



Department of Social and Rehabilitation Services

Request for Proposal

**Refugee Resettlement
Program**

July 2010

REQUEST FOR PROPOSAL TIMETABLE

July 23, 2010 (5:00 p.m.)	Questions Due from Prospective Applicants
August 06, 2010.....	Phase I Proposals Due Last Day for Proposals to be Postmarked
August 07, 2010 - September 3, 2010.....	Phase II SRS Regional and Central Office Staff Proposal Review and Evaluation
September 3, 2010 - September 17, 2010.....	Phase II SRS Central Office Processing of Approved Proposals
October 1, 2010.....	Start of Grant Period
September 30, 2011	End of Grant Period

NONDISCRIMINATION ASSURANCES

Title VI of the Civil Rights Act of 1964 states, “No person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Therefore, any program or activity supported by grants from the Kansas Department of Social and Rehabilitation Services (SRS) shall be administered in compliance with Title VI.

Furthermore K.S.A. 44-1009 states, “It shall be an unlawful discriminatory practice for any person, as defined herein, to refuse, deny, make a distinction, directly or indirectly, or discriminate in any way against persons because of the race, religion, color, sex, age, disability, national origin or ancestry of such persons in the full and equal use and enjoyment of the services, facilities, privileges and advantages of any institution, department, or agency of the State of Kansas or any political subdivision or municipality thereof.”

SRS adheres to the requirements of Section 504 of the Rehabilitation Act of 1973 which states, “No otherwise qualified individual with a disability in the United States... shall, solely by reasons of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.”

In addition, SRS adheres to the Americans with Disabilities Act of 1990 which prohibits discrimination against persons with disabilities and requires programs or services receiving Federal financial assistance to be accessible to such persons.

SRS also adheres to the 1975 Age Discrimination in Employment Act as amended in 1978, which prohibits age discrimination in employment within federal, state or local governments.

SRS is committed to an Equal Employment Opportunity-Affirmative Action program which promulgates a policy of nondiscrimination, equal opportunity in employment conditions and hiring practices and in the provision and delivery of services for SRS’s respective employees and consumers.

The responsibility for monitoring the SRS Equal Employment Opportunity/Affirmative Action Program is delegated to the SRS Civil Rights/EEO Administrator. Such responsibilities include the handling of EEO complaints and ensuring that employment practices, policies and activities are in compliance with federal, state and local civil rights laws and regulations.

These nondiscrimination assurances are given in consideration of and for the express purpose of obtaining any and all federal grants, or other federal financial assistance.

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REFUGEE RESETTLEMENT PROGRAM

SECTION I - GENERAL INFORMATION

Funding Source and Requirements

The program is funded 100% by the U.S. Department of Health & Human Services' Administration for Children and Families (ACF) and the funds are allocated by the Kansas Department of Social and Rehabilitation Services (SRS). Applicants and grantees must conform to the requirements of SRS as stated in the Request For Proposal (RFP). The availability of this grant will be announced in the Kansas Register and in the local newspaper or as determined appropriate by SRS Regional Office staff. SRS reserves the right, in their sole discretion, to modify and/or to withdraw this RFP at any time.

This RFP is being used to allocate the federal refugee grant for formula social services. If SRS learns the award amount is significantly different than projected, SRS reserves the right to revise the maximum and regional amounts and to make other needed changes in the RFP.

Entities interested in a grant must respond to all requirements and conditions as outlined in the RFP.

Availability of Funds

The allocations indicate the maximum that can be recommended by SRS Regional Office staff; however, the actual amount may be changed based on the actual federal allocations to the State. The State of Kansas reserves the right to approve or deny proposals or portions of proposals based on their merit and potential benefit to the refugees in the community, county or state. The State also has the right to reallocate funds between SRS region(s) in the event that acceptable proposals do not account for all available funds in a region(s).

1. A maximum of \$250,000 will be available for the purchase of refugee social services for the period October 1, 2010 through September 30, 2011. The availability of these funds is allocated to the following Management Regions:

\$150,000	-	Kansas City Metro (Johnson & Wyandotte Counties)
\$100,000	-	West Region (Finney, Ford and Seward Counties)

2. Formula social service grant funds are made available to states to assist in the resettlement of refugees and to provide social services to enable refugees to achieve self-support and/or self-sufficiency. Services proposed under this funding are limited to the refugee population that has been in the United States for five years or less.

Note: It is important that applicants respond to all expectations and that services are proposed according to allowable services and their descriptions as indicated in the RFP.

Submission of Proposals

1. Proposals must be postmarked no later than August 6, 2010. Proposals received after that date will not be considered.
2. Applicants submitting proposals to provide service in more than one of the designated management areas must submit separate proposals for each of the management areas for which they are proposing to provide services.
3. Limits on length of proposal are set: the program narrative of the proposal, the program outcomes, and the detailed budget and budget narrative of the proposal may not exceed 50 pages (typewritten, single-sided, single or double-spaced on standard letter-size paper). Each page should be numbered consecutively, beginning with the number 1. In the event that the narrative, outcomes, and budget exceed 50 pages, only the first 50 pages will be considered in the review process. If two-sided material is submitted only the first 25 pages will be considered. Cover letters and tables of contents do not count towards the 50 page limit.
4. Attachments to the proposal are limited to 20 pages (typewritten, single-sided, single or double-spaced on standard, letter-size paper). Each page and attachment should be numbered consecutively, beginning with the number 1 and the letter A (for attachment) respectively. In the event that the attachments exceed 20 pages, only the first 20 pages will be considered in the review process. If two-sided material is submitted only the first 10 pages will be considered. The "Proposal Review Guide" does not count towards the 20 page limit.

Background

The Administration for Children and Families, through the Refuge Act of 1980, does make available to the State, funds for the provision of refugee social services.

The Kansas Department of Social and Rehabilitation Services sees as part of its goal to assist in the resettlement of refugees and to provide social services (when needed) to enable refugees to achieve self-support and/or self-sufficiency. The emphasis on refugee social services shall be on preparing refugees and their families for employment as soon as possible.

Proposal Format

Special attention should be given to key words that indicate the item must be addressed in the proposal. Such key words include: submit; include; demonstrate; assure; certify; respond; describe; complete; list; address; document; state; discuss; etc.

Applicants must respond to each expectation in the RFP and should include, but are not limited to the following categories: Table of Contents (does not count towards the 50 page limit); applicant agency background; statement of problem and community need; program objectives; program staff; program activities; program results; assumption of costs; eligibility; applicant expectation; and monitoring and evaluations. Proposals must include each category and result in a general format for the proposal. This means that the proposal should start out with a Table of

Contents followed by a section designated as, “Applicant Agency”, followed by a section titled, “Statement of Problem and Community Needs”, and so on until each category is addressed.

It is the applicant’s responsibility to assure a response to all expectations. Failure to respond to all expectations may result in the rejection of the proposal, if significantly incomplete or in a low evaluation for that aspect(s) of the proposal.

Proposal Review Criteria

Your proposal will be reviewed by SRS Central and Regional Office staff using the following criteria:

1. Clarity of description of activities and population to be served; ethnicity, time in country, cash assistance status, special characteristics (25 points).
2. Extent to which the applicant has justified the need for the program in terms of impact on the community and non-availability of other resources (30 points).
3. Indication of the proposed outcomes using the required elements and reasonableness in terms of funds requested, activities described, and caseload to be served. (25 points).
4. Reasonableness of budget and adequacy of the line-item narrative (20 points).

