

Refugee Integration Fund | Legal Services

If you need assistance translating this grant application into another language, please contact Sarah Kurz (she/her), Vice President of Public Affairs, at skurz@rcfdenver.org.

Welcome and Instructions

The Colorado Refugee Services Program (CRSP) seeks proposals for programs which will address pressing immigration-related legal needs for Office of Refugee Resettlement (ORR)-eligible Afghan community members in Colorado.

Rose Community Foundation (RCF) serves as the Fiscal Intermediary for the current Refugee Integration Fund grants overseen by CRSP. The RCF contact listed in these instructions is the sole point of contact concerning this Request for Proposals (RFP).

Please read the instructions and information regarding eligibility carefully before beginning your application.

Organization Eligibility

Organizations eligible to apply for this funding opportunity are:

- Colorado agencies with experience serving ORR-eligible populations in metro Denver, Greeley, Colorado Springs, and/or with the capacity to provide in-person or mobile services to various locations in Colorado, including rural areas.
- Able and willing to serve ORR-eligible populations regardless of ethnicity, language, religion, gender identity, sexual orientation, national origin, and/or race.
- Have data collection and outcome reporting capabilities that support the goals, purposes, and approach of this RFP.
- Are public and private nonprofit agencies operating in Colorado, including community-based organizations with or without 501(c)(3) status (excluding institutions of higher education), school districts, and public housing authorities.
- Have the financial tracking and reporting capabilities necessary to provide supporting documentation and fiscal responsibility in line with the requirements of the handling of federal funds.

Review Process

The program carefully designed a scoring process to ensure fair selection of the best qualified applicants. The criteria for scoring are in direct correlation to the required application components. The technical aspects of applications will be assessed based on the soundness of the applicant's approach and the applicant's understanding of the requirements. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance.

Reviewers will include professionals with expertise in specific ethnic and cultural Newcomer communities, prevention, intervention, grant making, subject matter expertise, non-profit management, fiscal policies and procedures, and evaluation. Applications that fail to follow all of the requirements may not be considered.

Timeline

- **Informational webinar for interested applicants: Friday, January 6, 2023.** This session is encouraged for all applicants, especially those that have not applied for federally-funded grants in the past.
- **Application process opens:** Monday, January 9, 2023
- **Application Q&A period: January 9-20, 2023.** Prospective applicants may submit application-related questions to Rose Community Foundation via email during this period.
- **Posting of Q&A responses: Friday, January 27, 2023.** Responses will be published on Rose Community Foundation's website in a general answer format and will remain publicly available through application closing.
- **Deadline for grant applications: Tuesday, February 7, 2023.** All applications must be submitted through Rose Community Foundation's online grants portal. Mailed, hand-delivered, or emailed applications will not be accepted. Late proposals may not be accepted.
- **Review period: 2 weeks from application closing.** Organizations may be contacted during this period for additional information.
- **Estimated notification of award: Early March 2023**
- **Anticipated contract start date: March 2023**
- **Anticipated contract term: Through September 30, 2024, to align with the federal fiscal year.**

Reporting Requirements

Semi-annual narrative and financial reports are due via the Rose Community Foundation's online portal on April 15th and October 15th of each calendar year.

If applicable per the Scope of Work, the Grantee must also report program and service data directly to CRSP. Reporting methodology and timing will be determined by CRSP on a case-by-case basis.

Grant Payments

50% of the total grant amount will be released within 30 days of contract execution, as an advance payment in accordance with Colorado Fiscal Rule Waiver Request 104064.

Following a reconciliation of expenses at the end of the first half of the contract period, funds will be distributed quarterly. Grantees must submit adequate documentation on expenditures via Rose Community Foundation's online portal in the form of **payroll reports** showing time on the project, **receipts for purchases**, and other **expenditure documentation** prior to receiving subsequent quarterly advance payments. Grantees must comply with the specific documentation submission process and schedule determined by Rose Community Foundation and work with the Foundation to ensure submission requirements are met.

For Questions

If you have questions about the online grants portal or application or need accommodations in applying, please contact Kelly Costello (he/him), Director of Grants Management, at kcostello@rcfdenver.org. Note that application-related questions will be answered in a general answer document made available to all prospective applicants following the timeline above.

