of Social Services funds.
- Provide funds to agencies that successfully partner with other agencies.

- Provide funds to agencies that have demonstrated successful ESL (English as a Second Language) and employment programs to refugees in the past.
- Award funds based on both scores and services needed in the community to meet the goals of the program with a priority given to applications that show a clear path to self-sufficiency through the services provided and a clear partnership with other agencies in providing those services. Prevention of duplication of services, tracking participation, and ensuring completion of the program within one year of enrolling will be evident in the applications funded.
- Though funding for citizenship and other services will be considered, it is the intention of the State to grant the majority of the funds, if not all, to those services with a goal of expediting self-sufficiency.

#### **IV. APPLICANT ELIGIBILITY**

Any public or private agency with experience in providing a range of services to refugees may submit a written application in response to this Request for Application.

To be eligible to apply for funding, an applicant is confirming through the submission of the application that they shall comply with all of the following criteria:

1. Applicant cannot discriminate based on age, religion, sex, race, color, disability, or national origin;
2. Applicant must have a drug-free workplace policy;
3. Applicant must conduct and submit two copies of an annual, certified, external audit of the organization for the year immediately preceding the application to be eligible for Social Services funding.

#### **V. AWARD INFORMATION:**

DHHS intends to award funds to qualified applicants with the highest scores, per community, resulting from the proposal review process. DHHS seeks to ensure that the awardees provide services to the greatest number and diversity of eligible refugees that have been in the country for 60 months or less and meet the program target population priorities.

Fund distribution will be based upon the projected size of the eligible refugee populations in communities utilizing Refugee Resettlement and secondary migrant numbers. DHHS reserves the right to award funds based on geographic region, as well as on demographic data for the communities to be served. This includes the right to distribute the funds differently and/or to request an applicant increase their initial award request, if deemed necessary to meet the goals of this RFA and to cover all employability services needed in a community.

Expected Number of Awards: 1-4 in each region.

**SOCIAL SERVICES:** It is anticipated that the following approximate amounts will be available for communities:

Omaha -- 435,000

Lincoln -- \$215,000

Lexington, Grand Island, South Sioux City -- \$40,000

Applicants may propose to provide services in other areas not listed above, with justification.

**TAG:** award amounts are not known. Awards will be made based upon the amount the State receives if awarded.

**Award of funds is contingent on continued U.S. Department of Health & Human Services, Administration for Children & Families, Office of Refugee Resettlement (ORR) funding.**

Applicants will be notified of the State's intent to award by August 9, 2013. Negotiations will occur on programmatic and fiscal terms to reach an award agreement. These discussions are limited to terms and conditions not specifically addressed in the RFA and do not significantly alter the application.

Awards made based on this RFA will cover the term beginning October 1, 2013 through September 30, 2014, with the option for a one-year renewal. Renewal year awards will be based on available funding, continuing need, and satisfactory contractor performance, as evidenced by financial claims, program reporting, and program monitoring.

In the event the Refugee Resettlement Program fails to reach agreement with the applicant within thirty (30) days from commencement of negotiations, the Refugee Resettlement Program may disqualify any such applicant and proceed to award the grant funding to the next qualified applicant.

When making subsequent budget period awards, DHHS reserves the right to do any of the following:

- Reallocate funds from one region to another region.
- Suspend a budget period award to an underperforming subrecipient.
- Award a lesser budget period award than was awarded in a previous budget period to an underperforming subrecipient.
- Award a higher budget period award than was awarded in a previous budget period to high performing subrecipient (as determined by DHHS).

The Refugee Resettlement Program reserves the right to accept or reject any or all applications received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this Request for Application. This Request for Application does not commit the Refugee Resettlement Program to award grant funding or to fund services. The State shall not incur any liability for any costs incurred by applicants in replying to this Request for Applications.

**VI. SERVICES DESCRIPTION**

Eligible activities for Social Services funding are categorized as Employability Services and Other Services. Qualified activities include the following:

***EMPLOYABILITY SERVICES*** (as defined by the Office of Refugee Resettlement 45 C.F.R. 400:154)

1. Employment services, including development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.
2. Employability assessment services, including aptitude and skills testing.
3. On-the-job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.

