Job Readiness Curriculum and Virtual Classes
Request for Applications

Summary

Funding Opportunity Title: Job Readiness Curriculum and Virtual Classes

Overview: The purpose of this funding is to develop curriculum for English immersion Job Readiness classes and to offer and host virtual job readiness classes that are accessible to ORR eligible populations living statewide.

Period of Performance: October 16, 2023 – September 30, 2025

Project Period: 2 years

CFDA#: 93.566

CFDA Number Description: Refugee and Entrant Assistance State/Replacement Designee Administered Programs

RFPS: 23AK-REA-002

Funding Information

Total Available Funding:	Expected Number of Awards:
Statewide - $130,000/yr	Statewide - 1

Milestone Dates

Application Due Date: September 29, 2023.

Application Submission: All applications must be submitted electronically by 11:59PM Alaska Standard Time (AKST) on Friday, September 29th to the funding agency contact listed below.

Notice of Award Date: October 16, 2023

Start Date: October 16, 2023

Applicant Eligibility

Local government agencies, nonprofits, and institutions of higher learning.

Additional Eligibility Information

The Alaska Office for Refugees (AOR) intends to award this funding to a) agencies with demonstrated effectiveness in curriculum development b) agencies that demonstrate knowledge of employment services c) agencies with demonstrated knowledge of ORR eligible populations and English Language Learners d) agencies with experience offering online trainings or classes

Description of Federal Grant

The Employment Services funding streams, which Job Readiness classes support, are intended to increase the self-sufficiency of all ORR eligible populations living in Alaska. These services are bound by the refugee social services activities listed in CFR 45 Part 400.154 and 400.155 covering employability and other services. RSS funding is designated to support eligible individuals as delineated within ORR PL 16-01, ORR PL 22-01, and ORR-PL 22-13.

Purpose and Scope

The purpose of this funding is to develop curriculum and teach Job Readiness classes virtually for ORR eligible clients living statewide. Additional, Job Readiness classes will be offered in person in Anchorage, the Mat-Su, and Delta Junction as possible through other additional employment services funding. Clients would be eligible to attend both. Virtual classes will increase opportunities for clients to access English language immersion classes that introduce the process to become employed, skills for employment, and skills to be good employees (e.g. punctual). It is encouraged that the applicant thinks about the type of class offered (e.g. all levels vs. beginner, intermediate, advanced) and explain thoroughly how this will benefit clients. Job Readiness classes do not intend to duplicate ESL classes, which clients should also be referred to. They should strictly stay within the employment preparedness lane. It is intended that the Job Readiness curriculum be relevant across refugee populations and re-usable in future offerings to more arrival groups. Therefore, the curriculum developed must be user friendly for future instructors. To accomplish these goals, applicants must provide services in accordance with 45 CFR Part 400 and are required to ensure that they:

1. Develop a written curriculum of at least two quarters of classes (about 6 months) ranging in topics from how to apply to a job, career pathways, how to read job descriptions, and any other relevant skills to get, keep, and upgrade a job.

2. Offer at least four virtual Job Readiness classes a week.

3. Provide clients with referrals to local service providers relevant to the topics covered in Job Readiness classes.

4. Track attendance and document services provided through class notes in Apricot.

5. Complete bi-annual reporting.

The above-mentioned examples are not exhaustive.

 Funding Restrictions

The administration of this program is based on:

- **Immigration and Nationality Act of 1952, as amended** (PL.L. 82-414) http://www.uscis.gov/iframe/ilink/docView/SLB/HTML/SLB/act.html;

- Code of Federal Regulations **45 CFR 400:** Refugee Resettlement Program

: *Information specific to Refugee Support Services can be found in Subpart I. Information regarding eligible refugee participants is found in Subpart D.*

- **45 CFR Part 75:** The US Department for Health and Human Services is implementing the language in 2 CFR 200 in these codified regulations found here:

a) *Administrative requirements:* Subparts B through D of this part set forth the uniform administrative requirements for grant and cooperative agreements, including the requirements for HHS awarding agency management of Federal grant programs before the Federal award has been made, and the requirements HHS awarding agencies may impose on non-Federal entities in the Federal award.