Project Background and Overview

The Colorado Refugee Services Program (CRSP) is designated by the governor of Colorado under 45 CFR

400.5 to implement the State Plan for effective refugee resettlement within Colorado. CRSP is within the Division of Economic and Workforce Support (DEWS) within the Colorado Department of Human Services (CDHS). CRSP does not provide direct services, but rather provides State leadership, networking, monitoring, and systems navigation on behalf of refugees and the agencies that assist them. In partnership with ORR, other CDHS divisions, and counties in which refugees resettle, CRSP coordinates an array of services aimed at promoting refugee self-sufficiency and integration. Colorado's services and programs support refugees and the larger receiving community working together to build the social capital necessary to both sustain a welcoming environment for refugees as well as a return on investment for the mainstream community.

Beginning in federal fiscal year 2022, the State of Colorado welcomed unprecedented numbers of ORR-eligible populations, including humanitarian parolees and others from Afghanistan. Most newly arrived Afghans have temporary legal status that is subject to USCIS requirements and will expire after a period of time. In order to achieve successful long-term integration, Afghan newcomers must understand the complex U.S. immigration system and have timely access to appropriate professional legal services.

CRSP has received funds through ORR for the provision of immigration-related legal assistance for newly arrived Afghans meeting the criteria specified below. Relevant details are outlined below. The full details of this funding can be accessed through the following links:

- [Refugee Support Services Funded by the Afghanistan Supplemental Appropriation](#), ORR Policy Letter 22-03, Initially published October 21, 2021, Revised November 26, 2021 & June 21, 2022
- [Immigration-Related Legal Assistance Allowable Under ORR ASA Funding](#), ORR Policy Letter 22-11, Published March 3, 2022

The purpose of this Request for Proposals (RFP) is to solicit proposals from Colorado organizations to provide legal assistance to eligible Afghans for the purpose of identifying and pursuing appropriate permanent legal status in the United States. The specific goals and requirements are described below.

Eligible Populations

Afghanistan Supplemental Appropriation funding is designated to support Afghans who meet the below criteria. See also ORR [Policy Letter 22-01](#) (revised January 5, 2023).

- Citizens or nationals of Afghanistan paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act between July 31, 2021 and September 30, 2023.
- A spouse or child of any Afghan humanitarian parolee described above, who is paroled into the United States after September 30, 2023.
- A parent or legal guardian of an Afghan humanitarian parolee who is determined to be an unaccompanied child as defined by 6 U.S.C. 279(g)(2), who is paroled into the United States after September 30, 2023.
- Citizens and nationals of Afghanistan for whom refugee and entrant assistance activities are authorized (e.g., Special Immigrant Visa holders, Special Immigrants with Conditional Permanent Residency, SQ/SI parolees, refugees, asylees), whose eligibility date is on or after July 31, 2021.

Program Objective

The objective of the Afghan Legal Services (ALS) program funding is to help newly arrived Afghans identify and pursue viable pathways to legal permanent status in the United States through immigration-related legal services and education. The program approach should be client-centered, trauma-informed, and strengths-based. It should also be informed by an understanding of Afghan history, culture, and the

unique circumstances of the 2021 Afghan evacuation. ORR strongly encourages practicing inclusion through purposeful collaboration and engagement with ethnic communities to inform service design and delivery. For the implementation of this funding, Afghan leaders and communities should be engaged in meaningful and consistent ways to inform program design and implementation.

Scope of Services and Activities

The service areas and allowable activities under this funding include:

Immigration-related Legal Assistance

- Increasing immigration literacy
 - Providing eligible populations with basic legal orientation on immigration statuses and immigration protections under the law
 - Conducting seminars, trainings, or workshops on relevant immigration-related legal assistance topics to eligible clients and/or eligible pro se applicants
- Preparing and filing immigration-related forms (see below)
 - Consulting with a client to determine immigration-related legal assistance needs
 - Interviewing the client to obtain relevant information
 - Assisting in the replacement of lost or damaged immigration documents and/or assisting with the correction of incorrect immigration documents
 - Providing interpretation services to engage the client's support in filling out relevant immigration forms
 - Translating relevant documents into client's preferred language to provide the client with greater understanding of the forms and the U.S. immigration system
 - Explaining relevant forms to the client
 - Physically filling out relevant forms
 - Retrieving supporting documentation for relevant forms
 - Providing guidance on fee waivers
 - Assisting in the logistics of securing fees for forms
- Providing direct legal representation
 - Representing the client in an affirmative asylum interview or other mandatory in-person immigration-related legal assistance appointment
 - Responding to immigration-related inquiries from the U.S. Department of State Bureau of Population, Refugees, and Migration
 - Responding to U.S. Citizenship and Immigration Services (USCIS) inquiries, including requests for evidence or notices of intent to deny

