**5/20/22 RSS, RMS, RHP, SOR, ReMHI Grants Technical Assistance Conference Notes**

* + - 1. Concern regarding cut in funding and it appears to be based on number of arrivals, is this correct? How was funding distribution decided?
         1. Look at totality funding available for each county for each grant you are applying for to see the total amount of funding potentially available to you and the distribution of funding. If you are concerned about funding, be strategic in your application submission(s) by evaluating where funding might shared for similar costs, while also understanding costs per grant will need to be separated in reporting and expenditure claims. I.e. where are staff expenses shared across programs and what are those percentage of staff expenses per program..
         2. Funding for each program and county is based on the number of projected arrivals in each county.
         3. The base funding for many programs for FFY23 is very similar to that of FFY22. The funds are now being dispersed to more counties in Wisconsin, which may be affecting how funding is looking in individual counties. Even still, the budget amounts we listed for each county is based on number of projected arrivals.
      2. Concern regarding cut in funding in our county resulting in competing with other programs that we already have great relationships with, worried about the impact of this. Especially if some are better suited for some services vs. others.
         1. We’re beholden to funds provided by ORR and for this RFA we’re only posting the amount that we’ve officially been awarded by ORR for FFY23. There is potential for more funding to become available, but we can only post/provide what is guaranteed to be provided at this time.
         2. Take a look at what all services you’ll be providing and what grants you’ll be applying for and look at the total funding available in your county. You should focus on putting your best foot forward in responding to the grant application and what services you will be providing. Explain to us why you’re the best organization in your county to be providing the services you are proposing to provide Be clear on who you’re serving, how you will serve them, how you will have access to clients you will serve explain why you’re asking for the amount of funding you’re asking for and how it will be spent.This is an opportunity for the different types of agencies applying for similar funding to distinguish what specific services one type of agency provides versus what services the other type of agency provides under this grant. Why are the services you are proposing to provide services that you can and should or better suited to provide in your county versus the other types of organizations. Decide what services you won’t provide because you are unable to provide them or are better suited to be provided by another type of organization. Ensure that your budget and program plan reflect these factors and all expenses requested are justified in the program plan/application.
      3. Why is citizenship in categories, when it might not apply?
         1. Some offerings/services are listed in multiple grants because they are allowable in multiple grant programs. Citizenship is a service that is allowable under RSS-Other Services (OS) and Service to Older Refugees (SOR). If you have a service you wish to provide decide under which grant(s) it makes sense for your organization to provide those services based on your program and also which types of organizations will be funded for each program. Section 2: Program Description lists if the grant is restricted to a specific type of organization. Section 5: Required and Allowable Services lists any services that are required under the grant and services that can be provided. Ultimately, it is up to your organization to look at the criteria of each grant and decide which grant you wish to apply for, what services you will be providing under the grant and why. Services offered may look different across organizations applying for the same grant, so you tell us what you will do, why you’re doing it, and what budget you will need to do it.
      4. In regards to duplication of services, can clients receive the same or similar services from different agencies? Potentially at the same time?
         1. DCF’s first concern related to duplication of services is ensuring the same type of services aren’t provided in the same county without reason. If the population in your county is big enough, it may be appropriate that more than one organization is providing similar services to cover the total amount of clients needing services in that region. We would expect that the client list is different for the same exact services if there are multiple organizations providing the same or similar services.
         2. More than one organization should not be providing the same exact services to the same exact clients, there could be unique circumstances for which a client may receive closely related services from more than one agency. If a client received one type of service from agency A, but then stopped getting that service from that agency and instead started receiving that service from agency B, there may be a legitimate reason for that. For agencies that enter into contract with us as a result of this RFA, we can provide technical assistance around these scenarios.
         3. If collaborating with another agency in your program plan, make sure you work with that agency to define the services you’ll be providing and what they will providing when submitting your respective application(s).
      5. When you ask the question in each grant application about complying to reporting requirements, isn’t that an easy question, we have to comply or we don’t? –
         1. We could have brand new partners who are awarded grant funds and may lack some exposure/experience with our currenting documentation, reporting, and database requirements.For all applicants, respond to the exact question 3.j. is asking. What practices will you put in place to ensure your organization is adhering to requirements, using the database, submitting reports timely—what does this look like at your organization—who will be overseeing this, who will be involved? What is your Quality Assurance plan?
      6. Can you please provide an overview of services for refugees over 60 months after arrival?
         1. Refugees at or beyond 60 months since arrival can receive citizenship services. Look at which grants allow citizenship, you can serve that population under those grants. You can also provide them more general case management, socialization activities such as field trips, referrals, ESL AND citizenship services under the Service to Older Refugees (SOR) grant. \
      7. Have never applied to some of the grants that we have applied to before, (such as older refugees), what is the reporting like for some of these grants that have smaller grant award amounts.
         1. Reporting is similar, but usually the population being served is generally smaller, so shouldn’t be as time consuming to compile required reports. Our new database (WRPD) will also help with administrative burden—organizations will be regularly using the database to upload client information and record services provided so that when it comes time to report on those services, you can use the database to obtain the client list by specific grants and services and export a report that you can submit—there will no longer be a need to manually create reports.
      8. Should we be submitting an appendix for each application or just one file with all programs listed in file name since there are multiple tabs for programs in the file?
         1. We can accept either.

One file listing your organization’s name and the acronyms for each grant you are applying for in the file name is preferred. EX: ASP\_Bureau of Refugee Programs\_RSS EE\_RSS OS\_RHP\_ARHP\_SOR

Will accept multiple files with just one tab filled out.

* + - 1. RSS E&E – needs to be changed to RSS ESL and DCF will change.