4. English language instruction (ESL), **with an emphasis on English as it relates to obtaining and retaining a job**
5. Vocational training, including driver education and training, when provided as part of an individual employability plan.
6. Skills recertification, when such training is needed to qualify to practice in a profession in the United States, the training may consist of full-time attendance in a college or professional training program, provided that such training: Is approved as part of the employability plan for the individual by the Refugee Resettlement Program; does not exceed one year duration; is specifically intended to assist the professional in becoming relicensed in a profession; and, if completed, can realistically be expected to result in such relicensing. This training may only be made available to individuals who are employed.
7. Day care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.
8. Translation and interpreter services, when necessary in connection with employment or participation in an employability service.
9. Case management services for refugees who are considered employable and for recipients of Aid to Dependent Children (ADC) and General Assistance (GA) who are considered employable, provided that such services are directed toward the attainment of employment by the refugee as soon as possible after arrival in the United States.
10. Assistance in obtaining Employment Authorization Documents (EADs).

#### **OTHER SERVICES**

*These are allowable services, but priority will be given to those services related to employment.*

1. Information and referral services.
2. Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
3. Social adjustment services, including:
  - a. Emergency services, as follows: assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
  - b. Health-related services, as follows: information; referral to appropriate services; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
  - c. Home management services, as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
4. Day care for children, when necessary for participation in a service other than an employability service.
5. Transportation, when necessary for participation in a service other than an employability service.
6. Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
7. Case management services, when necessary for a purpose other than in connection with employment or participation in employability services.
8. Citizenship and naturalization preparation services, including English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.

## **VII. PROGRAM REQUIREMENTS:**

### **REQUIREMENTS**

1. Employability services must be comprehensive and assess a client's employability; prepare employment plans; and enable refugees to obtain jobs within one year of enrollment in services and achieve self-sufficiency as soon as possible.
2. As only one applicant will be awarded funds to provide job development, the applicant will be expected to partner with other agencies providing employment services.
3. Prioritize services to new arrival and public assistance recipients.
4. ESL must be provided to the fullest extent outside normal working hours and must be provided in a concurrent, rather than sequential, time period with employment or other employment-related services.
5. ESL must to the greatest extent possible be provided in multiple sites and times to promote easy access to refugees.
6. ESL should have a primary focus of obtaining and retaining employment. It is understood that new arrivals also may have a need for other information provided through ESL classes. Though employment will be the primary focus, other life skills topics may be included in the curriculum for new arrivals.
7. ESL providers must determine the English language level, oral and written, utilizing a standardized assessment test.
8. Prevent duplication of services through formalized collaboration and cooperation. Plans will clearly identify how they will collaborate with the local resettlement and other agencies that provide services to refugees to provide seamless, coordinated services that are not duplicative and lead to self-sufficiency.
9. Provide refugee specific services, designed specifically to meet refugee needs and are in keeping with the rules and objectives of the refugee program, except that vocational or job skills training, on-the-job training, or ESL need not be refugee-specific.
10. Reflect the ethnic diversity of refugees as reflected in the changing demography of the refugee population.
11. Provide services to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee's language and cultural background.
12. Provide services to the maximum extent feasible in a manner that includes the use of bilingual/bicultural women on service agency staffs to ensure adequate service access by refugee women.
13. Participate in the local Refugee or Multicultural task force.
14. If awarded TAG funds, develop a plan to clearly identify when refugees are referred to TAG program services instead of or in addition to the Social Services program.
15. Monitor and assess the success of services and make changes to improve when needed.
16. Submit timely reports as outlined in Subgrants.
17. All providers are expected to review immigration documentation and screen clients to ensure that clients are eligible for services. Providers are also expected to ensure that priority groups are taken into consideration when providing services.