b) *Cost principles:* Subpart E of this part establishes principles for determining the allowable costs incurred by non-Federal entities under Federal awards. The principles are for the purpose of cost determination and are not intended to identify the circumstances or dictate the extent of Federal Government participation in the financing of a particular program or project. The principles are designed to provide that Federal awards bear their fair share of cost recognized under these principles except where restricted or prohibited by statute.

c) *Single audit requirements and audit follow-up:* Subpart F of this part is issued pursuant to the Single Audit Act Amendments of 1996, (31 U.S.C. 7501-7507). It sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of non-Federal entities expending Federal awards. These provisions also provide the policies and procedures for HHS awarding agencies and pass-through entities when using the results of these audits.

Application Submission

Deadline: 11:59PM Alaska time, 09/29/2023

- Applications received after the deadline will receive a reduction of 5 points on their proposal review score per day exceeding the deadline.
- Applications should be sent by email to the funding agency contact:

  Issa Spatrisano
  AK State Refugee Coordinator
  (907) 222-7341
  ispatrisano@cssalaska.org

Evaluation Criteria

Each proposal will be evaluated by a Review Panel based on Specific Rating Criteria for the services proposed and contained herein.

Each application will be evaluated on the extent to which the applicant addresses each of the bullet points listed below. The maximum number of possible points in each section is listed at the bottom of each subject area. Please note that while these evaluation criteria are an important tool in

assessing an applicant's proposal, they are not the only information considered in making funding decisions.

Program Design
- How well does the applicant present elements that make the program effective and innovative while incorporating the required and strongly encouraged program elements?
- How well does the applicant identify and capitalize on client and community assets? How well do they attempt to make their program culturally responsive and linguistically accessible?
- Is the proposal aligned with the suggested services and activities in the RFA?
- How well does the applicant prepare to mitigate potential challenges in program delivery?

Maximum points: **30**

Implementation Timeline
- How well does the applicant illustrate when, how and by who program elements will be executed?

Maximum points: **7**

Client Outreach and Engagement
- How well does the applicant outline their outreach and engagement strategies for ORR eligible populations?
- How well do they incorporate community input?

Maximum Points: **7**

Community Partnerships
- Does the applicant identify other programs and organizations to collaborate with in program success? How do these referrals attribute to the overarching goals of the grant?

Maximum points: **7**

Outcomes
- How well do the proposed outcomes reflect the applicant's organizational capacity to meet anticipated need and support the goals of the grant?

Maximum Points: **20**

Program Administration
- How well does the applicant illustrate how services are delivered with linguistic and cultural competence?
- Does the applicant build a convincing case in how they will map other in-house programs and resources to complement their proposed program?
- How capable does the applicant seem in managing federal funds?

Maximum Points: **7**

Staff

- How well does the applicant describe staff roles funded under this grant?
- How well did the applicant describe the training opportunities they will provide to staff and how they will document this training?
- How comprehensive is the applicant's description of their organization's Title VI policy?

Maximum Points: **8**

Budget

- Did the applicant complete a comprehensive and detailed budget?
- How well did the applicant explain each line item?
- On average, how much grant funding will be spent on each client expected to achieve program outcomes? How reasonable is this?

Maximum Points: **14**

TOTAL /100

Award Notices

Awardees will be notified by October 16, 2023. An official Notice of Award and subaward package will be received by October 30, 2023. An award will be emailed to the agency director, the program contact, and the fiscal contact for each agency. The agency director must sign and submit the subaward agreement signature page in order for the award to be complete.

Applicants not awarded funding will be notified via email by October 16, 2023.

Additional Information on Awards:

Subawards made under this announcement are subject to the availability of Federal funds.

Annual Award amounts are based on the projected costs of providing assistance to eligible refugees which is based on the number of refugee arrivals to the State/geographic area.

Eligibility to re-apply for future funding will depend on availability of Federal funds, project performance, results of A-133 audits and may depend on other factors beyond the control of the funder.

Eligible Client Data

The Alaska Office for Refugees relies on its statewide refugee database, Apricot, to identify grant-eligible individuals in resettlement communities across Alaska. Grant allocation determinations for each county are made using an eligibility formula model.

Applicants are encouraged to review the demographic information for this RFA as provided below and reference it when composing their proposals.

