

**REQUEST FOR APPLICATIONS**  
**Refugee Assistance Program – Social Services (RAP-SS)**

**RFA #**                                **9000-12 RAP**

**Funding Agency**            **North Carolina Department of Health and Human Services**  
**Division of Social Services**  
**Economic and Family Services Section/ Refugee Program**

**Issue Date**

**Estimated Range of Awards:**                                \$75,000 to \$250,000 per project period

**Ceiling on Amount of Individual Awards:**        **\$420,000**

**Award Term:**    **Award funds will be for one year with the option to renew two additional years via state level contract. The next opportunity to apply for RAP-SS funds via RFA will be Federal Fiscal Year 2015.**

**Deadline for Submission:**  
**Applications will be received until 4:00 p.m. on January 13, 2012.**

**Inquiries**

Direct all inquiries regarding this RFA to:

Marlene Myers  
State Refugee Coordinator                                OR  
919-334-1256,  
[Marlene.Myers@dhhs.nc.gov](mailto:Marlene.Myers@dhhs.nc.gov)

Lynne Little  
Refugee Program Consultant  
919-334-1255  
[Lynne.Little@dhhs.nc.gov](mailto:Lynne.Little@dhhs.nc.gov)

Inquiries cannot be addressed after the Notice of Intent to Apply deadline which is November 28, 2011.

Applications may be delivered to either the mailing address or the street/hand delivery address:

**Mailing Address:**  
Lynne Little  
Refugee Program  
NCDHHS – Division of Social Services  
Mail Service Center 2405  
Raleigh, NC 27699

**Street/Hand Delivery Address:**  
Lynne Little  
Refugee Program  
NCDHHS – Division of Social Services  
Room #1021 – 10<sup>th</sup> Floor – Albemarle Bldg.  
325 N. Salisbury St.  
Raleigh, NC 27699

## **INTRODUCTION AND PURPOSE**

North Carolina's Refugee Assistance Program (RAP) was established via federal funding from the US Office of Refugee Resettlement to provide refugee-specific social services defined and designated by federal regulation for eligible refugees.

The North Carolina Department of Health and Human Services has designated the Division of Social Services to administer the RAP program as part of the NC State Refugee Plan and Annual Goal Plan approved each year by the US Office of Refugee Resettlement. The source of funding for the RAP Social Services program is based on the number of arrivals to NC in the prior two federal fiscal years.

The purpose of RAP-SS funding is to ensure services exist for newly arriving "refugees" that are designed to address the employment barriers refugees typically face and assist refugees achieve economic self-sufficiency as soon as possible after arrival through the provision of **Core Employability Services**.

**Core Employment Services include pre-employment, job development, job placement- initial and current, employment follow-up and employment transportation.**

Employment services providers may opt to also provide certain Additional Employment Services which include: Vocational Skills Training and Assessment, On-the Job Training, Skills Recertification, Automobile Driver's Training, English Language Instruction, English Language Transportation and Employment Case Management for refugee adults to attain employment as soon as possible after arrival in the United States.

Subject to fund availability, additional refugee social services may be provided to include general Case Management Services, Interpretation and Translation, Citizenship and Naturalization Preparation Services, Information and Referral and Emergency Services.

Refugee Social Services are specified in the NC DHHS/DSS Refugee Assistance Manual which may be found at:

<http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/man/>

## **ELIGIBLE POPULATION/WHO MAY BE SERVED**

### **RAP Eligibility Guidelines**

Eligibility for Refugee Social Services includes refugees, Cuban and Haitian entrants (including Cuban Medical Professional Parolees and Havana Parolees), asylees, victims of a severe form of trafficking who have received certification, eligibility or interim assistance letters from ORR and certain other specified family members, Lawful Permanent Residents who have held one of these statuses in the past, certain Amerasians from Vietnam who are admitted to the U.S. as immigrants, certain Amerasians from Vietnam who are U.S. citizens, and Iraqi and Afghan Special Immigrants. See 45 CFR 400.43 and ORR State Letter No. 00-12 (June 15, 2000), as clarified by ORR State Letter No. 00-15 (August 3, 2000), and ORR State Letter No. 00-17 (September 14, 2000) on eligibility for ORR programs. Also, see ORR State Letter No. 01-13 (May 3, 2001) on

