

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Summary Information

1. Awarding Agency Name:	Jewish Federation of Metropolitan Chicago
2. Agency Contact:	Deborah Covington and Marc Adelman, Jewish Federation of Metropolitan Chicago, Planning and Allocations, Refugee Social Services at DeborahCovington@juf.org & MarcAdelman@juf.org
3. Announcement Type:	Initial announcement
4. Type of Assistance Instrument:	Grant
5. Funding Opportunity Title:	Refugee Employment and Social Services
6. CSFA Number:	444-80-0207
7. CSFA Popular Name:	Refugee Employment and Social Services Program
8. CFDA Number(s):	93.566; 93.576; 93.584
9. Anticipated Number of Awards:	To be determined based on available funding and coverage of services needed statewide
10. Estimated Total Program Funding:	\$2.75 million
11. Award Range	To be determined based on available funding
12. Source of Funding:	Federal
13. Cost Sharing or Matching Requirement:	No
14. Indirect Costs Allowed	Yes
15. Restrictions on Indirect Costs	See GATA rules and regulations
16. Posted Date:	July 5, 2017
17. Closing Date for Applications:	August 4, 2017 4 p.m.
18. Technical Assistance Session:	Session Offered: Yes, July 11- 9:30-11:30am@ Jewish Federation of Metropolitan Chicago, 30 South Wells, Chicago IL 60606. To attend, please send an email to RebeccaSebree@juf.org no later than 3 pm July 10. Session Mandatory: No

Uniform Notice for Funding Opportunity (NOFO)

A. Program Description

For more than 40 years, Illinois has welcomed and provided a comprehensive array of services for newly arrived refugees and their families. This notice describes the availability of funding for services designed to increase economic self-sufficiency, decrease dependence on public benefits, and increase refugee social self-reliance.

The Jewish Federation of Metropolitan Chicago serves as the Administrator of Refugee Social Services throughout Illinois and provides administrative, financial and programmatic oversight as directed by the Bureau of Immigrant & Refugee Services and the State Refugee Coordinator.

Early employment remains the highest priority and newly arrived refugees should have access to effective employment and social services irrespective of their initial resettlement agency.

Refugees need access to bilingual, bicultural services. Connections to non-refugee funded/mainstream programs, such as ESL, vocational training, and Medicaid are critical. This funding opportunity is open to all eligible applicants, including collaborative models that allow for: a) adequate direct service staff and reasonable staff-to-client ratios in place to achieve the desired results; b) maximize resources and make effective use of economies of scale for the most efficient use of limited resources.

Core Refugee Social Services:

1A. Core Employment Services

Designed to enhance refugee employability and economic self-sufficiency, **Employment Services** include an Employment Action Plan, Pre- and Post- Employment Counseling, Job Development and Placement services. Employment services are prioritized for refugees resident 0-12 months and those on cash assistance up to 60 months of U.S. residency. Successful applicants will demonstrate the ability to assist hard-to-place populations. Service design may include job upgrading helping clients transition to a better job as resources allow. Match Grant clients are ineligible, until they exit the Match Grant Program.

1B. Core Case Management Services

Designed to establish a strong foundation for cultural adjustment and meeting basic needs, **Case Management** (CM) services include completion of a Comprehensive Family Assessment (CFA), Cultural Orientation, Interpretation, Benefits Enrollment, Home Visits, Use of Public Transit and Mediation. CM services are supplemental to the first 90-day Reception and Placement services. Agencies may propose additional services if they are necessary to serve populations with special needs. Such services could include support groups, additional orientation beyond initial classes, or other group activities. Services to refugees resident 0-12 months are a high priority and excludes those served under Preferred Communities programming if the services are duplicative. Clients resident 13-24 months remain eligible for services, while clients resident post-25 months are not eligible for CM services. Refugees age 60 and older must be provided services through Case Management and must be tracked and reported on separately as Senior Service.