Immigration-related Forms

- Form I-589, Application for Asylum and for Withholding of Removal for affirmative asylum applications
- Form I-130, Petition for Alien Relative for a client whose marriage occurred on or before July 30, 2021
- Form I-485, Application to Register Permanent Residence or Adjust Status
- Form I-751, Petition to Remove Conditions on Residence
- Special Immigrant Visa applications (e.g., Form I-360, Petition for Amerasian, Widow(er), or Special Immigrant)
- Humanitarian Parole applications (e.g., Form I-131, Application for Travel Document) for immediate family members of ORR-eligible populations remaining in Afghanistan or other

countries outside of the United States

- Appeals with the USCIS Administrative Appeals Office (e.g., Form I-290B, Notice of Appeal or Motion)
- Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative
- Form I-765, Application for Employment Authorization
- For Unaccompanied Refugee Minor (URM) children and youth specifically: Special Immigrant Juvenile predicate orders
- Form I-360, Petition for Amerasian, Widow(er) or Special Immigrant

Other Allowable Activities

Please refer to [ORR Policy Letter 22-11](#) for details on other allowable activities to facilitate client access to immigration-related legal assistance.

Additional Provisions

- Applicant must have prior experience working with refugee and other displaced populations and possess a full understanding of, and sensitivity to, the Afghan population.
- Applicant must have experience providing legal services, legal representation and/or supervising pro bono attorneys to assist individuals eligible for Office of Refugee Resettlement (ORR) services. See [Documentation Requirements for the Refugee Resettlement Program | The Administration for Children and Families](#) for details on who is considered ORR-eligible.
- This funding cannot be used to pay U.S. Citizenship and Immigration Services (USCIS) application fees.
- This funding cannot be used to provide duplicative immigration assistance that USCIS provides in a given state/locality or duplicative immigration-related legal assistance provided to an individual by another federally funded program or any other entity.
- To increase accessibility, flexibility in the time and means of offering services should be carefully considered to align with participant availability and digital literacy.
- Identifying and addressing other barriers to utilizing services - such as linguistic, cultural, and/or financial barriers - should be an integral part of the program design and implementation.
- In order to advance equity, ORR-funded projects must be consistent with the Executive Order on Advancing Racial Equity and Support for Underserved Communities (E.O. 13985 details can be found at: [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government - The White House](#)).
- Inclusion of community members from the populations to be served in the planning, design and implementation of the program is strongly encouraged.
- Programs should utilize or build upon evidence-based or most promising practices where feasible.
- Innovation in program design, outreach, and partnerships are also encouraged in program design and implementation.
- Programs should be fiscally sustainable or have a long-range plan for fiscal sustainability beyond the current grant funding.

Project Budget Period, Funding Period and Budget Requirements

Budget Period: The anticipated term is March 2023 through September 30, 2024, in alignment with the federal fiscal year calendar.

Funding Period: There is currently no option for renewal after the completion of the full term. Funding is

contingent upon the Grantee's successful completion of contractual requirements.

Budget Requirements:

- **Advance Payment:** The contract for programs will be on an advance payment basis, in which up to 50% of the total amount of the approved budget will be provided to the contractor following full execution of the contract. Following a true-up of expenses at the end of the first half of the contract period, funds will be distributed quarterly. Contractors must submit adequate documentation on expenditures via Rose Community Foundation's online grants portal in the form of payroll reports showing time on the project, receipts for purchases, and other expenditure documentation prior to receiving subsequent quarterly advance payments. Grantees must comply with the specific documentation submission process and schedule determined by Rose Community Foundation and work with the Foundation to ensure submission requirements are met.
- **Indirect (F&A) Cost Rate:** Definition: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or grant account. Indirect costs may be called Facilities and Administration costs (F&A) at some agencies. Indirect costs are different than administrative costs in most cases. For example, a program employee can be considered administrative and not be included in an agency's indirect costs. Costs classified as indirect can differ depending upon your organizational structure and accounting practices but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses such as the salaries and expenses of executive officers and accounting or legal staff.

If Applicant's agency/business maintains an indirect or F&A rate and Applicant chooses to include this cost on the application budget, it is expected that the amount budgeted will reflect the agency's/business's approved rate. Be prepared to submit one of the following if awarded: Federally Negotiated Indirect Rate Agreement – An entity that receives funding directly from the federal government is eligible to recover indirect costs by using a federally negotiated indirect cost rate from their Federal cognizant agency.