the Trafficking Victims Protection Act, as modified by ORR State Letter No. 02-01 (January 4, 2002), ORR State Letter No. 04-12 (June 18, 2004), and ORR State Letter No. 10-05 (March 19, 2010). In addition, see ORR State Letters No. 08-04 (January 18, 2008), No. 08-06 (February 7, 2008), No. 09-02 (October 14, 2008), No. 09-17 (April 9, 2009) and No. 10-02 (December 23, 2009) on Iraqi and Afghan Special Immigrant eligibility. ORR State Letters may be found at [http://www.acf.hhs.gov/programs/orr/policy/orr\\_policy.htm](http://www.acf.hhs.gov/programs/orr/policy/orr_policy.htm)

ORR regulations may be found at [http://www.acf.hhs.gov/programs/orr/policy/orr\\_regulations.htm](http://www.acf.hhs.gov/programs/orr/policy/orr_regulations.htm)

The term “refugee” is used in this notice to encompass all such additional persons, as described above, who are eligible to participate in refugee program services.

### **Priority Provision of Services**

Among the population of eligible refugees, social services are provided based on the following client priorities, except in certain individual extreme circumstances:

- Newly arrived refugees within their first year in the United States, who apply for services;
- Refugees who are receiving cash assistance
- Unemployed refugees who are not receiving cash assistance; and
- Employed refugees in need of services to retain employment or to attain economic independence

NOTE: A five year time limit exists for program participants based on either of two dates: Date of arrival in the USA for those granted immigration status prior to arrival in the US, such as refugees; or 60 months from the date immigration status was granted while in the US such as for asylees.

**Proposals for services to refugees who have been in the USA for a length of time greater than 60 months cannot be accepted.**

### **APPLICATION QUALIFICATIONS/ WHO MAY APPLY?**

Applications are invited from public or private non-profit agencies such as refugee, faith-based and community organizations that are able to provide direct services in accordance with the RAP guidelines. The applicant must be a non-profit tax exempt corporation, so designated by the Internal Revenue Service.

Potential applicants should consider whether their agency has the capacity to administer the state grant funds if awarded. Recipients of state funds are expected to have established in writing certain general agency policies including personnel and financial accounting policies.

Private for profit agencies are excluded from funding.

## **COMPLETING THE APPLICATION**

### **Notice of Intent to Apply**

Any agency or organization that plans to submit an application shall send a letter regarding notice of intent to submit an application via e-mail attachment to [Lynne.Little@dhhs.nc.gov](mailto:Lynne.Little@dhhs.nc.gov) and [Marlene.Myers@dhhs.nc.gov](mailto:Marlene.Myers@dhhs.nc.gov) no later than 5:00 p.m. on November 28, 2011. The notice of intent shall indicate the following information:

- The legal name of the agency or organization
- The mailing address, phone number, and fax number of the agency or organization
- A desire to respond to this RFA
- The name, title, and email address of the person who will coordinate the application submission
- RFA# and deadline for receipt of application

Confirmation of receipt will be provided.

## **APPLICATION CONTENT**

### **Cover Letter**

A cover letter on agency letterhead should be submitted with the application. It should be signed by the lead administrator of the agency submitting the application. The cover letter shall serve as a letter of specific commitment from the applicant agency.

### **Proposal Summary**

A Proposal Summary must be included as the first page of the Program Narrative, and is included in the page limitation specified below. It must not exceed **2 Pages** and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measures,"). The abstract must describe how progress towards these goals will be measured.

### **Application Face Sheet**

The form included in this instruction package serves as the cover page of the application. Complete the application face sheet with the information requested.

## **PROGRAM NARRATIVE**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact/outcomes and evaluation/performance measure plan, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections must be clearly delineated.

For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

### **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

### **Impact/Outcomes and Evaluations/Performance Measure Data Collection Plan**

Applicants must describe the goals of the proposed program and identify objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measure that will be required of successful applicants

- **Program Description/Goals** - Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.
- **Program Objectives** - Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired result. They must be clearly linked to the problem identified in the preceding section and measures. (Example of measurable objective include the following:
- **Performance Measures** - Award recipients are required to collect and report data in support of performance measures. The outcome is derived from the goal. It has the same intention but it is more specific, quantifiable and verifiable than the goals. Please be aware of how realistic your outcomes are and that the outcomes should be aware of time-restraints. Strategies are the actions/activities that will be implemented in order to achieve the outcomes. Number of participants served, types of services provided, quantity of service provided should be included.