Note: The points available in each category are the maximum available. Fewer points may be awarded based upon the determination of the review teams.

Phase I Submission

An original, three copies and one electronic copy (disc or flash drive) of the proposal must be sent to Dan Klucas, SRS, 915 SW Harrison, Suite 880; DSOB, Topeka KS 66612; by August 6, 2010. Proposals received after that date will not be considered.

Any questions regarding the RFP and grant application must be sent electronically to Lewis Kimsey at lewis.kimsey@srs.ks.gov by 5 p.m. on July 23, 2010.

Phase II Regional Office Review

1. All proposals will be reviewed and evaluated by a review team consisting of SRS Regional Office staff. Respondents may be called or requested to meet with the review team to explain their proposal. SRS reserves the right to request and consider additional information from any applicant beyond that presented in the proposal such as budget justification and personnel information. The award of the grant, if any, may be made in reliance on additional information requested. (If the grant proposal exceeds the 50 page limit, requests for additional information can only be in relation to information contained in the allowable pages.) The purpose of this process is to obtain clarification of the applicant's response to an expectation. This review and evaluation may consider, but need not be limited to, the following:
 - a) Respondent's understanding of, and approach to, the program as defined in Section II;
 - b) Previous experience;
 - c) Personnel qualifications;
 - d) Cost of program and projected goals;
 - e) Refugee needs in the community; and
 - f) Respondent's ability to coordinate and cooperate with other community agencies including SRS.

More favorable consideration will be given to responses that incorporate a collaborative multi-agency approach in an attempt to minimize indirect costs.

2. At the end of their review, the review team will submit a recommendation for approval or disapproval, the amount recommended for each approved proposal, and Review Guide form (Appendix J) with the column for "Agency Use" completed for each proposal to SRS Central Office Refugee Program staff.

Phase II Contd. SRS Central Office Review

1. All proposals will be evaluated concurrently as defined above by a review team consisting of SRS Central Office staff.
2. Respondents may be called to clarify their proposal. Such communications will be coordinated through the Regional Office review team.

Phase III SRS Central Office Processing

1. Recommendations from the Central Office review team shall go to the Secretary of SRS for final approval or disapproval.
2. Respondents will be notified of SRS's decision by the State Refugee Coordinator's office.

SECTION II - STATEMENT OF WORK

Scope of Work

The applicant shall submit a proposal for the provision of a social service program for refugees. The purpose of the program is to assist in the resettlement of refugees and to provide social services to enable refugees to achieve self-support and/or self-sufficiency as soon as possible by aiding refugees in finding and retaining jobs, increasing refugee employability, enhancing refugee job market possibilities and reducing dependency on cash assistance. The applicant should propose a holistic approach to the assessment of needs of the family unit, provision of services that are consistent with the refugee program and provision of assistance to the refugees in accessing other community resources. The focus should always be on empowering the refugee to develop those abilities that will enable them to meet their own needs. Applicants need to respond to all the requirements in this section.

Applicants must address the following in their proposal:

1. **Applicant agency:** Provide a general description and history of the applicant agency. Provide information to demonstrate the capacity and ability of the agency to administer and deliver the proposed program. Provide an organizational chart showing program organization and its relationship to the applicant agency and board, as applicable. Describe activities of the board including board requirements, names of board members, by-laws, frequency of meetings; etc., and agree to submit minutes of each board meeting to SRS. If your agency is a non-profit organization, provide appropriate documentation. Provide two (2) current letters of support, which demonstrate the agency's satisfactory performance or potential for performance in a program such as that proposed.
2. **Problem:** Describe the problems in a manner which will permit observation and measurement of its dimensions. Provide information on why existing community resources are not sufficient. Describe the proposed county(ies) to be served, and the specific problems and community needs which the program is designed to address. Include statistical data and narrative information and their sources to express the nature and scope of the problem in the target community. Include data for each county to be served including the number of refugees that have been in the United States under 36 months, projected new resettlement, and secondary migration to the county during the service period.
3. **Program Objectives:** Describe the specific and immediate objectives sought as a product of the planned activities of the program. State the desired changes sought of the conditions and behaviors of clients and community.

Use results that are measurable during and/or by the end of the program year. Do not include program activities here. Examples of program objectives include:

- a) Increase the number of refugees who are no longer dependent on cash assistance;
- b) Increase the number of refugees who are ready to seek employment within eight months from the date of arrival in the U.S.;
- c) Increase the number of refugees who maintain employment for 30, 60 and 90 days;

- d) Increase the number of refugees who obtain necessary employment skills and/or increase their rates of pay;
 - e) Facilitate the achievement of short and long-term objectives of social and economic self-sufficiency;
 - f) Increase the number of refugees who acquire a desired level of Vocational English skills;
 - g) Familiarize with Western culture in general and with the life-styles of their resettlement localities;
 - h) Increase the number of refugees who are able to access other community resources without agency assistance.
 - i) Increase awareness about refugee populations in terms of cultural heritage, historical background, and cultural values, beliefs and norms by providing special training and assistance to different organizations and communities.
 - j) Facilitate collaboration and networking between different organizations and communities directly or indirectly involved in providing services to refugees.
4. Program Staff: State whether work contemplated under this program is to be carried out by applicant's existing staff or additional staff. For each refugee funded position provide: position title; employee's name; job description and qualifications of staff (if already employed). Include in attachments to the proposal: staff detail information with total monthly and yearly salary; hours of work per week; percent of time and salary to be charged against refugee grant; and fringe benefits. The job description should include only those activities to be funded by the refugee grant and should include the percent of time for each major activity. When program director or key personnel are not identified in the proposal, the grantee shall agree to inform SRS in writing of such designations as they are made. Include plans for staff training as needed.
5. Program Activities: Discuss the specific service components and services you propose to provide. You should refer to Appendix E for the allowable services and definitions. The applicant should include a paragraph for each service component to be provided and include each of the following for each of the proposed service components (be concise):
- a) Specify all the service components you propose to provide or purchase (sub-contract). How do the components interrelate? Discuss why the methodology(ies) to be used was chosen. Grantees that make job placements in beef plants should consider provision of IVO (see definitions).
 - b) Describe the type of coordination required and frequency of contacts with other community agencies for each service component, as applicable.
 - c) Describe the procedures for enabling mandatory recipients to meet the job search requirements as stated in Section III, Item 29(i) (be specific). Indicate the amount of time per week refugees will be required to devote to employer contacts or the number of required employer contacts per week.
 - d) Describe procedures for assuring that refugee women have the same opportunity as men to participate and for simultaneous employment of both primary and secondary wage earners.
 - e) Describe the criteria for admission, exclusion, and termination of recipients from service components. Include the maximum length of time a refugee can receive each service

exclusive of English as a Second Language (ESL) and Vocational English as a Second Language (VESL), which are limited to nine months. Grantees may request written authorization from SRS to exceed the maximum for ESL and VESL on an individual case basis.

- f) Include a timetable for implementation of the program from initial start-up to full implementation. Include such items as selection of staff, obtainment or completion of all other items listed in the budget, completion of steps for good inter-agency coordination, obtainment of full recipient capacity, completion of policies and procedures, times when a component would not be available such as ESL, etc.
6. Program Results: This section is vital to the proposal and potential receipt of funding. Describe precisely what the program is expected to achieve: The outcome(s) must be related directly to the problem statement (Section II (2)) and the objectives (Section II (3)).

