**5/17/22 RSS, RMS, RHP, SOR, ReMHI Grants Technical Assistance Conference Notes**

1. Explain decision making process and how allocations are made?
   1. Evaluation team reviewing application responses to evaluate and assign scores to each Question of individual grant applications Evaluations will be conducted per grant. Evaluation scores from each question will be totaled to get the total score per application. Once we total scores per applicant, the applications will be ranked from 1st to last by score. We will repeat this process for every grant opportunity. Budget thresholds were determined by projected arrivals per county to ensure that money is evenly distributed throughout the state. If not all funds are allocated from one county, we may take the remaining funds set aside for that county and allocate to a different area based on need and quality/score of grant applications.
2. How will amount be determined, if there is more than one application/award per county?
   1. There is a minimum and a maximum of awards per county in order to not duplicate services.
      1. Min and Max were targets, if quality applications not received for an area, DCF could choose not to award the minimum and could shift funding to other areas if wanted.
      2. DCF intends to award all money from grant.
   2. Funding award based on total score of application per grant per county. Evaluators will also be looking at the budget justification makes sense for the services being provided. Are costs explained and justified in the grant application?
   3. Make sure to explain services to be provided and the amount it will cost per person served.
3. How do we know which agencies in our area are applying and the specific grant they are applying for?
   1. You won’t. You should be putting your best foot forward in responding to the grant application. Be clear on who you’re serving, how you will serve them and how you have access to the population to be served. We will be grading your application based on what you write in your application.
4. When completing the budget, is this for one year? Also, the award is for a 3-year period, is this correct?
   1. This grant is for a 3-year period, however we will be contracting with awardees on an annual (12 month) cycle. Your budget should be based on 12 months of expenses, the amount you request for each year of the 3-year period. When we provide the intent to award to an organization, it will list the annual amounts we are awarding for each grant. We intend to provide the same funding level for the remaining two years but that is dependent on the availability of federal grant funds allocated to the state. Therefore, the funding amount that will be listed on an intent to award is only guaranteed for one year. When creating budget, don’t just think about what funding is for year 1, think about what it will be for year over year, but only fill the budget for 12 months.
5. So a $10k grant will be $10k per year, but not asking for $30k, right?
   1. Correct, asking for $10k for the 12 months.
6. Is the information on which agencies are currently funded for RSS publicly available?
   1. Yes, on the DCF website under Refugee Programs you can find this info and we will provide a link. <https://dcf.wisconsin.gov/files/refugee/pdf/fundedagencies-rev0420.pdf>
7. Can historical numbers be provided for populations served so that we can review to help provide an estimate?
   1. We can provide arrival data for 2021 and previous, but we cannot provide numbers for populations served. <https://dcf.wisconsin.gov/refugee/statistics-population>
8. What are your thoughts about agencies uniting and applying for funding as one? Does the funding go to one agency or can it be split?
   1. Up to you and your structure. Need to pay attention to a few things in application. You will most likely need a formal agreement with other agency. Main applicant would have to be sub-recipient and the other agency would have to be subcontractor. Look at the language in the RFA for what responsibilities you would have as a subrecipient and what responsibilities a subcontractor would have. Funding would only be dispersed to one agency. No co-applicants.
9. Can you submit a single proposal if writing for more than one county?
   1. Must be submitted separately, unless you’re application is for a primary county and you will also provide services to a bordering county as part of your main application. Make sure to include information about the services to clients in a bordering county. I.e. Your application and primary focus is for Milwaukee County but you may serve some clients in Waukesha County as well—this would all be on the same application. If you are applying for more than one of the counties we list in section 3: Awards and Funding levels, you would need to submit separate applications for each county you will serve.
10. Do you anticipate any changes in the total amount funded year to year, especially if amounts are based on arrivals?
    1. Its unpredictable to determine the change in amount of arrivals and amount funded. We can only use the current year information and take it year by year. Our funding is determined by the Office of Refugee Resettlement, who use formula funding to fund states.
11. If your application wasn’t accepted this round of proposals, will you have to wait until the end of this 3-year cycle to apply again?
    1. Yes, you will have to wait until this 3-year grant cycle is complete to reapply.
12. How should we build our budget?
    1. Apply in hopes that you receive the full amount you request and be clear in explaining why you’re asking for funds, the amount and how you will use it, what services you will provide. What makes you the best to provide these services? Why do you need the budget you are requesting to provide your proposed services. Explain your cost per arrival/client
13. Is there any flexibility in funding amounts? For instance, if the number served is higher than arrival numbers? Budget amounts per county are based on the number of arrivals. The total budget when you add all the funding is what is available for the upcoming federal fiscal year for the state. There is no flexibility. If we award that total, there will be no additional funds to provide agencies if they serve more than their anticipated arrivals unless we get additional awards from the Office of Refugee Resettlement (ORR). If you are provided an intent to award, you should assume that is your budget for that grant for FFY23 unless other funds are provided by ORR, but we can never guarantee that.
14. We have noticed that when our Afghan refugees started their ESL program, they were very diligent, but now that they’re getting jobs and their participation is hit or miss. What happens with funding received if your beneficiaries are not taking advantage of it? Would the funding be taken away?
    1. We can help provide technical assistance to help best use the funds and stay within the parameters of the grant or help provide guidance on additional reasonable/appropriate services. Funding will not be taken away. DCF will reimburse costs/expenses that are submitted. Ultimately, DCF wants to spend all the grant funding and wants to avoid underspending as much as possible.
15. Clarification on the 300-word rule?
    1. Each question and sub question has the 300-word limit rule, so you can provide up to 300 words for each question and sub question. We’re essentially requesting direct answers to each question, be as clear as possible.
16. Once we submit our responses, will we get a response received.
    1. Yes, procurement will confirm receipt of application received.
17. Is there an approximate date we can expect to receive a notification about whether or not our proposal will be funded?
    1. Targeting end of August for award notifications. Could come sooner or later. Contract start date is 10/1/22 and we want to provide time to deliver contract for review before the 10/1/22 start date.
18. Do the RFA’s provide information regarding reporting requirements?
    1. Yes, circle back to the grant you are interested in and review description of requirements. Different programs have different reporting cadences. In short, you will be expected to verify the eligibility of every client served, collect and record eligibility information, record services provided per client, use the DCF database (WRPD) to record client information and services provided to each client, and submit data and narrative reports on a regular basis. If any other questions, please contact DCF at [DCFProcurement@wisconsin.gov](mailto:DCFProcurement@wisconsin.gov)