### **Application Budget and Budget Justification Narrative**

Applicants must provide a line item budget (DSS-6844S - See link at [www.ncdhhs.gov/dss/contracts](http://www.ncdhhs.gov/dss/contracts) ) and narrative budget justification. All expenses for each year of the proposed project must be listed and be clearly linked to the activities described in the program plan of this application.

The budget justification must include an explanation for every line item listed. Each narrative statement should describe as much as possible what the specific item is, how it relates to the project, and how the amount shown on the line item budget was calculated. It must provide justification for all proposed costs listed in the budget (particularly supplies, travel, and personnel). In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect cost (if applicable) were calculated.

### **Required Additional Documentation**

The application must include each of the following:

List of current Board of Directors  
Organizational Capacity and organizational chart  
Job Description for all Budgeted Staff  
Summary of Past Projects and Accomplishments  
IRS Federal Tax Exempt Letter (501) © 3

### **Assurances**

See link at [www.ncdhhs.gov/dss/contracts](http://www.ncdhhs.gov/dss/contracts)

The following assurances must be included:

Conflict of Interest – Notarized

Conflict of Interest Policy

- The applicant must have a written Conflict of Interest policies and procedures governing the employees and board members in regard to the award and administration of contracts and other financial interest and benefits. These procedures must include a requirement for retention of Conflict of Interest declarations executed by each employee and board member.

Certification of No Overdue Taxes – Notarized (must be printed on organization Letterhead)

Certification Regarding Nondiscrimination

Certification Regarding Drug-Free Workplace Requirements

Certification Regarding Environmental Tobacco Smoke

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

Certification Regarding Lobbying

Disclosure of Lobbying Activities (if applicable)

Certification Regarding Maintenance of Effort

**Application Checklist for RAP\_SS Application**

Use the table below to ensure all requested information is included in your application.

Application Content	Page Number
Cover Letter	
Face Sheet	
Proposal Summary	
Budget (DSS-6844)	
Budget Narrative	
Organizational Capacity	
Summary of Past Projects and Accomplishments	
<b>Other Additional Attachments</b>	
Current Board Members and Officers	
Staff job descriptions and qualifications/resumes	
Organizational Charts	
IRS Federal Tax Exempt Letter (501) © 3	
<b>Assurances</b>	
Conflict of Interest Policy	
Conflict of Interest Notarized	
Certification of No Overdue Taxes	
Certification Regarding Nondiscrimination	
Certification Regarding Drug-Free Workplace Requirements	
Certification Regarding Environmental Tobacco Smoke	
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	
Certification Regarding Lobbying	
Disclosure Of Lobbying Activities (if applicable)	
Certification Regarding Maintenance Of Effort	

## **THE APPLICATION PROCUREMENT PROCESS AND APPLICATION REVIEW**

The following is a general description of the process by which applicants will be selected for funding for RAP-SS funding.

### **Announcement of the Request for Applications (RFA)**

The announcement of the RFA and instructions for receiving the RFA will be posted at the following DHHS website:

<http://www.ncdhhs.gov/grantopportunities/>

### **Applications and Deadline**

Applicants shall submit an original and five hard copies to the address indicated along with either a scanned copy of the entire application via e-mail attachment, rewriteable CD\_RW disc, or flash drive.

Faxed applications will not be accepted nor electronic submission in lieu of an original hard copy application.

Applications arriving after the deadline shall not be considered even if they are postmarked on or before the deadline.

The Application deadline is 4:00 p.m. on January 13, 2012.

All applications received before the declared deadline will be reviewed to ensure all necessary worksheets and documentation is complete and included in submitted applications. Incomplete applications will not be reviewed for funding.

Nothing may be added to any application after it has been submitted. Eligible applications will then be forwarded to a grant review committee who will review, score and rank the applications

### **Delivery & Receipt of Application**

Applications may be delivered to either the mailing address or the street/hand delivery address, which are listed on the cover page of this RFA. Applications will be logged in with the date and time received by the funding agency.

### **Format and Organizing the Application**

The application must be typed, single-side on 8.5" x 11" paper with margins of 1". Line spacing should be double-spaced. The font type should be Times New Roman and 12-point font.

Each section of the application must be ordered as listed in the Checklist.