- i. *CDHS Negotiated Indirect Rate Agreement*– An entity that does not have a current negotiated indirect cost rate with a federal agency AND does not receive federal funds directly from a federal agency can negotiate an indirect cost rate with the internal audit unit at CDHS.

Alternatives to a negotiated indirect cost rate:

- de minimis indirect cost rate - Organizations may elect to charge a de minimis rate of 10% of modified total direct costs as defined at 2 CFR 200.68. NOTE: The de minimis indirect cost rate is only available to organizations that have never had a negotiated indirect cost rate.
- Direct Charge All Expenses - Organizations may elect to direct charge all allowable expenses on their billings for each contract, grant or award. Billed costs will be subject to field review by the CDHS.

Regardless of the option chosen, CDHS requires all indirect rates to comply with generally accepted accounting principles and be fully supported by actual cost data. See [U.S. Department of Labor guidance](#) for more details.

Definition of Terms

- **Colorado Department of Human Services (CDHS):** The Colorado Department which oversees both

Colorado Refugee Services Program and Division of Child Welfare.

- **Colorado Refugee Services Program (CRSP):** A division of CDHS that has the responsibility to oversee refugee services in the State.
- **Evidence-Based Practice (EBP):** The term evidence-based practice (EBP) was used initially in relation to medicine, but has since been adopted by many fields including education, child welfare, mental health, and criminal justice. The Institute of Medicine (2001) defines evidence-based medicine as the integration of best researched evidence and clinical expertise with patient values. EBP is a process involving creating an answerable question based on a client or organizational need, locating the best available evidence to answer the question, evaluating the quality of the evidence as well as its applicability, applying the evidence, and evaluating the effectiveness and efficiency of the solution.
- **Office of Refugee Resettlement (ORR):** The federal agency responsible for refugee resettlement within the Department of Health and Human Services (HHS), Administration for Children and Families (ACF). Through its Director, ORR issues rules (in the form of State Letters) concerning eligibility for its programs.
- **ORR-eligible Populations:** ORR provides benefits and services to assist the resettlement and local integration of specific eligible populations, including refugees; asylees; Cuban/Haitian Entrants; Certified Victims of Trafficking; Iraqi or Afghan Special Immigrants; Amerasians; Lawful Permanent Residents (LPRs) who have held one of those statuses in the past, and in most cases, spouses and unmarried children under 21 of those holding such statuses. Details as to who qualifies as ORR-eligible can be accessed at [Documentation Requirements for the Refugee Resettlement Program | The Administration for Children and Families](#).
- **Resettlement Agency:** A local affiliate of a national voluntary resettlement agency having a cooperative agreement with the U.S. State Department to provide initial resettlement, cultural orientation, employability services, and case management to assist refugees in successful resettlement. Also called Voluntary Agency or Volag.

Grant Request Information

The following questions are available in the online grants portal and are provided here for reference only. Please submit your responses via Rose Community Foundation's [online grants portal](#).

- **Review of grant cycle expectations and requirements.** Confirm you have read and understand the expectations and requirements detailed on the [Supplemental Provisions for Federal Awards](#).
- **Name, Pronouns and Title of Primary Contact**
- **Primary Contact's Email Address and Phone Number**
- **Contract Signer's Name, Pronouns, and Title**
- **Project Name** (*Character Limit: 100*)
- **Total Amount Requested.** Grant awards will range from \$250,000 to \$850,000 on average.
- **Geographic Region Served** (*Character Limit: 1000*)
- **Fiscal Sponsor, and, if applicable, their contact information**

Scoring Guidelines

The application will be scored on a 100-point scale with the maximum allowable points for each section listed below. Additional points will be added to the total score for each of the following (maximum of 10 points):

- Demonstrated diverse funding portfolio which creates the opportunity to equitably provide services to other refugee, asylee, parolee, or immigrant individuals or groups who do not meet

the grant criteria (5 points).

- In an effort to include small organizations in this proposal, applicants that have an overall organizational budget of less than \$300,000 per year will be awarded additional points (5 points).