If the program proposes to provide a specific service, it must state the service and include a projected numeric outcome. When discussing Job Placements, the narrative must include projections for the number of anticipated placements that will be achieved during the grant period and a cost per placement figure for the grant.

State each outcome sought by the program. The outcomes shall be measurable, and the method(s) for measurement shall be described. Include what changes in behavior, knowledge, and conditions should occur, to what degree, and by what time. Identify what particular service or what combination of services are designed to produce a given outcome(s). Identify which outcomes are dependent on achievement of other outcomes. Describe how the outcomes will enable the refugee to obtain employment within the grant period.

The applicant for grant funds must indicate in the proposal, monthly and total program projections presented in numbers or percentages as appropriate. Appendix H should be used to summarize numeric projections and for reporting. The proposal must project the number of refugees removed from cash assistance, cost per placement and methodology for determining costs.

7. Assumption of Costs: Discuss the plan for obtaining continued funding of the program after expiration of the Refugee grant, or supplemental funding, as applicable.

Eligibility Criteria for Services

1. The applicant must describe in their proposal how they plan to develop, maintain and document that only those services listed on Attachment H are provided and only to refugees that meet the eligibility criteria and that the recipient of services is a "refugee". Verification should include a copy of the INS documents I-94, I-151 or I-551.

2. Applicants must agree to comply with the limitations on eligibility for social services as follows:
 - a) A service provider 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.
 - b) Service providers shall coordinate with local resettlement agencies and the services to refugees are unduplicated.
 - c) Refugees resettled through the Private Sector Initiative (PSI) are not eligible for refugee-funded social services.
 - d) The maximum length of time a refugee may receive refugee-funded ESL and VESL is nine months. Grantees may request prior approval (at least 30 days prior to the end of the nine months) from SRS to exceed nine months on an individual case basis. Written approval is required and should be kept in the individual refugee's case record.

Applicant Expectations

Applicants must describe in the proposal plans to meet each of the following applicant expectations:

1. Indicate the manner and times that ESL and VESL will be available. ESL and VESL should be available in a manner and at times that do not conflict with working or seeking work.
2. Describe procedures to register refugees referred by SRS and notify SRS of those refugees that fail to: register; participate in plan; and/or accept appropriate employment.
3. Describe in which manner you will provide monthly information about job related activities for mandatory refugees to local SRS EES staff.
4. Describe procedures to develop an employability plan for all refugees with a goal of employment or a social self-sufficiency plan for refugees for whom a goal of employment is not appropriate and submit sample copies of both.
5. Describe activities that will promote collaboration between all relevant entities serving refugees.
6. Submit, as applicable, a copy of incorporation papers and corporate by-laws, along with a copy of the last filing.
7. Include the names, titles and actual signatures of two or more individuals authorized to sign the monthly Grant Transaction Report (GS-3905 or FA-3905). The list of names must be updated by the grantee as needed. Grant Transaction Reports signed by an unauthorized individual will be returned to the grantee.

8. Agree to limit all services with the exception of limited interpretation and referral services to the refugee population when funded by Office of Refugee Resettlement (ORR) formula grants. This eligibility limitation will be for the refugee population in the U.S. less than 60 months.
9. Include a schedule of fees which will be charged for services provided to refugees, explain the purpose of the fees and use of the proceeds. Agree to obtain SRS approval before charging or changing a fee after the start of the grant.

Monitoring and Evaluation

1. The applicant must agree to maintain and provide information and data as requested by SRS Refugee Program staff. On-site visits shall be made by Federal and/or State staff. The purpose of monitoring and evaluation is to accomplish the following:
 - a) Help the grantee to assess which aspects of the program are working and which may need modification;
 - b) Assess the program's progress in meeting the program objectives;
 - c) Provide the necessary documentation to assure that only the service components enumerated in Attachment H are provided and only to eligible refugees;
 - d) Provide all necessary information to meet the State's reporting requirements; and,
 - e) Assure compliance with Federal and State regulations.
2. Agree to submit procedures to be used for recording the program's self-monitoring of proposed services, adequate internal and external coordination, and performance of the activities in accordance with the standards set in the program summary and activities sections of this proposal to SRS Central Office staff for approval. Include the name of the staff member who is responsible for this recording and monitoring. The Director and/or supervisor should regularly review case records and summarize results on the monthly report. Case record reviews are required monthly. There should be at least one case record per worker. The Director should assure that "absent" and "incomplete" findings are corrected.
3. Describe the evaluation design to be used for the measurement of achievement of proposed program service objectives. Discuss the types of data to be collected, the sources of the data, the points in time it will be collected and the method of analysis.

SECTION III - REQUIREMENTS AND CONDITIONS FOR REFUGEE SOCIAL SERVICE GRANT APPLICANTS AND GRANTEES

Eligible Applicants

To be eligible for Refugee Social Service grants, local community organizations shall be organizations which are non-profit, charitable agencies providing community based services under public or private auspices and serving the eligible population without regard to race, religion, color, national origin, physical handicap or sex.

Agreement with Federal and Kansas Laws and Department Policies

All awards and agreements are subject to the laws of the State of Kansas and policies of the Department of Social and Rehabilitation Services. Failure to comply with these requirements can result in a sanction; suspension of the grant; or termination of the grant. The applicant must state in their proposal that they read Section III of the RFP, that they understood all of it and are in agreement with it. In accepting a grant award, the applicant agrees to the following:

1. The applicant and others interested in this agreement are hereby notified and understand that any agency of the State of Kansas, and all boards, commissions, departments, agencies, bureaus, institutions and all community assemblies and groups are declared to be immune from liability and suit under the provisions of K.S.A. 46-901 on an implied contract or for negligence or for any other tort except as is otherwise specifically provided by statute or the Kansas Tort Claims Act. The parties agree that no provision herein, expressed or implied, special or otherwise, directly or indirectly, shall be deemed to constitute a waiver of any immunity, notwithstanding any such provision to the contrary.
2. To comply with Title VI of the Civil Rights Act of 1964, which prohibits race, color, and national origin discrimination; Section 504 of the Rehabilitation Act of 1973, which bans discrimination based on mental or physical disability; the Age Discrimination in Employment Act (ADEA) of 1975, which forbids discrimination based on age in any SRS program or activity receiving Federal assistance from ACF; and the Americans with Disabilities Act of 1990 (ADA), which requires services and facilities to be accessible to persons with disabilities. Violation of these acts may be deemed by the secretary of SRS to be a breach of the contract.
3. To comply with the audit requirements found in OMB Circular A-133. In order for grant funds to be used to pay for all or part of an independent audit, these standards must be met. The grantee may request a waiver of this audit if the cost of such an audit would be prohibitive considering the amount of the grant and the grantee would not otherwise have an independent audit. A request for waiver must be made in writing to the SRS Office of Audit Services and a copy to the State Refugee Coordinator. If a waiver is granted, it will be in writing and SRS Office of Audit Services will make an audit of the award, if needed. It is allowable to use the current year's refugee grant funds to pay the refugee share of the cost of the independent audit of the prior fiscal year if: the current grant is a continuation of the prior

year's grant; the current budget included funds to cover the audit; and the audit complies with the requirements as stated above.