Proposals should not be stapled or bound instead use binder or paper clips

All signatures on the application must be original in **blue ink**.

Mechanical, copied, or stamped signatures are not acceptable.

### **Review Process**

A grant review committee will review, score and rank the applications.

The review panel for this RFA is composed of qualified, professional individuals who have been selected for their unique experiences relating to the program/services/project.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest scoring applications. The recommendations of the review panel are advisory only. The final decision on funding entities rests with the Division Director or Designee.

### **Notification of Award Recipients, Post Selection and Contract Execution**

After qualified applications are evaluated, all agencies approved for funding will be notified by February 6, 2012. The notification will include the amount of funding as well as contract application instructions.

#### **Applicants may be required to reduce the scope of work and budget to reflect the actual amount of funds awarded.**

Each applicant whose proposal is approved for funding will be required to enter into a contractual agreement with the Division for implementation of the funded activity.

Prior to execution of the contract, the successful applicant will negotiate the specific activities that will be conducted under the contractual grant agreement.

This effort will result in the detailed work plan, outcome measures, and budget that will become part of each contract.

Approved agencies will be required to submit a contract application by March 5, 2012.

The Division will process the contract application for potential providers that meet the contract application requirements and time frames.

State contracts are executed for one year periods with the possibility of continuation via amendment or renewal for up to three consecutive years. Continuation is subject to the availability of funds AND successful completion of project goals.

Contracts will become effective beginning July 1, 2012 or other times thereafter within the SFY. Service delivery may begin immediately upon receipt of a completely signed contract.

## **GENERAL INFORMATION REGARDING APPLICATIONS**

### **Cost of Application Preparation**

Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

### **Elaborate Applications**

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.

### **Oral Explanations**

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

### **Reference to Other Data**

Only information that is received as part of this RFA will be evaluated.

**Exceptions**

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and conditions by any agency or organization may be grounds for rejection of that agency's or organization's application. Grantees and agencies specifically agree to the conditions set forth in the Contract.

**Advertising**

In submitting an application, an agency agrees not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

**Right to Submitted Material**

All responses, inquiries or correspondence relating to or in reference to the RFA and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the agency will become the property of the funding agency when received.

**Competitive Offer**

Pursuant to the provision of G.S. 143-54 and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

**Agency's or Organization's Representative**

Each agency or organization shall submit with its application the name, address and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

**Subcontracting**

Applicants may propose to subcontract portions of program services to another agency or organization in support of the program objectives.

**Disbursement of Funds**

Providers are reimbursed monthly for services provided and approved expenditures incurred in the month following the month of service delivery. Since contracts will be on a reimbursement basis, providers should maintain enough operating capital to provide services and pay for expenditures for at least two months of operation of the project. Funds to grantees will be dispersed on a cost reimbursement basis only. The agency will be required to submit monthly invoices of expenses and supporting documentation within 10 days following the month of service delivery.

**Maintenance of Effort**

RAP-SS funds must not replace or be substituted for any existing program funds administered by the agency for which “refugees” are eligible. The agency must certify that financial assistance provided by the RAP-SS program will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.

**EVALUATION CRITERIA**

**Applications will be scored on the basis of the following criterion.**

**Proposed Activities, Implementation and Outcomes for the Project—100 points**

Criterion	Points Available
<b>Statement of the Problem</b> The application demonstrates clear evidence of an unmet need and presents data and cogent analysis which demonstrates clear understanding of problem and carrying out the prescribed services requested in the scope of work.	15
<b>Program Plan</b> This section clearly demonstrates in this section how the program’s needs assessment and program design are linked to the required goals. Applicants must describe a data collection method or system that will be used to evaluate the progress of the program in meeting its goals, outcomes and procedures for how data will be analyzed. Include results of outcomes of previous related programming that the agency has administered.	25
<b>Project Design</b> The application describes a reasonable and well-developed proposal for the implementation of the project(s) proposed that fits into the overall mission/goals/objectives, values, and strategies of the program. Describes how the program design is supported by evidence-based/best/well supported practices. This section must provide a clear picture of the activities and events that are schedule to occur	30
<b>Capabilities and Experience</b> The application describes the organization’s experience in successfully implementing projects or activities similar to those proposed and shows how the organization leverages resources to support and enhance outcomes	15
<b>Budget/Budget Justification Narrative</b>	15
<b>Total Score</b>	100