Program Narrative / Section I (5/100 points)

- **Organizational background, mission, and vision** (*Character Limit: 5000*)

Program Narrative / Section II: Organizational Capacity (15/100 points)

- **Experience with Proposed Population** (*Character Limit: 1500*)
- **Previous Grant Experience.** Describe the organization's previous experience with effectively designing, implementing, and fiscally managing grants and achieving grant deliverables. Include a list of the names, grantors, and amounts of previous grants. (*Character Limit: 1500*)
- **Organizational Capacity.** Describe the capacity of the organization to successfully perform the activities outlined in your proposed project. (*Character Limit: 1500*)
- **Current Programs.** Include a brief list and description of the organization's current programs. (*Character Limit: 1500*)
- **Inclusivity in Programming.** Describe the organization's efforts to foster inclusivity in hiring practices, programming, and input of ORR-eligible communities in developing and/or implementing programming. (*Character Limit: 1500*)
- **Collaboration.** Describe collaboration with other organizations to provide well-coordinated services and programs for relevant populations. (*Character Limit: 1500*)
- **Proposed Staffing and Duties.** Provide a summary of proposed project staffing and duties, and how volunteers and in-kind donations will be used in support of this project. (*Character Limit: 1500*)
- **Board of Directors / Governance.** Please upload a list of the Board of Directors and other information about Governance.
- **Organization Chart.** Please upload a copy of the organization chart. (*File Size Limit: 3 MB*)
- **Year-End Financial Statement.** Please upload the most recent year-end financial statement.

Program Narrative / Section III: Program Goals (20/100 points)

Summary of Goals. Provide a list and summary of the goals of the proposed program. Program goals should be SMART: Specific, Measurable, Attainable, Realistic, and Time-Bound. See smartchart.org and other online resources for tutorials. (*Character Limit: 2500*)

- The goals should relate to the objective of assisting newly arrived Afghans with identifying and pursuing viable pathways to legal permanent status in the United States.
- The goals should also reflect the means of successfully addressing one or more of the service areas:
 - Increasing immigration literacy
 - Preparing and filing immigration-related forms
 - Providing direct representation

Program Narrative/Section IV: Program Components (30/100 points)

Service Target Areas. Comprehensively describe the elements and activities in the organization's proposed program that will successfully address one or more of the following service target areas (*Character Limit: 2500*):

- Increasing immigration literacy
- Preparing and filing immigration-related forms
- Providing direct representation

Additional Provisions. Describe how the project will incorporate the following additional provisions (*Character Limit: 2500*):

- Enhance the quality and timeliness of immigration-related legal services for the designated eligible populations.
- Enhance equity and assure access to services for all eligible participants, including descriptions of:
 - How barriers to accessing services will be addressed
 - How populations to be served will be involved in the planning, implementation and evaluation of the project
- Evidence-based or best practices underpinning program design
- Innovations in program design and implementation

Program Narrative/Section V: Program Evaluation Methods (10/100 points)

Programs must develop and track SMART annual program outcomes. Data collected must include: number of program participants, their demographics (at a minimum-national origin, age, gender), the type and frequency of services provided, and program outcomes. A narrative of program accomplishments and challenges will also be required. (*Character Limit: 2500*)

Describe how outcomes will be evaluated to determine the success of the program in achieving its goals. Please include efforts to create inclusive evaluation methods. See the [U.S. Department of Health and Human Services \(Compassion Capital Fund\) Measuring Outcomes guidebook](#) for helpful information. See [Racial Equity Tools](#) for additional information on using inclusive, culturally competent evaluation methods. (*Character Limit: 2500*)

Program Budget (20/100 points)

- **Current Fiscal Year Operating Budget.**
- **Program Budget.** Download and complete [this budget template](#) according to the template instructions. The budget should make clear the purposes of the line items using the table format. (*File Size Limit: 3 MB*)

Information Sharing

- One of our goals as a community foundation is to find alignment between donors' interests and the important work happening in our communities. In the event Rose Community Foundation fundholders are interested in funding organizations or projects in the space in which you are working, may we share with them the programmatic information you provide as part of this application process? Your application may be shared in part or in whole. Your answer will not influence the funding decision for this request.

Nondiscrimination Policy

- Rose Community Foundation will only fund organizations that do not discriminate based on race, creed, color, ethnicity, national origin, religion, language, sex, sexual orientation, gender identity, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, socioeconomic status, marital status, genetic information, political views, or belief systems.
- **Please upload a copy of your board-approved nondiscrimination policy.** If your organization's nondiscrimination policy is not board-approved or your organization does not have a nondiscrimination policy, please upload a document with an explanation. An uploaded document is required to submit this application.