4. All publicity releases and material published in connection with the program including brochures shall conspicuously acknowledge support by the Kansas Department of Social and Rehabilitation Services. SRS shall be given the opportunity to review the material before it is finalized.
5. Interest in all property herein described, if any, or any personal liability to him/her arising from this agreement, to whatever extent, shall be considered to be covered by applicable insurance by the grantee to the extent required. Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State of Kansas or any of its agencies responsible for loss or damage to persons or property or to hold grantees harmless from such occurrences.
6. The grantee will receive two (2) bids for purchase of all major equipment (\$300 or more) authorized under this grant. The title and ownership of all major equipment (\$300 or more in value) purchased by the grantee with monies advanced by the SRS shall be taken in the name of SRS and in the event of dissolution, discontinuance, assignation or transfer of said program, activity, or equipment, SRS shall have the right to immediate possession of the same and may enter upon the premises where said equipment is located and seize and remove the same and grantee agrees to peacefully surrender the same. Equipment and other grant-funded resources will be used in the administration of the refugee program only. Refugee grant funds shall not be combined with non-refugee grant funds for the purpose of purchasing equipment unless written prior approval is obtained from SRS. Maintain and submit, as requested, an inventory of refugee equipment. This should include: equipment purchased with previous grant funds, current grant funds, equipment ordered but not yet received, and equipment approved for purchase but not yet ordered, equipment purchased in whole or in part with refugee funds, percent of refugee funds used to purchase each item of equipment, identification (model and serial number), date of purchase, applicable refugee grant number, original cost, location (building), condition and type of equipment. Equipment that does not contain a serial number should be labeled to identify it as refugee-purchased equipment and related grant, e.g. RRP-94-07 (001-100). Inventory updates should be submitted as approved equipment is purchased along with the bids received prior to the purchase. SRS should be informed if some equipment is no longer needed, or is non-repairable or stolen. Written SRS approval is necessary to remove items from the inventory list.
7. To maintain books, records, documents and other evidence and certified accounting procedures and practices approved by SRS which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement and to summarize these costs in such a manner as to directly identify them with the delivery of the specific services outlined in the program agreement. Grantee agrees to retain all records for a minimum of five (5) years after the end of the grant period.
8. New grantees shall obtain certification by SRS audit staff which states that the grantee and its delegate agencies have established an adequate accounting system with appropriate internal

controls to safeguard assets, check the accuracy and reliability of their accounting data, promote operating efficiency and encourage compliance with prescribed management standards set forth in subpart H of 45 CFR 74 and any additional fiscal and accounting requirements established by SRS.

9. To provide the administrative support necessary to assure adequate program and financial management. Grantees are required to inform SRS immediately when the Director of a program leaves his/her position and shall obtain written approval from SRS for the person recommended to replace the Director. This approval shall be obtained prior to offering the position to the person. Programs should not be continued beyond three months without an approved program director unless the grantee has received written approval from SRS for an interim director.
10. Prepare and submit to SRS the following reports:
 - a) Grant Transactions Report, GS-3905
 - b) Monthly Program Report including a completed narrative section (see Appendix H);
 - c) Any further monitoring or evaluation reports which the grantee or a subcontracted evaluator has prepared or which SRS requested for the evaluation of a particular program.

Note: Monthly performance reports are to be post-marked no later than ten (10) calendar days after the end of each reporting period and must be submitted with the applicable monthly financial report. Reports that are incomplete or incorrect may be returned to the grantee for completion or correction. In the event of an emergency, a request for an extension may be made, but the request must be received by SRS within the ten days. Submission of timely reports is extremely important, so failure to comply may result in a sanction.

11. Obtain prior written approval from SRS for major program changes. These include changes of substance in program activities, designs, and changes in the approved budget as indicated on the grant award. SRS should be notified as soon as possible of emergencies and unanticipated changes in which prior approval may not have been possible.
12. Length of Funding: The duration of the grant period shall terminate on September 30, 2011. However, the length of funding is dependent on the availability of Federal Funds and may terminate prior to that date or be extended at the discretion of SRS.
13. Suspension: Suspension of a grant means temporary withdrawal of the grantee's authority to obligate grant funds or to receive reimbursement pending corrective action by the grantee or a decision to terminate the grant. If, for example, the grant is suspended for 30 days, the grantee would not receive any funds for these 30 days. If corrective action is not taken, the suspension could be continued or the grant terminated. If the suspension is lifted, payment for services after the suspension would be funded.

14. Termination: Any award or agreement may be canceled by either party at any time, with or without cause, upon 30 days notice in writing, and delivered by mail or in person.
Termination means permanent withdrawal of the grantee's authority to obligate previously awarded grant funds before that authority would otherwise expire.

WARNING: This program administered by the Kansas Department of Social and Rehabilitation Services is funded by Federal and/or State dollars. Rules and regulations governing the programs are subject to change. From time to time, it will be necessary for the Secretary of SRS to revise rules and regulations and eligibility requirements in accordance with statutory provisions when such changes are necessitated by funding limitations or other circumstances. This means that eligibility for participation in a program and the continuation of programs is subject to program and funding changes. Participation by SRS in a service is subject to change after notice.

15. Appeal Procedures: Private or non-profit grantees may appeal any final act or decision made by SRS relative to the provisions of the grant award and according to regulations governed by K.S.A., 1976 Supp. 75-3306 as amended.
16. Observe their regular requirements and practices with respect to bonding and insurance.
17. Administer the Basic English Skills Test (BEST) for all refugees who request employment and ESL service and use the BEST scores to assess progress and completion of ESL instruction. The use of any other test requires written approval from SRS Central Office.
18. Give priority to refugees as follows: Newly arrived refugees within their first year in the U.S.; Refugees receiving cash assistance; Unemployed refugees; Employed refugees in need of services. In accordance with 400.152 of the final rule, the State will limit all services with the exception of interpretation and referral services to the refugee population when funded by ORR formula grants. This eligibility limitation will be for the refugee population in the U.S. less than 60 months.
19. Comply with the requirements contained in the Notification of Grant Award (NOGA).
20. Any information pertaining to an applicant or recipient of refugee social services or the family of an applicant or recipient, made available to the grantee by an applicant, recipient, or by SRS shall be considered confidential and shall be used only in the administration of the refugee social service grant. Failure by the agency to take appropriate action with an employee(s) who violates confidentiality will be considered grounds for suspension and/or termination of the grant.
21. Expenditures obligated and liquidated during the grant period must be within the applicable line item amounts and the total grant amount. Grantees should inform SRS as soon as they realize they exceed the expenditures of a line item and submit a request for a grant revision. Justification for the revision is required. Grantees may not obligate expenditures during one grant period to be paid out of a subsequent grant period.
22. SRS will initiate the first request for funds for the first two-month period, for all approved proposals. If the post-award condition is not met, the grant will be suspended and/or terminated upon notice.