Optional/Supplemental Refugee Services

- A. Intensive Mental Health Counseling Services are designed for refugees whose serious mental health issues require the care of a licensed clinical therapist, without which refugees may be impeded in their efforts to achieve economic self-sufficiency and social self-reliance. Services must be linguistically and culturally appropriate, measurable in demonstrating progress/improvement and helping to facilitate early employment as appropriate. Priority services shall be for refugees resident 0-24 months. Refugees resident 25-60 months may be served as resources allow. Applicants must describe the

transition and referral plan as clients approach the end of the service period. Successful applicants must be prepared to take referrals from any refugee service provider.
Federal Resources will not allow service to individuals resident more than 60 months.

- B.** K-12 Services must be linguistically and culturally appropriate, facilitate refugee students' transition into the US educational system, promote English language acquisition, improve academic performance, provide for parent engagement, and extend professional development opportunities for administrative and teaching staff within local schools. Services are prioritized for refugee students resident less than 12 months. Services are allowable for refugee students resident up to 36 months. Successful applicants will demonstrate having an effective volunteer tutor/mentor network and the ability to work with the public school system. Programs in the Chicago area must be able to work with the Newcomer Center at Sullivan High School as appropriate.

Successful applicants should be prepared to meet the following Performance Standards:

Employment & Case Management Performance Standards

PERFORMANCE STANDARD A: On a quarterly and annual basis, the number of unduplicated clients receiving Employment Services will at least equal the agency's projections.

PERFORMANCE STANDARD B: On a quarterly basis, the agency will place at a minimum 40% of unduplicated clients served in employment regardless of PA status.

PERFORMANCE STANDARD C: On an annual basis, the agency will place 59% of unduplicated clients served in employment regardless of PA status.

PERFORMANCE STANDARD D: On a quarterly and annual basis, the number of TANF/RCA unduplicated full-time entered employments with health benefits will be equal to 70% of the total unduplicated entered employments for those populations.

PERFORMANCE STANDARD E: On a quarterly basis, the number of 90-day job retentions will at least equal the agency's projection. Annually, 75% of the unduplicated clients entering employment will still be employed 90 days after placement.

PERFORMANCE STANDARD F: On a quarterly and annual basis, 85% of all unduplicated placements will be full-time.

PERFORMANCE STANDARD G: On a quarterly and annual basis, the number of unduplicated clients receiving Case Management Services will at least equal the agency's projections.

Mental Health Performance Standards

PERFORMANCE STANDARD H: On a quarterly and annual basis, the agency will serve at least the number of clients projected.

PERFORMANCE STANDARD I: On an annual basis, 85% of clients will have stabilized or progressed based on agency measurements.

K-12 Performance Standards

PERFORMANCE STANDARD J – On an annual basis, the number of unduplicated students receiving services will at least equal the agency's projections.

PERFORMANCE STANDARD K - On an annual basis, 75% of students receiving after school services will improve their English comprehension according to the results of the agency-administered ESL test.

PERFORMANCE STANDARD L - On an annual basis, 30% of students served will improve in at least one subject by at least one grade level.

PERFORMANCE STANDARD M - On an annual basis, 75% of students served will have fewer unexcused absences over the course of the year.

PERFORMANCE STANDARD N - On an annual basis, the number of unduplicated parents receiving services will at least equal the agency's projections.

PERFORMANCE STANDARD O - Based on the results of the parent pre- and post-tests, on a quarterly and annual basis, 85% of parents served will have an increased understanding of the school process.

PERFORMANCE STANDARD P - On an annual basis, 30% of refugee youth will have parents who are actively participating in school-related activities such as parent/teacher conferences or IEP meetings.

B. Funding Information

Funds for the Refugee Social Services listed above are authorized under the Refugee Act of 1980 (PL 96-212) as amended, and by the Refugee Assistance Extension Act of 1986 (PL 99-605) as amended. The Act enables the Office of Refugee Resettlement, Department of Health and Human Services (ORR), to reimburse state governments for the provision of refugee social services as specified in 45 CFR 400. The designated single state agency for administering such funds in Illinois is the Department of Human Services (IDHS).

