# DCF Application Form

**Use of form:** Use of this form is mandatory. If the requested information is not provided, the department will be unable to process your application. Personal information you provide may be used for secondary purposes [Privacy Law, §.15.04(1)(m), Wisconsin Statutes].

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| **Application #** 437004-G22-0001870 | | **Title:** Refugee School Impact Grant and Refugee Youth Mentoring Grant-Sheboygan County | |
| **Section A: Request for Applications (RFA):**  The Wisconsin Department of Children and Families (DCF) Bureau of Refugee Programs (BRP) seeks applications for projects to be funded by the Refugee School Impact Grant (RSI) or the Refugee Youth Mentoring Grant (RYM).  DCF will award RSI and RYM Grant funds through a competitive discretionary application process open to schools, school districts, and community-based organizations in Wisconsin that will operate projects that accomplish the goals of the RSI or RYM Grants.  DCF will award RSI and RYM Grant funds for projects that serve **Sheboygan County.** Programs may additionally serve surrounding counties; but must include at least Sheboygan County in the project plan. If any targeted county has no approved applications, DCF may choose to fund only those projects that are approved, or it may choose to repost and repeat the request for application process for the unserved county.  The total RSI funding available as listed in Section C. is an estimate based upon last year’s (FFY2021) grant. If the actual total of the FFY2022 RSI grant award to DCF differs from the amount listed in Section C, DCF will adjust sub-recipient awards according to the total amount of available funds. If the total RSI grant award available to DCF is not announced until after the start of the first project period (October 1, 2021), then DCF may amend contracts with RSI sub-grantees according to the amount of RSI funding that is available. The RYM funding level listed below in Section C. has been awarded for FY22 and is firm. Awards as a result of this RFA will be based on the funding level outlined herein.  The term “refugee” as used in this form includes individuals owning any of the eligible immigrant statuses listed in the section of this application titled “Refugee School Impact Grant and Refugee Youth Mentoring Grant Eligible Participants”. | | | |
| **Section B: Grant Opportunities RSI and RYM:**  **Refugee School Impact Grant (RSI) Description**  DCF receives the RSI Grant from the Office of Refugee Resettlement (ORR) as a set-aside of the Refugee Support Services (RSS) grant to fund projects that provide services to refugees as described in ORR Policy Letter 19-01, ORR Dear Colleague Letter 20-03, and 45 Code of Federal Regulations (CFR) Part 400.  Projects funded by the RSI Grant should assist newly arrived refugees to improve their academic performance and social adjustment in schools, assist refugee families to navigate the education system, build capacity for school systems, including education and training for staff around the needs of refugees, and facilitate partnerships between stakeholders to coordinate the planning and implementation of services to refugees.  **Refugee Youth Mentoring (RYM) Description**  DCF receives the RYM Grant from the Office of Refugee Resettlement (ORR) as a set-aside of the Refugee Support Services (RSS) grant to fund projects that provide services to refugees and eligible immigrants as described in ORR Policy Letters 19-02 and 19-04; ORR Dear Colleague Letter 21-11 and 45 Code of Federal Regulations (CFR) Part 400.  Projects funded by the RYM Grant should promote integration, foster positive civic and social engagement, and support individual educational and vocational advancement for refugee youths by matching youths with a supportive mentor. Mentors will support refugee youth as they adjust to their communities and work with each youth to identify and achieve their unique educational and/or vocational goals. | | | |
| **Section C: RSI and RYM Funding Levels:**  Only one award may be given for the RSI grant in Sheboygan County, with a maximum award of $12,000 in the first project period. This is not a guarantee that a program will receive this amount and a program may be funded less. When applying to this grant, ensure budget requests are accurate to the scope of your project and the numbers of individuals served.  Only one award may be given for the RYM grant in Sheboygan County, with a maximum award of $5,000 in the first project period. This is not a guarantee that a program will receive this amount and a program may be funded less. When applying to this grant, ensure budget requests are accurate to the scope of your project and the numbers of individuals served.  DCF may choose to fund approved projects in whole or in part. DCF maintains the right to fund all projects for less than the maximum award amount and for less than the amount requested by the Applicant.  RSI Grant and RYM Grant award amounts for the second project period are subject to the availability of federal funds and will be determined at the time of renewal. | | | |
| **Section D: RSI and RYM Project/Contract:**  October 1, 2021 through September 30, 2022 plus (2) optional one-year renewals.  Grantees are expected to adhere to all other contract and reporting requirements. A sample contract is attached as Appendix 2. | | | |