23. Funds are to be requested on an “as needed” basis. The grantee should have funds to cover expenditures during the month they are completing the monthly Grant Transactions Report and requesting funds for the next month. They are not to build up a reserve that is greater than one month expenditures.
24. Federal regulations require SRS to minimize the time elapsing between the advance of grant funds and their disbursement.
25. Federal regulations 45 CFR 74.42 provide that program income will be deducted from the total allowable cost unless cost sharing or additional cost alternatives are permitted by the terms and the grants. Regulations allow alternatives to the deduction alternative for program income (this does not include interest income). Alternatives will be outlined as appropriate in the Notification of Grant Award.
26. Whereas SRS regulations require a formally signed amendment for any changes between line items that are greater than 10 percent and whereas SRS policy allows alternatives, therefore the Notification of Grant Award will include language as follows: Any budget adjustment resulting in a change in the amount of the approved grant award or change in the grant period should be requested in writing at least 30 days prior to the proposed effective date and shall require a formally signed grant amendment. Changes between budget line item amounts should be requested in writing prior to the effective date and must be approved in writing by Central Office staff; however, a formally signed grant amendment shall not be required.
27. The final financial report of the grant period must be completed and submitted within the same time period as other monthly reports i.e., “no later than (10) calendar days” after the report period. If the grantee has some outstanding bills they may submit a written request for an extension (maximum of 30 calendar days). The request must be received by SRS within the initial 10 day period. Any un-liquidated cash on hand must be returned with the final financial report.
28. The program must include employability plan, job orientation, job development, job placement, follow-up and English as a Second Language components unless the applicant can verify that the ESL needs of refugees are being met through some other program and Vocational ESL. At least eighty-five percent (85%) of available monies must be allocated to the provision of these employability services. Of this allocation at least 75% must be designated for ES (Employment Services) and the remaining 25% to ESL and VESL. The remaining 15% of available funds may be allocated for social self-sufficiency services which are not related to employment. Applicants may request an exemption from the 85/15 policy. Applicants should refer to the allowable services for a complete listing of employability and social self-sufficiency services.
29. Employment services shall include an employability plan that meets the following conditions:
 - a) SRS staff reviews and approves all refugees that are referred as mandatory recipients;
 - b) The refugee cooperates in the development of the plan;

- c) The plan is designed and structured in a way that encourages job skills development, job seeking, and leads to the earliest possible employment;
 - d) Contains a definite employment goal, attainable in the shortest time period consistent with the employability of the refugee in relation to job openings in the area;
 - e) Includes a plan for a job search and job placement with a private employer;
 - f) The plan can be modified to reflect changed services or employment conditions;
 - g) Considers the capability of the refugee to perform the activities, job search or employment on a regular basis unless medically exempt;
 - h) Considers the total daily commuting time to and from home to the service or employment site and must not normally exceed two hours, not including child care facility, unless a longer commuting distance or time is generally accepted in the community;
 - i) Refugee Cash Assistance (RCA) recipients who are ready for employment must be involved in a job search program where appropriate. Job search shall continue until the refugee ceases to be an RCA recipient. The grantee must include in the refugee's employability plan the amount of time to be devoted to employer contracts per week or the number of employer contacts per week. Grantees must document in case records that the refugee complied with the job search requirements; and
 - j) Submit progress reports as well as proposed modifications to the employability plan to local SRS staff for all mandatory recipients.
30. Any training to be paid in whole or in part by this grant for travel, registration, staff time, or any other expense must meet the criteria below. Failure to comply with the criteria may result in disallowance of the training expenditure:
- a) A completed "Request For Authorization of Training," Appendix I, must be submitted to Regional SRS refugee program staff prior to the date of the activity;
 - b) The request form will contain sufficient information to determine its appropriateness;
 - c) Regional staff will complete the section, "For Regional Office Use Only";
 - d) The grantee's request and the Region staff recommendation will be sent to the Refugee State Coordinator in Central Office;
 - e) Central Office will make a determination on the request;
 - f) A report on the training will be sent to Central Office by the staff who attended the training; and
 - g) In those SRS Regions where there is no Regional SRS refugee program staff, the request will be sent directly to the Refugee State Coordinator in Central Office (or their designee).
31. Applicants agree that before any fees to refugees are implemented during the grant period, they will submit written justification to SRS Central Office for review and approval.
32. All proposed subcontracts involving refugee funds will be submitted to SRS Central Office for review and approval prior to implementation. It is the grantee's responsibility to monitor and report on the activities of the sub-grantee and to assure the sub-grantee complies with the applicable requirements in the RFP. The requirements as stated in the RFP take precedent over agreements between the grantee and sub-grantee.

33. This grant may be renewed and continued for a subsequent period at the sole discretion of SRS by written acknowledgment at least thirty (30) days prior to the stated ending date.
34. SRS will complete desk reviews of monthly reports. Grantees may be requested to provide additional information, correct a financial report, or clarify an issue. A required date of return will be included and timeliness will be monitored. Failure to respond or respond timely may result in a sanction similar to failure to submit a required report.
35. Submission of board meeting minutes is required. Excerpts specific to the refugee grant are acceptable. However, SRS may request a copy of the complete minutes.

SECTION IV - GENERAL INSTRUCTIONS AND APPENDICES

The proposal forms and instructions may be revised to accommodate changes in procedures or policy at any time prior to or during the grant period. These instructions should be read even though a proposal has been filed in previous years.

An applicant for a program must complete and submit, as applicable, the enclosed appendices in order for the proposal to be considered. An incomplete proposal, or one which is submitted on other than the supplied forms, may be disqualified.

Continuation pages should be used whenever there is insufficient space on the form itself. Identify continuation pages with a letter suffix to proposal form page number. For example, if page 3 is the Detailed Budget, number the first page of the Detailed Budget 3a, the second page 3b, etc.

Appendix A Grant Application Document

Grant Application Document	
APPLICANT: (Legal Name of Organization)	PROGRAM NAME
ADDRESS: (Street, City, Zip)	PROGRAM ADDRESS: (Street, City, Zip)
TELEPHONE: FAX:	PROGRAM TELEPHONE: FAX:
C.E.O.:	PROGRAM DIRECTOR:
FUNDING PERIOD from _____ (mm/dd/yy) to _____ (mm/dd/yy)	
TARGET POPULATIONS:	FEDERAL EMPLOYERS TAX ID NUMBER:

Continued on following page.

<p>GEOGRAPHIC SERVICE AREA: (Counties served)</p>	<p>PROGRAM HOURS / EMERGENCY</p>																																
<p>PROGRAM COST:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Funds (List)</th> <th style="width: 33%;">Percent</th> <th style="width: 33%;">Sources (List)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="text-align: center;">Total</td> <td colspan="2"> </td> </tr> </tbody> </table>	Funds (List)	Percent	Sources (List)																			Total			<p>TYPE OF PROGRAM</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 80%;">Please Check</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Training/TA</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Conference</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If other, please describe.</p> </div>	Please Check	<input checked="" type="checkbox"/>	Training/TA	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Other	<input type="checkbox"/>
Funds (List)	Percent	Sources (List)																															
Total																																	
Please Check	<input checked="" type="checkbox"/>																																
Training/TA	<input type="checkbox"/>																																
Conference	<input type="checkbox"/>																																
Other	<input type="checkbox"/>																																

Grant Summary of Proposal:	
List the Target Population:	
List all other Program/Divisions within SRS with which this program was coordinated:	
List all other Agencies in the area that are providing the same or similar services:	
If there are other agencies providing the same or similar services within the same area, describe why the fund of this program is not a duplication of funding effort:	
Signatures	Dates
Program Person Submitting Coversheet	
Telephone Number:	
Signature of Fiscal Officers	
Signature of Director Submitting Coversheet	
Signature of Grants and Contracts	
Approvals	
Director of Purchases	Date
Agency Attorney	Date
Director of Accounts and Reports	Date
Approved as to form and execution:	
(Dept. Admin Att.) (Att. Gen.)	Date
This contract was prepared and executed at my direction with full knowledge of the obligations incurred.	
Agency Authorized Signature	Date

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Appendix C Detailed Budget

Fully delineate those items contained in the Budget. Itemize each expense in the various budget categories using the same numbering as in the Budget. This section is very important and should be prepared in great detail. If an agency is sharing a line item with another grant, it is necessary to indicate that percent is being charged to the refugee grant. For example, if two grants are sharing the cost of rent equally, the detailed budget would state that 50% of the cost of rent is being charged to the refugee grant.