Statewide

Total Current Eligible Population:

Statewide Employable Population
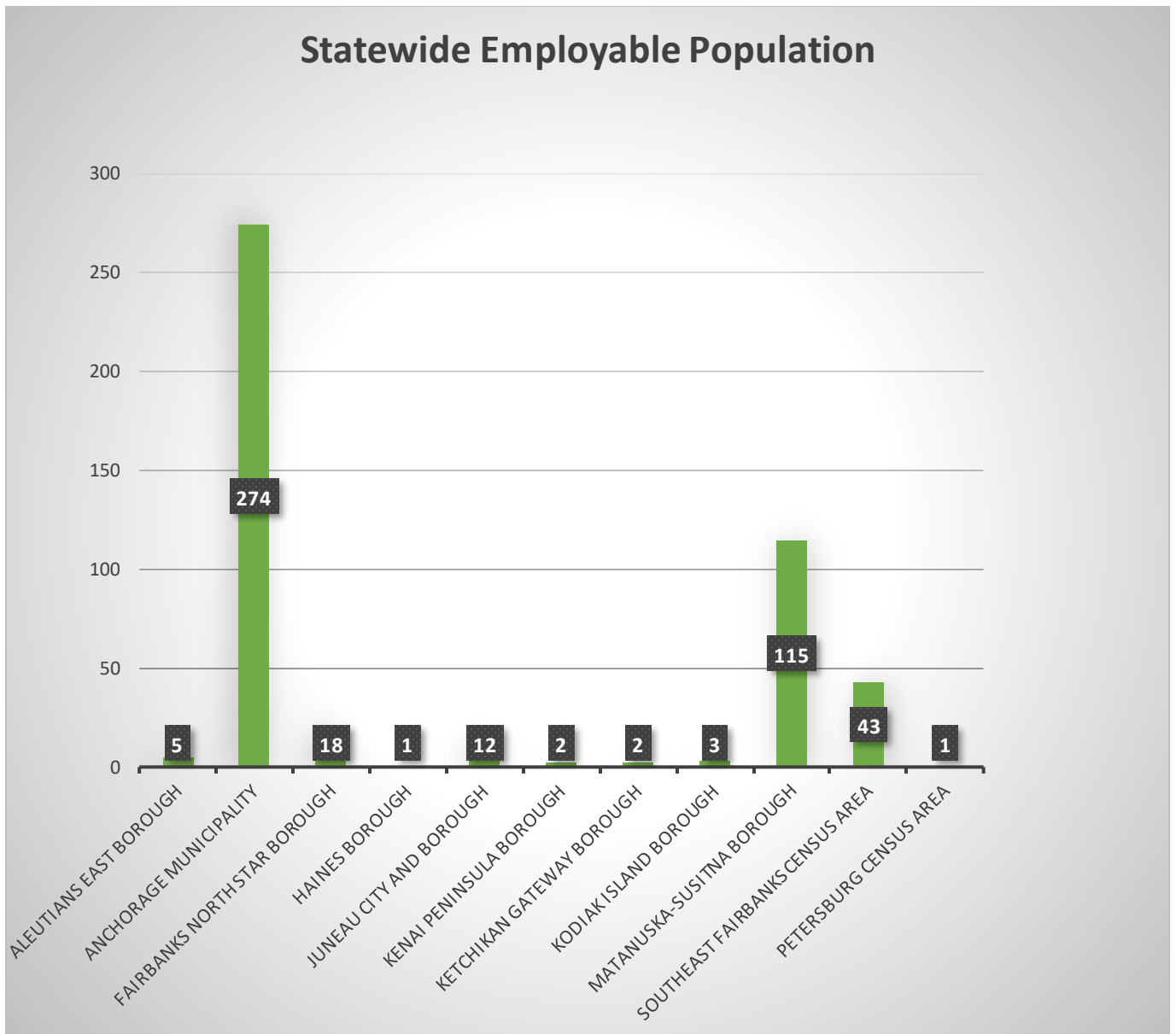
Job Readiness Curriculum and Virtual Classes
Grant Application Checklist

Organization Name: _____

Applications should be completed on 8"x11" paper with all pages in the packet numbered. The narrative section of the application should be double-spaced, using 12 point Times New Roman font. Margins on all sides should be 1 inch. The following documents should be submitted in one document as a PDF. All pages should be numbered.