| **Section E: RSI and RYM Eligible Program/Project Participants:**  Individuals with the following immigrant statuses may be eligible to participate in RSI Grant and RYM Grant funded project activities and services (45 CFR 400.43(a)):   1. **Individuals paroled as refugees or asylees under** § 212(d)(5) of the Immigration and Nationality Act (INA); 2. **Refugees** admitted under § 207 of the INA; 3. **Asylees** whose status was granted under § 208 of the INA; 4. **Cuban and Haitian entrants**, in accordance with the requirements in 45 CFR § 401.2; 5. **Certain Amerasians** from Vietnam who are admitted to the U.S. as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101 (e) of Public Law 100-202 and amended by the 9th provision under Migration and Refugee Assistance in Title II of the Foreign Operations, Export Financing, and Related Programs Appropriation Acts, 1989 (Public Law 100-461 as amended)); 6. **Individuals subjected to a severe form of trafficking** who have been certified by the United States Department of Health and Human Services (HHS) under The Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, Division A, 114 Stat. 1464 (2000); 7. Certain **Iraqi and Afghani Special Immigrant Visa holders** (SIV) pursuant to the Defense Authorization Act for Fiscal Year 2008, Public Law 110-181; and 8. **Lawful permanent residents** who previously held one of these statuses.   Funds must not be used to provide services to United States citizens, as United States citizens are ineligible under the authorizing legislation.  Participant eligibility for all RSI and RYM funded projects and services is for 60 months (five years) following the date the status was granted. For refugees, SIVs, and certain Amerasians, the date of eligibility is equal to the date of entry in the United States. For individuals of all other immigration statuses listed above, eligibility begins on the date that the status was granted. Lawful permanent residents who previously held one of the other statuses retain the same eligibility start date from their originally eligible status.  While participants may be eligible for up to 60 months following the date their qualifying immigrant status was granted, projects should prioritize participants who have been in the United States for 12 months or less and those participants who demonstrate a need for additional social, educational, vocational, or emotional support.  **RSI:**  Projects funded by the RSI Grant must limit all services to only refugees who fit the eligibility requirements described in ORR Policy Letter 19-01, ORR Dear Colleague Letter 20-12 and 45 Code of Federal Regulations (CFR) Part 400, as summarized below:  Participant eligibility is limited to refugees who are ages 5-20 and are enrolled full-time in K-12 school or a high school equivalent GED/ABE program. The parents or guardians of eligible refugee students are also eligible to receive the services listed in items 1-b and 1-g of Section F, below. RSI grant funded projects must conclude services to refugee participants once they reach their 21st birthday.  **RYM:**  RYM Grant funded projects must limit services to only refugees who meet the eligibility requirements described in ORR Policy Letter 19-02 and ORR Dear Colleague Letter 21-11; and in 45 CFR 400, as summarized below:  RYM participant eligibility is limited to refugees who are ages 15-24. RYM grant funded projects must conclude services to refugee participants once they reach their 25th birthday.  Projects funded by either grant must conclude services to refugee participants 60 months following the date their qualifying immigrant status was granted. Projects should transition participants who may lose eligibility due to age or the 60-month time limit into other programs or services that are not funded by the RSI or RYM grants.  For both RSI Grant and RYM Grant funded projects, services must be inclusive of all refugees, including LGBTI populations that may be going through gender identification issues and, thereby, school adjustment issues. | | | |
| **Section F: Required and Allowable Services:**  If awarded funds from these grants, your organization will be required to complete a logic model in collaboration with DCF for each grant you are awarded as a deliverable of the grant agreement/contract. Logic Models will be due 90 days from the start of the contract.  **RSI:**   1. Applicant must provide direct services to refugees or to the staff of a primary or secondary educational institution that serves refugees. Allowable services of the RSI Grant may include, but are not limited to:    1. Regular school programs offering intensive English language instruction as a second language for refugee children.    2. Orientation to refugees on the education system and school requirements, such as student attendance and performance.    3. Involvement of trained teachers/staff/administrators familiar with refugees’ culture and language.    4. After school tutoring and/or mentoring programs focused on helping refugee students understand and complete assignments.    5. After school or summer school programs that support remedial work or promote school readiness.    6. Mentoring programs.    7. Interpreter services for parent-teacher meetings and conferences.    8. Bilingual/bicultural counselors and aides.    9. Training staff on refugee culture and use of specialized teaching materials.    10. Use of modern technology deemed to support English language acquisition and other school related skills.    11. Use of special educational materials, including those proven to help children with learning disabilities.    