This NOFO is based on projected federal pass-through dollars estimated to be in the range of \$2.75M. In the current fiscal year, there are 10 contracts ranging from approximately \$50,000 to \$800,000 with a grand total of just over \$3.04M. Funding priority will go to core services. Successful applicants may bid for one or more service area listed in the NOFO. Where appropriate, a collaborative model is encouraged to maximize funding available where there are multiple providers within the same geographic service area. IDHS reserves the right to negotiate the award amounts, budget items, and programmatic goals (including ethnic group service targets) of all contract awards subject to the availability of federal funds, effectiveness of service components, and the requirements of geographic and ethnic coverage.

Applicants will submit an annual budget and budget narrative for the period October 1, 2017 through September 30, 2018. Upon award, agencies will submit two revised budgets-one for three quarters of State Fiscal Year 2018 and a second for one quarter of State Fiscal Year 2019.

1. Cost Sharing or Matching.

There is no cost-sharing requirement for this program.

2. Indirect Cost Rate.

- If the applicants include indirect costs in its proposed budget, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

- a. Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.
- b. State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. Agencies may not start billing a state negotiated rate until they show proof of having received that rate.
- c. De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a De Minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis rate may be used indefinitely. The Jewish Federation of Metropolitan Chicago must verify the calculation of the MTDC annually in order to accept the De Minimis rate.

Once an Indirect Cost Rate is selected and approved, the rate must be consistently applied across all program areas and cannot vary from one service area to another.

C. Eligibility Information

All interested applicants, must meet the following criteria:

Applicants are expected to have the expertise to address cultural and language barriers, and provide culturally competent, linguistically appropriate services to refugees arriving from more than 20 different countries around the world. Program staff is expected to possess knowledge on a wide range of public benefits and human services to assist newly arrived refugees meet immediate needs, overcome challenges that prevent them from achieving social integration and transition from public assistance into employment and ultimately achieve economic self-sufficiency.

1. Is a nonprofit organization, State entity or a local public agency subject to 26 U.S.C. 501(c) (3) in good standing with the State of Illinois;
2. Is able to meet the program goals described in this NOFO;
3. Be equipped with the resources to collaborate with other refugee organizations to provide services and assistance to the customer;
4. Have a strong working knowledge of the target population's needs, knowledge of refugee social casework methods, techniques and principles;
5. Serve walk-in customers and referred customers from other refugee social service providers;
6. Have an effective transition/referral plan in place to mainstream providers as refugee service time limits expire.

Client eligibility

Alienage: To be a client eligible for services, a refugee must have been awarded U.S. Citizenship and Immigration Service (USCIS) status as follows:

1. Individual paroled as a refugee; Afghans or Iraqis entering with a Special Immigrant Visa; individuals granted political asylum or conditional entry status (admission pursuant to section 203(a)(7) as indicated by USCIS Form I-94);
2. Individual who entered the country with refugee status designation as indicated on USCIS Forms I-551, I-151 or I-94, or holds permanent resident status as a result of adjustment of status under PL 96-212;

3. Cuban/Haitian entrants identified as such on the USCIS Form I-94;
4. Cuban/Haitians arriving in the U.S. after October 10, 1980, and who have been released by the USCIS pursuant to USCIS regulations, and otherwise qualify under any of the categories specified in the Fascell-Stone Amendment;
5. Individuals who have been granted asylum in the U.S.;
6. Individuals who are victims of trafficking, are provided a 'T' visa, and thus, are certified as eligible for refugee services.

Ineligible clients include refugees whose residence in the U.S. is more than what is allowed under each service area; as well as Humanitarian parolees, public interest parolees, asylum applicants, other immigrant categories and citizens.

D. Application and Submission Information

To be considered for funding potential applicants are required to submit:

A completed grant application including all documents listed under Section G by 4 pm, Friday, August 4, 2017.

The Grant Application must be submitted electronically online via <https://juf.fluidreview.com/>. Agencies should access the website via Google Chrome. A receipt for the Grant Application will be provided to the grant applicant.