## **VIII. TARGET POPULATION PRIORITIES**

The Refugee Resettlement Program must plan its Social Services Program and allocate its Social Services funds in such a manner that services are provided to those refugees who have been in the country for 60 months (5 years) or less. The following order of priority is required:

1. All newly arriving refugees during their first year in the U.S., who apply for services;
2. Refugees who are receiving cash assistance;

3. Unemployed refugees who are not receiving cash assistance; and
4. Employed refugees in need of services to retain employment or to attain economic independence.

TAG Formula funds must provide services to those refugees who have been in the country for 60 months (5 years) or less. TAG Discretionary funds may be utilized for refugees who are hard to serve and have been in the country for more than 5 years. The following is the order of priority for TAG funds:

1. Cash assistance recipients, particularly long-term recipients
2. Unemployed refugees not receiving cash assistance
3. Employed refugees in need of services to retain employment or to attain economic independence.

**IX. OUTCOMES AND PERFORMANCE MEASURES**

All proposed services to be delivered through this RFP are subject to outcomes and performance measures as outlined in a logic model. All outcomes proposed by the applicant are subject to negotiation with DHHS prior to the awarding of a contract.

**X. GENERAL INSTRUCTIONS FOR PREPARING APPLICATION:**

Complete the Certification page, logic model, and budget pages.

Attach the application narrative. The topics listed in this section provide a broad overview of what the project application narrative should. Applications should clearly address all topics.

- A. TABLE OF CONTENTS: List the contents of the application including corresponding page numbers.
- B. PROJECT SUMMARY (1 page maximum): Provide a brief summary of the application's project description.
- C. PROJECT NARRATIVE (20 page maximum):
  1. ORGANIZATIONAL CAPACITY: Describe the capacity and relevant experience your agency has in operating successful projects that address refugees. Describe your agency's expertise in providing services to the various current newly arriving refugee populations and the services the agency intends to provide. Describe the capacity to adjust to new arriving refugee populations as necessary. Provide a list and description of key project staff, including their job duties and percent of time to be charged to the grant, to show that they have the appropriate professional background or work experience and have sufficient experience in providing services to the targeted newly arriving refugee populations. Discuss the steps the agency takes to employ bilingual/bicultural women to the greatest extent possible. Demonstrate the ability to meet the interpretation needs of the anticipated newly arriving refugee populations. If proposing to expand services, provide information showing the agency has the capacity to do so.

Describe the experience your agency has in serving hard to serve refugees, which include (this information is needed in relation to TAG):

- a. single parents
- b. in the U.S. for more than 5 years
- c. refugees are not literate in their native language
- d. elderly refugees

Describe the agency's history of successfully partnering with resettlement and other agencies to ensure seamless services to refugees and avoid duplication of work. Provide evidence of activity in the local refugee task force. Describe the steps the agency takes to ensure timely submission of reports and the agency's history of timely submitting reports. Provide data that indicates that the agency meets or exceeds goals in providing services and shows success in providing ESL and/or employment services to refugees. Describe any conditions that have occurred that have kept the agency from meeting goals and the steps the agency has taken as a result.

Provide a list of current members of the Board of Directors, including their addresses and phone numbers. Provide a brief description of how the agency Board of Directors provides fiscal oversight for the agency; who is responsible (e.g. Board Treasurer, Fiscal Committee, Executive Committee); and the process for appropriate division of financial responsibilities.

2. **APPROACH:** Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Demonstrate how the agency will provide the majority of services to refugees meeting the program priorities (as listed in Section VIII). Demonstrate how the program design reflects the ethnic diversity of new arrival refugee populations and target population priorities. Describe how the program is refugee specific (with the exception of vocational or job skills training, on-the job training, or ESL) and is culturally and linguistically compatible with a refugee's language and culture to the extent feasible. Discuss the need for services and support it by providing information on the number of refugees in the community that fall within the 60 month criteria, the anticipated new arrival populations, and meet the priority population goal. (As exact numbers of refugees in a community may not be available due to secondary migration, please provide an explanation on how the estimated number of eligible refugees served in the community was determined.)

Describe how the agency would determine the use of TAG funds if awarded and the steps the agency would take to ensure services are not duplicated. Describe how the agency would partner with other agencies to ensure ease of access of services.