12. Programs that enhance the linguistic or cultural competence of service providers; and    13. Programs that facilitate collaboration between newcomer populations and American born youth on academic or social activities.   **RYM:**   1. Applicant must provide direct services to refugees. Required services of the RYM Grant include:    1. Perform an initial assessment of the needs and goals of the youth and develop a plan to meet those needs through educational, vocational, and social activities;    2. Provide case management including documentation of the services received by each youth and their progress toward meeting their needs and goals;    3. Recruit and train mentors on how to support refugee youth; and    4. Screen potential mentors for history of criminal activity and/or child abuse.   2. Applicant may provide any or all of the allowable services of the RYM Grant. Allowable services include, but are not limited to:   * 1. Provide support in the development of social and life skills;   2. Assist refugee youth to learn American culture while maintaining and celebrating the youth’s cultural heritage;   3. Provide opportunities for social engagement with peers;   4. Provide information or referral for opportunities to participate in civic and community services activities;   5. Provide tutoring or other academic supports in the areas of English language, math, or other social, educational, or vocational skills;   6. Assist with transitions in school, such as the transition between middle and high school, or high school to post-secondary education;   7. Support career development through vocational skill building, resume drafting, training on workers’ rights, or other career-focused trainings;   8. Provide opportunities that support development in health and financial literacy; and   9. Provide incentives for participation, such as paying registration fees or tuition costs for educational and vocational development activities, including internships or apprenticeships; or provision of school supplies or related materials that support successful achievement in school or a career. | | | |
| Issue Date  **9/10/2021** | | Due Date  **09/24/2021** | |
| DCF Contact Name  Luke Reible | DCF Contact Phone  608-422-6389 | | DCF Contact Email  dcfprocurement@wisconsin.gov |
| Grantees will be expected to sign a contract. Most will sign the DCF Standard Contract. For situations where the Standard Contract is not required, the DOA Standard Terms and Conditions will apply. Both can be found on our DCF Grant Opportunities Page. <https://dcf.wisconsin.gov/doingbusinesswith/applications> | | | |
| **APPLICANT INFORMATION** | | | |
| Legal Applicant/Organization Name | | Organization Telephone Number | |
| Applicant Contact Name | | DUNS Number (If you do not have a DUNS number and are awarded, DCF will provide guidance on how to obtain one) | |
| Applicant/Organization Mailing Address (Street, City, State, Zip Code) | | | |
| Applicant Contact Email Address | | Applicant Phone Number | |
| **We certify that everything in the application is true to the best of our knowledge and we will adhere to the requirements of the application and the resulting contract.** | | | |
| Name of Authorized Company Representative | Title of Company Representative | | Phone of Company Representative |
| Signature of Company Representative | Date Signed | | Email of Company Representative |
| **Section G: RSI and RYM Grant Application instructions:**   1. Ensure your program(s)/project(s)serves only the eligible population as outlined in Section E: RSI and RYM Eligible Program/Project Participants. 2. Ensure your program(s)/project(s) delivers all required services and at least one of the allowable services for each grant (RSI and RYM) for which you are applying. 3. You can apply for either RSI only or RSI and RYM. **You cannot apply for RYM only.** If your application includes only a request for RYM funding, your application will be deemed ineligible. 4. Fill out the above applicant information form. 5. Read the below grant requirements and respond to the corresponding application questions in a narrative document, i.e., “Application Narrative”. Answer all components of the question and be sure to answer each sub-question (as applicable). If you are applying for both grants, you must submit one Application Narrative for each grant. Use separate word documents labeled “RSI Grant Application (Name of Organization)” and “RYM Grant Application (Name of Organization)”. Your response to each question will be evaluated independently. You should repeat yourself in your answers as needed to ensure that you have answered each question in full. If you are applying for both RSI and RYM, each Application Narrative will be evaluated independently. You must answer each question in full for each grant. If your answers to any question are the same for both grants, you must include your full and complete answer within each Application Narrative (you may copy and paste your answers if appropriate). 6. Application Narratives must be submitted as a Microsoft Word file, 10- point Arial font, single-spaced, with 1- inch margins on top, bottom, left and right. Each Application Narrative must be no longer than 6 pages in length following the formatting above. Evaluators will not review content on pages beyond page 6. Any Applications not formatted as indicated will be reformatted by the above guidelines and evaluators will only review the content that fits the criteria above after it is reformatted. The length and formatting only apply to questions 1-7. Requirement 8 must be submitted on a separate file as indicated below. | | | |