1. **Personnel:** For each staff member provide: position's title; name; resume of employee; hours of work per week; total hours to be charged to grant; rate; salary; and total payroll expenses. The detailed budget must indicate what salaries have been increased, the percent of increase and justification for any increase that are greater than 2.5%. If an increase is to take place during the grant period, the detailed budget should indicate the salary and number of months prior to the increase and the salary and number of months after the increase. An average of the whole grant period is not acceptable.
2. **Taxes and Fringe Benefits:** Itemize each type of fringe benefit for each staff position showing the method of calculation. Indicate whether you are on a reimbursing or contributing method for employment insurance. Also indicate the payment frequency of any fringes that are not paid monthly.
3. **Travel:** Detail separately the amounts and how the figures in the Budget Summary were determined for travel, subsistence, mileage, etc. Identify separately proposed expenditures for staff and for refugee service recipients.
4. **Equipment:** List each item and cost separately, specifying purchase or lease. Unless prior written approval is obtained, purchase of equipment shall not be shared with non-refugee funds.
5. **Supplies:** List cost of supplies, postage and any larger items separately.
6. **Contractual Services:** Specify each type of sub-contracted service and separate anticipated expenditure, hourly rate of pay and hours of service anticipated. The proposal must justify the need for each of the proposed contractual services. Prior approval is required to exceed approved amounts, to change the sub-contracted services, or enter into new sub-contracts.
7. **Building (Rent, etc.):** List anticipated expenditures individually for rent, utilities, telephone, repairs, maintenance, etc.
8. **Other:** List separately all other costs that cannot be entered in the specific budget categories above. Identify expenditures individually for training, memberships, books, etc. Include type, costs, frequency, etc. and how these purchases are necessary for the administration of the program. Expenditures for attendance at 2 two-day Director's meetings in Topeka must be included and identified. Refreshments are not an allowable expense.

Instructions for Completing Case Record Reviews

Complete and submit a case record review form each month. Case readings should be made of each worker but not necessarily each month. A minimum of 2 cases per agency should be reviewed each month. If a service provider has 3 workers they could submit one case per worker each month or they could submit 2 cases for worker A the first month, 2 cases for worker B the second month, 2 cases for worker C the third month and starting over with worker A the fourth month. If there is an Incomplete or Absent item, it is expected that corrective action was taken to complete or obtain the absent item before the report is submitted. Other corrective action can be reported in Central Office Processing of the narrative report.

- A. Reviewed by: Include the name of the person that read the cases.
- B. Date: Include the month and year of the report.
- C. Provider/Caseworker: Include the initials of the agency, e.g. GCCC, and the name of the worker whose cases were read.
- D. Case Name/SS Number: Include the name or the refugee whose case record was reviewed and the refugee's Social Security number.
- E. Items for Review:
 - 1) Do the case records contain documentation that the recipient of service is a refugee?
 - 2) Is there a completed intake form?
 - 3) Is there a needs assessment? What is the quality of the assessment? Is there a form?
 - 4) Is there an employability plan and does it meet the conditions in the RFP?
 - a) Mandatory recipients plan reviewed and approved by SRS?
 - b) Developed in cooperation with the refugee?
 - c) Encourages job skills development, job seeking, and early employment?
 - d) Definite employment goal?
 - e) Plan for job referral and placement?
 - f) Modified as needed?
 - g) Considers refugee's capabilities?
 - h) Considers commuting time?
 - i) Meets job search requirement?
 - j) Progress reports to SRS for mandatory refugees?
 - 5) Is there a self-sufficiency plan for refugees whose goal is not employment or immediate employment?
 - 6) Is there an adequate social history?
 - 7) Is there a case contact sheet with progress notes, are the notes up to date, and reflective of the activity related to the case?
 - 8) Do the records include an intake date?
 - 9) Do the records indicate the date of entry into the United States? Enter the date.
 - 10) Do the records indicate the date of entry into Kansas? Enter the date.
 - 11) If the refugee is an ESL/VESL recipient, is there a date the refugee entered the ESL/VESL program? Enter the date (month and year)
 - 12) Is there a review date?
 - 13) Is there a case termination date and reason?
 - 14) Do the records indicate the type of SRS assistance as applicable, e.g. RCA, RMA, TANF, Medicaid, GA, Supplemental Nutrition Program, Only?

- 15) Is the refugee with in the 60 month time limit?
- 16) Do the records indicate the family size?
- 17) Do the records document case progress and coordination?
- 18) Do the records include referral and follow-up activities?
- 19) Do the records indicate supervisory review?
- 20) Do the records document refugee cooperation and non-cooperation and action taken?
- 21) Do records document that the refugee met the job search requirement, as applicable and does the plan indicate amount of time per week or number of contacts per week?
- 22) Do the records contain job placement information?
 - a) match employability plan;
 - b) date;
 - c) name of employer;
 - d) employer address;
 - e) position;
 - f) wage;
 - g) full-time;
 - h) permanent;
 - i) follow-up, at least 30, 60 and 90 day?
- 23) Do records contain ESL/VESL information?
 - a) Provided direct (or sub-contracted) or indirect (non-refugee funded);
 - b) BEST scores, initial and periodic;
 - c) Written approval to use other than BEST, if refugee funded;
 - d) Indicates current level;
 - e) Within the 9 month limit;
 - f) Attendance;
 - g) Progress?
- 24) Is the BEST score information clearly identifiable?
- 25) Is the case record well organized?

Appendix E Allowable Services and Definitions

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.

Services are 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.

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 30th, 60th, and 90th 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 is intended for refugees whose assessment has determined that the development and implementation of an employability plan is not appropriate. Only those refugees meeting this criteria are allowable for the provision of refugee funded ESL. The BEST is the recommended test to assess the refugee's current level and to measure progress. ESL provision is preferred on a minimum of a 20 hour per week basis. Consideration during the review of the proposals 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 grant funding at risk.
7. **Vocational English as a Second Language (VESL)** is ESL that is employment specific and prepares the refugees to understand basic instructions, comprehend and complete job applications, make interview appointments, compete for promotions, converse about past work experiences, conduct a job search, read the want ads, write a resume and cover letter, communicate with co-workers and supervisors, handle criticism, follow directions, be assertive, manage time, be prompt, and learn terminology specific to the job. Classes should be held to the extent possible, at times that do not interfere with job search and employment. VESL is intended for refugees whose assessment has determined that the development and implementation of an employability plan is appropriate (the refugee is employable). VESL provision is preferred on a minimum of a 20 hour per week basis. Consideration during the review of the proposals will be given to applicants that adhere to this preferred format. VESL 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 grant funding at risk.
8. **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.
9. **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.