Outline partnerships with other agencies to ensure referrals occur between agencies when necessary and provide seamless and coordinated services to refugees that are not duplicative. Attach agreements with partner agencies.

Clearly and logically develop and define program objectives. Provide a clear plan of action that includes reasonable strategies, activities, and timelines to meet the purpose of Refugee Social Services. Discuss how the objectives will help the target population achieve economic self-sufficiency within one year. Describe how the agency will ensure that both Employment First and other refugee populations will be recruited and served. Provide projections of the accomplishments to be achieved for each function or activity

in such terms as the number of people to be served and the number of activities accomplished.

Describe services and how they are aimed at strengthening and supporting the ability of refugees to remove barriers and achieve and maintain economic self-sufficiency within one year. Keep in mind the **Intent** (Section III) **and Program Requirements** (Section VII) in developing and describing services. Clearly demonstrate that the program will meet comprehensive program concepts as outlined. The plan should be comprehensive and indicate how the agency will assess employability; prepare employment and self-sufficiency plans; assists refugees to find job; and provide some support after a refugee receives a job is clearly outlined. If proposing ESL, provide information on ESL as it relates to obtaining and retaining employment.

Clearly describe where refugees reside in your community and how that relates to where services will be located. Indicate whether or not the locations are in refugee communities and easily accessible. Provide information on ESL classes that show they are provided to the fullest extent possible outside normal working hours and in a concurrent time period with employment services.

3. **RESULTS AND BENEFITS:** State what measures will be used to determine the extent the project is achieving its stated objectives. Describe how services provided will impact the individuals and families served. Discuss the successes and challenges of the program and how the agency will build on those successes and address challenges. Describe the procedures for routinely and thoroughly assessing program performance.

Provide a copy of the agency FY 2011-12 logic model including results. Provide an explanation if goals were not met and indicate steps the agency took as a result. Substantiate program success with any other data available.

Complete and attach the logic Model provided. Clearly demonstrate all activities, outputs, outcomes, and impact of the proposed program. Outcomes and Impact should clearly lead to employment within one year.

#### D. FINANCIAL AND PERFORMANCE INFORMATION:

1. **FINANCIAL INFORMATION:** Provide two copies of a certified, external financial audit for the year preceding application and a banking reference.

Provide a description of the organization including size, longevity, and any other pertinent information that will provide reviewers a reasonable way to formulate a determination about the stability and financial strength of the applicant.

Provide information on any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.

2. **BUDGET:** Complete the attached budget forms. Funds cannot be used to supplant existing program funds.

Project costs should be realistic and an effective use of funds. The budget information provided should include only income and expenses that are associated with your

organization's Refugee Program. *Provide a detailed budget narrative.* Clearly provide details about how budget line items were calculated and how estimated costs were determined. (Example: Personnel – 1 FT staff person earning \$12 per hour x 40 per week = \$560 x 52weeks = \$24,960).

Provide information on other sources of funding the agency intends to use to optimize the use of program funds.

3. **PERFORMANCE:** If the applicant or any proposed subcontractor has had a subgrant/contract terminated for default during the past 5 (five) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the applicant's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the applicant or litigated and such litigation determined the applicant to be in default.

It is mandatory that the applicant submit full details of all termination for default experienced during the past 5 (five) years, including the other party's name, address and telephone number. The response to this section must present the applicant's position on the matter. The State will evaluate the facts and will score the application accordingly. If no such termination for default has been experienced by the applicant in the past 5 (five) years, so declare.

If at any time during the past 5 (five) years, the applicant has had a subgrant/contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other subgranting/contracting party.

## **XI. REVIEW AND EVALUATION PROCESS**

Applications will be reviewed in accordance with the scoring criteria referenced below by review panelists not affiliated with applicant agencies within that region. Proposals will be reviewed competitively. DHHS will select subrecipients whose score from review of their application indicates their ability and willingness to best provide comprehensive services for the achievement of self-sufficiency for eligible refugees, in compliance with the scope of this RFA. DHHS, however, reserves the right to distribute the funds as deemed necessary to meet the goals of this RFA and to cover all areas in need of services.