| **H: RSI and RYM Application—Respond to all 8 requirements/questions in your application** | | | |
| 1. **Requirement:** Applicants may apply for RSI only, or for both RSI and RYM. Separate Application Narratives are required for each grant, but programs/projects may be aligned to maximize the use of available funds. | | | |
| **(No Points)**   1. **Question:** What grant are you applying for? | | | |
| 1. **Requirement:** Your organization must have experience providing direct services to refugees within the last 3 years, preferably refugee youth services, and have experience working on projects that serve the goals of this grant. | | | |
| **(150 points)**   1. **Question:** Provide a brief description of your organization’s history of providing refugee services. Summarize programs or projects funded by RSI/RYM in previous years or if your organization has not yet received an RSI/RYM grant, summarize youth service projects your organization has conducted in the past 3 years. If refugee youth services will be a new service for your organization, indicate other related program(s)/project(s) your organization has been involved in and how your organization is prepared to offer this new service such as research or training on refugee youth service program development. If you are applying for both RSI and RYM and your response to this question is the same, you may post the same response you develop to this question for RSI in the RYM application; be sure to include any differences in your response for each program. | | | |
| 1. **Requirement:** Program or project must be designed to meet the greatest need(s) of the eligible refugee youth population in your community while adhering to the grant specific requirements as outlined in section B and the goals of the RSI and RYM grants. | | | |
| **(150 points)**   1. **Question:**    1. What is the greatest need identified in your community for refugee youth services? Were there secondary or other needs identified? Your summary should indicate why you are applying to implement RSI or RSI and RYM grant funded programs. Be sure to include the answer specific to RSI in the RSI application and specific to RYM in the RYM application. If the response is the same, you can copy and paste what is written for RSI in the RYM; if there is any difference for the two, be sure to include the differences in the respective applications. (50 points)    2. Explain the method(s) your organization used to identify the greatest need in your community (i.e. needs assessment, case management with families, interviews or surveys with refugee youth and/or their families and/or teachers and/or school counselors). (50 points)    3. If a formal process to identify the greatest need in your community has not been conducted, explain how your organization will conduct a formal assessment during the life of this grant if awarded funding. (50 points) | | | |
| 1. **Requirement:** The program or project for both RSI and RYM **must include direct services to eligible refugee youth.** The program/project must be designed to clearly adhere to the required and allowable services for each grant as outlined in section F while effectively responding to the refugee youth service needs identified in the community and being high-quality, equitable, and respectful. | | | |
| **(275 points)**   1. **Question:**     1. Describe the program or project your organization has developed to address the greatest need identified in Question 3 above and for which you are applying for funding. Be detailed in the specific activities of the program/project and reference the required and/or allowable services listed above. How will your organization ensure the program/project is high-quality, effective, equitable, understandable, and respectful services and responsive to diverse educational, vocational, and social needs? (25 points)    2. How will this program/project address the greatest need detailed above? Will your program or project also address secondary or other needs? (25 points)    3. What are your expected goals and outcomes of this program/project? (25 points)    4. Identify the city (or cities) and county (or counties) in which refugees will be served, as well as the demographic data of the population(s) to be served. Estimated number of individuals to be served, their age, and their national and ethnic backgrounds per year. How long will participants be enrolled in this project? (ex: one year, 3 years, etc.) (25 points)    5. A description of the venue(s)/location(s) in which services will be provided and why that location has been identified. Include a description of all the support for the project such as facilities, supplies, and other resources. (25 points)    6. Identify the way in which your organization will have access to the population to be served.   (25 points)   * 1. A description of who will staff your program/project. What duties will they be responsible for? Is there a need to recruit and train staff, if so, what positions will you recruit for, and how will you provide appropriate training? (25 points)   2. A description of your organization’s duties to administer this project. If your organization will subcontract with a partner agency, name the partner agency, and describe the duties for which they will be responsible. How will you ensure activities and services are properly documented by your organization and subcontractor(s), if applicable? (25 points)   3. Explain the timeline for the program/project, including key dates and key activities while adhering to the one-year contract and (2) optional renewals as outlined in section D above. The timeline must include the date when activities or services will first be available to project participants and, after the completion of the project period, whether your organization will: discontinue the activity or service, continue to provide the activity or service via other funding or re-apply for RSI or RYM in future years for the continuation of activities and services. How will your organization ensure all services are timely? (25 points)   4. How will your organization and subcontractor(s) (if applicable) ensure the project complies with contract, state, and federal requirements. (25 points)   5. What is your program/project estimated cost per-person to be served? (25 points) | | | |
| 1. **Requirement:** Applicant must verify the eligibility of all refugees who participate in their RSI Grant or RYM Grant projects in accordance with the requirements described in the above section E. | | | |
| **(150 points)**   1. **Question:** Explain how your organization will verify participant eligibility for its RSI/RYM funded program/project. How will data data/records related to participant eligibility be collected and maintained? It is highly encouraged for your organization to do eligibility determination instead of subcontracting this service. However, if it is not possible to do refugee verification for direct services due to your organization's or district’s policy, indicate what organization you will be subcontracting with to do refugee verification and how they will be conducting refugee verification. How will they collect and maintain this data and share it with you in a timely way for reporting purposes? | | | |
| 1. **Requirement:** Organizations must have a plan for collecting data on program/project outcomes and reporting on them monthly, including both narrative summaries and quantitative data. DCF will provide reporting forms and will provide technical assistance when necessary to improve quality data collection. Required data includes but is not limited to participant name, alien number, date of birth, date of arrival, and eligible immigrant status (as listed in Section E). Organizations will be required to enter this and other service-level data into a DCF administered online database. | | | |
| **(100 points)**   1. **Question**:     a. Explain what methods your organization will use to measure program/project outcomes and how your organization will maintain that data, surveys, interviews, etc. How will your organization measure the success of its program/project?  b. Indicate how your organization will ensure it is able to provide monthly reports in a timely manner while complying with DCF reporting requirements. | | | |
| 1. **Requirement:** BRP recommends that RSI Grant or RYM Grant funded organizations collaborate with community partners when available and applicable to the RSI/RYM services being provided in order to help leverage existing community resources, prevent duplicative work, be efficient with grant funds, and supplement grant funds with additional funding or in-kind goods and services. BRP encourages collaboration across sectors, and unique partnerships, especially to solve program/project implementation issues. | | | |
| **(100 points)**   1. **Question:** What is one of the greatest barriers your organization faces in successful youth services program/project implementation? What community collaborations has your organization developed to remove this barrier? If your organization does not have an established collaboration, what collaboration(s) will it explore during the life of this grant? | | | |
| 1. **Requirement:** Complete a budget proposal for the first year of your organization’s program/project utilizing the template on Appendix 1, labeled “Appendix 1: RSI/RYM Budget (Your Organization Name)”. If you are applying for both RSI and RYM grants, you must submit one budget document (Appendix 1), but the costs for each grant must be clearly separated and listed in their designated columns. If staff time, supplies, or other expenses will be shared between the two programs, be sure to separate those costs by amount of expenses per grant. Be sure to account for all expenses and be sure that all expenses add up to the total amount requested for each grant. Use the budget narrative tab as needed to further explain specific costs, and to explain if you expect costs to increase, decrease, or stay the same in years two and three of your organization’s program/project. The amount requested will not be weighed in the score determination for this section. This section will be graded on completeness, and the extent to which expenses and narratives are provided to explain the expenses as needed. DCF/BRP may choose to partially fund your organization’s project based on the funds available and how well the budget is justified by the project design as reflected in your responses to the questions above. | | | |
| **(100 points\*\*)**   1. **Question:** Have you completed your budget and attached it as Appendix 1 to each application labeled: “Appendix 1: RSI/RYM Budget (Your Organization Name)”?   **\*\*You will be scored on the completion of the budget and budget narrative, not on what your total costs are.** | | | |
| **Total Points Available 1,025** | | | |