10. **Vocational Training** involves funded skills training specific to employment, e.g. welding, sheet metal training, or related to employability, e.g. driver's education and that is provided as part of a refugee's employability plan. The training may be provided directly by the service provider or indirectly by another agency or individual.
11. **Skills Recertification** is a social service that involves helping a refugee obtain necessary 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.
12. **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.

NOTE: Eligibility for other child care services provided by SRS must be considered and results of contact documented in case records.

13. **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.
14. **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.
15. **Outreach** includes activities and contacts with refugees and community agencies to familiarize them with available services. Outreach may involve refugee home visits.
16. **Social Adjustment** includes the following:
 - 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.

17. ***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.

18. ***Other Services*** include 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.

Appendix F Acronyms, Symbols and Terms

A

A-number	Alien Registration or File Number. An individual who has applied for lawful resident status in the U.S. usually gets an A-number in the 90 – million series, e.g., A92345678.
ABE	Adult Basic Education
ACF	Administration for Children and Families
ADA	Americans with Disabilities Act
AI	Amnesty International
AID	Agency for International Development
AIN	Alien Identification Number
ALC	Adult Learning Center
ASVI	Alien Status Verification Index
ATCP	Accelerated Third Country Processing

B

BEST	Basic English Skills Test
BIA	Board of Immigration Appeals
BRP	Bureau for Refugee Programs- State Department

C

CA	Cash Assistance Recipient
CBO	Community Based Organization or Congressional Budget Office
CDC	Community Development Coalition
CFR	Code of Federal Regulations

CO	SRS Central Office (Topeka)
CSBG	Community Service Block Grant
CSE	Child Support Enforcement
D	
DA	Department of Administration
DHHS	Department of Health and Human Services
DISERI	Directory of Services for Refugees and Immigrants
DOB	Date of Birth
DOE	Date of Entry
DSLAA	Division of State Legalization Assistance, Office of Refugee Resettlement, Family Support Administration, US Dept. Of Health and Human Services
E	
EA	Economic Assistance
EES	Economic and Employment Support
EIEA	Emergency Immigrant Education Act
EIN	Employee Identification Number
ELA	Eligible Legalized Aliens
ELT	English Language Training
ESL	English as a Second Language
EP	Employability Plan
EVD	Extended Voluntary Departure
F	
FD-258	ICE Fingerprint Card

FFP	Federal Financial Participation
FFY	Federal Fiscal Year (October 1- September 30)
FPP	Former Political Prisoner (Vietnamese)
Free Cases	Not Family Reunification (Individuals/families with no known family ties to other refugees in the community)
FSA	Family Support Administration
G	
GA	General Assistance
GAO	General Accounting Office
GCCC	Garden City Community College
GED	General Equivalency Diploma and/or General Education Development
H	
HIAS	Hebrew Immigrant Aid Society
HHS	Health and Human Services (federal)
HUD	Housing and Urban Development
I	
I-94	Alien Number (Arrival/Departure Record)
I-687	An ELA who has filed for temporary status under INA section 245.A
I-688	Temporary Resident Card
I688A	Employment Authorization Card
I-700	Same as I-687 except under section 210
ICE	Bureau of Immigration & Customs Enforcement, Department of Homeland Security

INA	Immigration and Nationality Act
IRC	International Rescue Committee
IRCA	Immigration Reform and Control Act of 1986
IRSA	Immigration & Refugee Services of America

J

JPC	Job Preparation Course
JPP	Job Preparation Program
JTPA	Job Training Partnership Act

K

KABE	Kansas Association for Bilingual Education
KACHA	Kansas Advisory Committee on Hispanic Affairs
KAEA	Kansas Adult Education Association
KSBE	Kansas State Board of Education

O

ODP	Orderly Departure Program
OFM	Office of Financial Management
OMB	Office of Management and Budget (federal)
ORR	Office of Refugee Resettlement (federal)

P

PA	Public Assistance
PER	Potentially Employable Recipients
PIC	Private Industry Council

PSR Planned Secondary Resettlement

R

RAW Replenishment Agriculture Workers (Section 210A)

RC Refugee Coordinator

RCA Refugee Cash Assistance

RCP Refugee Community Program

RefWID Refugee Women in Development

RER Refugee Employability Ratios

RFP Request For Proposal

RFSSA Refugee Funded Social Service Agency

RMA Refugee Medical Assistance

RSS Regular Social Service

S

SAVE Systematic Alien Verification for Entitlements (system)

SAW Special Agricultural Workers (section 210)

SCORR State Coordinators of Refugee Resettlement

SFY State Fiscal Year (July 1-June 30)

SGF State General Funds

SR-269 Standard Form 269, the Federal Financial Status Report

SNAP Supplemental Nutrition Assistance Program (formally called Food Stamps)

SRS Social and Rehabilitation Services

SSI	Supplemental Security Income
SSN	Social Security Number
SSP	Social Self-sufficiency Plan
T	
TAF	Temporary Assistance to Families
TANF	Temporary Assistance to Needy Families
TCC	Transitional Child Care
TESOL	Teaching English to Speakers of other Languages
TJTC	Targeted Jobs Tax Credit
U	
UNBRO	United Nations Border Relief Operation
UNHCR	United Nations High Commissioner for Refugees
UNRWA	United Nations Relief and Works Agency
URM	Unaccompanied Refugee Minor
USCIS	United States Citizenship and Immigration Services
USCRI	United States Committee for Refugees and Immigrants
V	
VELT	Vocational English Language Training
VESL	Vocational English as a Second Language
Y	
YTD	Year to Date

Misc

- 210 An alien has applied for adjustment of status under INA Section 210. Also refer to as "SAW" or "I-700".
- 210A An alien granted status under INA. Section 210 A also known as "RAWS"
- 245A An alien who has applied for adjustment of status under INA Section 245A.

Appendix H Monthly Program Report/Annual Projections

Monthly Program Report

Grantee: (Agency Name)
Report
Month/Year: (Month/Year)
Grant #: (Enter Grant #)
Reporter: (Name of person completing report)

TOTALS
Male Female

1. Employment Services

- a) Number of refugees receiving Employment Services
(Unduplicated for the month)
- b) New Enrollees
(Brand new or having a 1 year + break in service)
- c) Cash Assistance Recipients
TANF
RCA

2. Job Search

- a) Number of Brand New Refugees Actively involved in Job Search
(Brand new to your agency)
- b) Number of Non-New Arrivals Actively involved in Job Search
(Repeaters: Have come back for help finding another job)

3. Job Placements

- a) First Time Placement (within first 8 months of arrival in U.S.)
- b) First Time Placement (occurred 8 months or longer after arrival in U.S.)
- c) Placed in 2nd, 3rd, etc. job within 18 months of arrival in U.S.
- d) Placed in 2nd, 3rd, etc. job more than 18 months after arrival in U.S.