Applications will not be accepted through any other method outside of the grant portal and the system will not accept any incomplete or new application after the deadline.

Each applicant is required to:

- i. Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:
<https://governmentcontractregistration.com/sam-registration.asp>;
- ii. provide a valid DUNS number in its application; and
- iii. continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. Failure to comply with these requirements may disqualify the applicant.

E. Application Review Information

Criteria - ALL applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria described in the Eligible Applicants and Mandatory Requirements of Applicants as identified in Section C Eligibility Information will not be evaluated or considered for funding.

- Grant applications received will be reviewed by a review panel consisting of staff from the Jewish Federation, Bureau of Refugee & Immigrant Services and other professionals with relevant expertise as needed.

- The maximum possible score is 100 points per application. All applications will be reviewed, evaluated, and rated based on the following criteria:

10 points	1.	<u>Client Base Identification & Client Projections:</u> The extent to which the applicant is able to clearly define and describe the characteristics and needs of the proposed target population. Client recruitment strategies must be practical and feasible. Client service projections are realistic, consistent with past performance (where appropriate) and fulfill stated Performance standards.
70 points	2.	<u>Program Design and Implementation:</u> The extent to which the overall program design and proposed services effectively addresses the challenges faced by the characteristics and needs of the proposed client population. Implementation demonstrates appropriate expertise and either a successful history of providing or the demonstrated capacity to provide the service. Proposed staffing is sufficient to address client projections and client language needs.
20 points	3.	<u>Financial/budgeting:</u> The extent to which the budget is cost effective and the budget narrative provides detailed and clear justification for all proposed line item expenditures. The proposed budget must reflect the program design and costs are reasonable and justifiable.

F. Award Administration Information

- 1. Anticipated Announcement and State Award Dates, if applicable.** JFMC, in conjunction with IDHS, will make final award decisions. JFMC/IDHS reserves the right to negotiate the terms and conditions of the final grant award, including performance outcomes. Agencies will receive notification of preliminary award with any award conditions by September 8th. Unsuccessful applicants will be notified separately.
- 2. Review and Selection Process:** Funding decisions will be based upon the quality of the applicant's program plan and budget/budget narrative utilizing the 100-point scale.
- 3. Merit-Based Evaluation Appeal Process:**
 - A. Is limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal.
 - B. Submission of Appeal:
 - i. An appeal must be submitted in writing to:
Ngoan Le, Bureau Chief, Refugee and Immigrant Services
Illinois Department of Human Services (IDHS)
401 South Clinton, 4th floor
Chicago, IL 60607
 - ii. An appeal must be received within 14 calendar days after the date that the grant award notices have been published.
 - iii. The written appeal shall include at a minimum the following:
 - The name and address of the appealing party

- Identification of the grant
- A statement of reasons for the appeal

4. Reporting

Successful applicants will be required to submit:

- a. Monthly expenditure reports in the format prescribed by JFMC/ IDHS;
- b. Full financial back up documentation as requested;
- c. Monthly client demographic and service data via the online portal;
- d. Asylee Entrant and Secondary Migrant data;
- e. Trimester Performance Report narratives;
- f. Responses to any corrective action or notice of failure to perform;
- g. End of contract fiscal and program reports as required by IDHS.

Selected Refugee Social Services providers will also be required to:

1. Use Refugee Social Services database systems in order to effectively track customers' outcomes including entered employments, changes in Public Aid status, 90-day retentions, incidents of non-compliance and other reporting to IDHS that may be required.
2. Use RSS reporting forms when providing RSS data as well as conducting day-to-day operations.
3. Track the similar customer data so that all providers can compare and contrast results and outcomes. Program evaluation will necessitate accurate data collection and best practices.
4. Be monitored/go through documentation and case file review by JFMC staff as deemed necessary and at least once a year.

G. Mandatory Forms/information -- Required for All Agencies

1. Cover Sheet
2. Refugee Social Services Application including budget, budget narrative and client projections for each program area the agency intends to apply.
3. Proof of 501c3 status, if not a prior grantee