___ **Grant Application Checklist**
      (this page should be the first page of your application)

___ **Organization Information Form**

___ **Program Narrative**

___ **Line Item Budget**

___ **Budget Narrative**

ADDITIONAL ATTACHMENTS

___ **Indirect Cost Rate/Plan and Approval (if applicable)**

___ **Board of Directors List**

___ **Most Recent Agency Audit (if applicable)**

___ **Copy of 501(c)(3) determination letter from IRS (if applicable)**

___ **DUNS Number**

___ **MOU agreements as applicable**

Job Readiness Curriculum and Virtual Classes
Organization Information

Organization Name: _____
<center>(as it should appear on a legal document)</center>

Address:

_____

_____

Executive Director:

_____

Phone: _____ Email:_____

Name of Individual Authorized to Sign Contracts on Behalf of Organization:

_____

Title: _____

Phone: _____ Email:_____

Program Contact: _____

Address: _____

Phone: _____Email:_____

Fiscal Services Contact: _____

Mailing Address: _____

Phone: _____ Email: _____

1. Program Design

Provide a description of your program (maximum 6 pages). What are some of the main barriers in ORR eligible populations navigating employment upon arrival? Include key elements that show your proposed program's effectiveness, including a description of your delivery strategy, and the intensity and duration of services. What components will make your program culturally responsive and linguistically accessible? How will you differentiate class levels or will classes be multi-level? How will you make use of the strengths and assets of clients and community partners? How are you prepared to overcome potential challenges?

2. Implementation Timeline

Provide an implementation timeline identifying when, how, and by who program elements will be executed and stated goals will be accomplished.

3. Client Outreach and Engagement

Describe your outreach strategy for ORR eligible clients. How will you assess their needs and priorities for job readiness classes? How will you ensure accessibility of services? In what ways will you provide opportunities for client feedback?

4. Community Partnerships

Describe the community partnerships and referrals you anticipate making for AHPs in this program. How will these benefit ORR eligible clients and support the overall goals of the grant?

5. Outcomes*

The goal of the Job Readiness Curriculum and Virtual classes project is to develop a virtual job readiness curriculum that can prepare clients for employment in Alaska. This project will also host and teach at least four virtual classes a week. How would you articulate the outcomes for your proposed program using the chart provided?

Outcome	Number to achieve/Number to participate

The Alaska Office for Refugees has a statewide database that subgrantees will utilize in the administration of this program. AOR will incorporate proposed outcomes and feedback from subgrantees to develop the reporting systems needed to track outcomes.

6. Program Administration

A. Explain how you ensure that services are delivered in a linguistically and culturally competent manner.
B. What other programs and resources do you offer that ORR eligible clients may be eligible for? How do you intend to maximize on these without duplicating them through this grant?
C. Describe your agency's experience in managing federal funds.

7. Staff

    A. List each staff member that would be compensated by this grant and provide a short description of each that demonstrates their qualifications for the role they play in the success of the program. If you will create a new position with this grant, please share the unique skills and backgrounds you will seek for the position.

    B. Describe other persons essential for your project by name and the role that they play. (This includes people from other organizations who may not be affiliated with this grant).

    C. Describe your agency's staff training activities that are specific to the refugee program including Title VI compliance. Explain how this training is documented.

    D. Describe how your agency will meet Title VI guidelines. http://www.justice.gov/crt/title-vi-civil-rights-act-1964-42-usc-2000d-et-seq

8. Budget/Other Information

    A. Complete the provided budget template.

    B. Provide a narrative explanation of the items included in each line item in your budget using the provided budget narrative guidance. Include specific, detailed descriptions of each item, including all expenses that fall into the "Other" category. Failure to do this could result in your application not being funded.

    C. You must attach a copy of your indirect cost rate/plan and approval from your federal or state cognizant agency (if applicable) in order to budget and be reimbursed for indirect costs.

    D. Attach a list of the members of your current Board of Directors

    E. Include a copy of your organization's most recent annual audit, if applicable.

    F. Attach a copy of your agency's 501(c)(3) determination letter from the IRS, if applicable.