4. Follow-up / Retention

- a) 30 Days
- b) 60 Days
- c) 90 Days

5. Transportation

Number of Refugees Served
(Unduplicated for the month)

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|-----|---|---|--|--|--|--|--|--|--|--|
| 6. | <p>Interpretation / Translation</p> <p style="padding-left: 20px;">Number of Refugees Served
(Unduplicated for the month)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 7. | <p>Multi-wage earner Families</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 100%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 8. | <p>Intensive Vocational Orientation (IVO)</p> <p style="padding-left: 20px;">Number of Refugees Actively Involved
(Unduplicated for the month)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 9. | <p>Vocational English as a Second Language (VESL)</p> <p style="padding-left: 20px;">Number of Refugees Actively Involved
(Unduplicated for the month)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 10. | <p>BEST Testing</p> <p style="padding-left: 20px;">Number of clients increasing their BEST score by 8 or more points</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 11. | <p>Information and Referral for 5 Year + Population</p> <p style="padding-left: 20px;">Number of Refugees Served
(Unduplicated for the month)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 12. | <p>In-House Translation for 5 Year + Population</p> <p style="padding-left: 20px;">Number of Refugees Served
(Unduplicated for the month)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | | |
| 13. | <p>Social Self-Sufficiency</p> <p style="padding-left: 20px;">Number of Refugees receiving Emergency Services
(Unduplicated for the month)</p> <p style="padding-left: 20px;">Number of Refugees receiving Information and Referral Services
(Unduplicated for the month)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
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| 14. | <p>Mental Health (Referral & Follow-up)</p> <p style="padding-left: 20px;">a) Number of Refugees served (In the U.S. less than 1 year)</p> <p style="padding-left: 20px;">b) Number of Refugees served (In the U.S. 1 - 3 years)</p> <p style="padding-left: 20px;">c) Number of Refugees served (In the U.S. 3 - 5 years)</p> <p style="padding-left: 20px;">d) Number of Refugees served (In the U.S. 5+ years)</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | | | | | |
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(REFERRAL ONLY)

Appendix I Request for Authorization of Training

Training Authorization Request					
GRANTEE:					
NAME OF STAFF PARTICIPANT:				TITLE:	
TYPE OF TRAINING REQUESTED:					
LOCATION OF TRAINING		DATE OF TRAINING			
Has proposed participant ever received training in this area before?			YES	NO	
If Yes: WHERE		WHEN			
Has any other member of your staff received training in this area?			YES	NO	
If Yes: WHO		WHEN			
PROGRAMED COST OF TRAINING:		TUITION:			
		TRAVEL:			
		ROOM & BOARD:			
		OTHER:			
		TOTAL:			
EXPECTED MEANS OF FUNDING TRAINING:					
PLEASE ATTACH A BRIEF SUMMARY OF TRAINING CURRICULUM AND AN AGENDA IF AVAILABLE:					
<u>FOR REGIONAL OFFICE USE ONLY</u>					
DATE REQUEST RECEIVED					
Does any grantee(s) have a staff member(s) that has attended the proposed training?				YES	NO
If Yes: WHO		WHEN			
Recommendation regarding requested training:			APPROVE	DENY	
SIGNATURE:			DATE:		
Follow-up report on training received?		YES	NO	DATE:	
<u>FOR CENTRAL OFFICE USE ONLY</u>					
DATE REQUEST RECEIVED					
Determination regarding requested training:			APPROVE	DENY	
SIGNATURE:			DATE:		
Follow-up report on training received?		YES	NO	DATE:	

Notice to all grantees: Training requests are not authorized unless this form is returned signed and approved by SRS Central Office.

Appendix J Proposal Review Guide

		<u>Applicant Use</u> Page (s)	<u>Agency Use</u> C- Complete I- Incomplete
SECTION II			
SCOPE OF WORK			
1.	<u>Applicant Agency</u>		
	a.	General description and history of agency	
	b.	Agency capacity and ability	
	c.	Organizational Chart	
	d.	Board-related information	
2.	<u>Problem</u>		
	a.	Description of problem	
	b.	Existing community resources	
	c.	Counties to be served and needs of each	
	d.	Statistical and narrative information illustrating the scope of the problem	
	e.	Data on rate of new resettlement, 36 months or less, and secondary migration in geographic area	
3.	<u>Program Objectives</u>		
	a.	Description of the specific and immediate objectives being sought	
4.	<u>Program Staff</u>		
	a.	Staff responsible for the program	
	b.	Names and qualifications of existing staff	
	c.	Job Description and qualifications required	
	d.	Indicate percent of time for each position covered by this grant.	
	e.	Agree to update staff information	

5. <u>Program Activities</u>		<u>Applicant Use</u> Page (s)	<u>Agency Use</u> C- Complete I- Incomplete
a.	Service Components		
	1. Description of each service component and the methodology to be used.		
	2. How components tie together		
	3. Why specific methodology was chosen		
	4. Opportunities for refugee women		
	5. Multi-family wage earners		
b.	Intake process		
c.	Describe criteria for:		
	1. Admissions		
	2. Exclusion		
	3. Termination		
	4. Maximum length for services		
d.	Coordination		
e.	Job Search		
6. <u>Program Results</u>			
a.	Measurable monthly and total program projections for each proposed component		
b.	Projection of the number of refugees placed in jobs, number removed from cash assistance, number whose cash assistance is reduced and cost per placement		
c.	Description of methods to be used for measuring projections		
7. <u>Assumption of Costs</u>			
a.	Discussion of activities to ensure funding continuation		
ELIGIBILITY CRITERIA FOR SERVICES			
1.	<u>Eligibility</u>		
2.	<u>Agreement to limitations</u>		
a.	Employability services		
b.	Coordinate with local resettlement agencies		
c.	ESL/VESL Services		

APPLICANT EXPECTATIONS		<u>Applicant Use</u> Page (s)	<u>Agency Use</u> C- Complete I- Incomplete
1.	<u>Written Procedures</u>		
	a. Referral process from SRS		
	b. Notification to SRS of refugee non-compliance		
2.	<u>Coordination</u>		
	a. Description of coordination links w/other community agencies		
	b. Agreement to include coordination activities in monthly reports		
3.	<u>Incorporation</u>		
	a. Copy of non-profit incorporation papers		
	b. Copy of last annual filing		
4.	<u>Names and Titles of Authorized Signers</u>		
	a. Names and titles of Authorized Signers		
	b. Actual signatures of Authorized Signers		
5.	<u>Fees</u>		
MONITORING AND EVALUATION			
1.	Agreement to maintain and provide requested information		
2.	Description of self-monitoring procedures		
3.	Description of how achievement of program activities will be measured and evaluated		
SECTION III			
	Statement of having read and willingness to comply with all conditions		
SECTION IV			
	The following should be completed and submitted		
	<u>Appendix A</u>	Grant Application Document	
		Detailed Budget	
	<u>Appendix H</u>	Annual Performance Outcomes/Projections including Placement projections	
	<u>Appendix I</u>	Proposal Review Guide	
		Current Letters of Support (Max. of 2)	

Instructions for Completing the Proposal Review Guide

General Instructions: The guide should be completed by each applicant and included with the submission of your grant proposal. It serves two major purposes: (1) it enables the applicant to determine if they have met all of the requirements of the RFP (the guide should be used as an outline for the structure of the proposal); and (2) it facilitates SRS's review of the proposals. The format of the guide follows the format of the RFP, Section II.

The applicant must complete the first column "Applicant Use" by indicating on what page(s) the requested information is located. The numbers in this column should be in logical progression order, e.g. 1, 3, 4-6, 8, etc, if the proposal was written in the requested format. If the numbers are not in this logical progression order, e.g. 1, 23, 8, 2, 43, etc, then the proposal has not been written in the requested format.