If additional funding becomes available or if circumstances otherwise allow DHHS to fund additional subrecipients, DHHS reserves the right to subsequently reconsider eligible proposals submitted in response to the RFA using the same scoring criteria and award methodology. Updated information may be requested as deemed necessary. DHHS also reserves the right to issue a new RFA at any time during the subgrant term to solicit new proposals.

The Refugee Resettlement Program Application Review Team will be selected by May 20th and include representatives from the Department of Health and Human Services and other agencies, organizations, and groups that have involvement with the refugee population. The representatives will score written applications and will submit recommendations to the Refugee Resettlement Program for final approval.

Written applications will be evaluated on the following factors, assigning a numerical weight, with a total of 200 points plus possible bonus points.

**Criteria:**

Each application will be evaluated on the extent to which it addresses the following criteria in compliance with the scope of this RFA: Project Abstract/Summary; Organizational Capacity; Approach; Results or Benefits Expected; Budget and Budget Justification. Reviewers will assign a point value to each application, reflecting the review panel’s objective judgment of the extent to which the application successfully addresses each criterion. Each application will also be evaluated on the extent to which it addresses the criteria for bonus points. Applicants must provide responses to each criterion and the bonus point section.

<b>Project Abstract/Summary</b>	<b>Maximum Points – 2</b>
<b>Organizational Capacity</b>	<b>Maximum Points – 48</b>
<b>Approach</b>	<b>Maximum Points – 60</b>
<b>Results or Benefits Expected</b>	<b>Maximum Points – 30</b>
<b>Financial and Performance</b>	<b>Maximum Points – 60</b>
<b>Additional Points:</b>	<b>Maximum Points – 20</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>220</b>

**Breakdown of Additional Points:**

- a) (6 points) The applicant proposed to serve refugees in various locations that allow for ease of access to refugees.
- b) (3 points) The applicant provided data verifying that they currently provide services to a large number of refugees that have been in the U.S. for 5 years or less.
- c) (3 points) The applicant provided data verifying that they provide services to a large number of refugee single adults and couples without children.
- d) (3 points) The applicant employs individuals that speak the languages of current and anticipated newly arrived refugee groups.
- e) (2 points) If the applicant plans to subgrant, adequate information is provided on the subgrantee.
- f) (3 points) The applicant’s plan includes subgrants to ethnic community-based organizations that provide critical services to new arriving refugee populations.

**NEBRASKA DHHS/DIVISION OF CHILDREN AND FAMILY SERVICES  
NEBRASKA REFUGEE RESETTLEMENT PROGRAM  
2013-14**

***Application Completion Checklist***

To ensure your application for Nebraska Refugee Resettlement Social Services funding is complete and will be accepted for review, **please use and include this checklist in your final application packet.**

- The attached certification page, logic model, and budget pages are presented on the forms provided or in similar format on the applicant's own application document. All questions are addressed.
- Budget(s) identify all sources and uses of funds as they relate to the program(s) described in the application.
- The application narrative is double spaced with 1-inch margins and does not exceed 20 pages.

**THE FOLLOWING ITEMS MUST BE INCLUDED:**

- Signed Certification Page.
- Completed logic model.
- Completed budget forms.
- Project Narrative including: Table of Contents, Project Summary, and up to 20 page narrative.
- Attachments (not to exceed twelve).
- Completed and signed FFATA Sub-recipient Form.
- Two copies of a certified, external financial audit for the year preceding application and a banking reference.
- Organization's articles of incorporation and/or proof of 501(c)(3) status.
- List of Board of Directors, including their addresses and phone numbers.
- List of personnel supported through this grant, their job duties, and the percent of time charged to the grant.
- Application Checklist (final page of RFA) must be submitted as the first page of a submitted application.
- Agency Level Drug-free work place policy attached.
- Please submit **original** and **4 (four) copies** of the **entire application and supporting documentation.**