

Refugee Integration Fund | Mental Health and Wellness

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 top priority mental health and wellness needs for Afghan and Office of Refugee Resettlement (ORR)-eligible 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 organizations with at least two years of experience serving ORR-eligible Coloradans.
- 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.
- Capable of delivering on all grant requirements, fiscal and programmatic, as evidenced by previous successful grant completions.
- For proposals to serve all *ORR-eligible* community members: Organizations must be committed to serving all qualified individuals, regardless of ethnicity, language, religion, gender identity, sexual orientation, national origin, or race.
- For proposals to serve *Afghans only*: Organizations must be committed to serving all eligible Afghans regardless of ethnicity, language, religion, gender identity, sexual orientation, or race.
- Applicants must have data collection and outcome reporting capabilities that support the goals and reporting requirements of the project.

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.** Extensions beyond federal fiscal year 2024 may be possible at the sole discretion of the State, under similar procurements upon receipt of additional federal funding and Contractors' successful completion of the initial grant cycle and contractual requirements.

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.

Definition of Terms

- **Colorado Department of Human Services (CDHS):** The Colorado Department which oversees the Colorado Refugee Services Program.
- **Colorado Refugee Services Program (CRSP):** A division of CDHS that oversees refugee services in the State.
- **Evidence-Based Practice (EBP):** Evidence-based practice is the integration of the best available research with clinical expertise in the context of patient characteristics, culture and preferences. See American Psychological Association's [Evidence-Based Practice in Psychology](#).
- **Office of Refugee Resettlement (ORR):** The federal agency responsible for refugee resettlement within the Department of Health and Human Services, Administration for Children and Families. Through its Director, ORR issues rules 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.
- **Social Determinants of Health:** Conditions in the places where people live, learn, work, and play that affect a wide range of health and quality-of-life risks and outcomes. [Details can be accessed here](#).

Project Background and Overview

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 within 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 sustain a welcoming environment for refugees and a return on investment for the mainstream community.

Roughly 3% of the national total of refugees arrive in Colorado annually (numbers depend on annual Presidential Determination); they resettle in metro Denver (80%), Greeley (13%) and Colorado Springs (7%). These individuals and families typically are from various countries across Asia, Africa and the Middle East, and all have fled their homelands due to persecution. Many refugees have spent years and even decades in unstable conditions, whether that is a refugee camp or an urban environment, and most, at a minimum, have disrupted careers and education and minimum access to health and behavioral health services.

CRSP has received funds through ORR to support the development of programs which will enhance the mental health and wellness of *any ORR-eligible individuals* within five years of their arrival in the United States.

The full description of the *Refugee Mental Health Initiative within the Refugee Health Promotion Program* can

be accessed through the following link. Relevant details will be outlined below. [Refugee Mental Health Initiative within the Refugee Health Promotion Program](#), Policy Letter 22-06, Initially published November 10, 2021; Revised December 8, 2021.

Funding has also been provided by ORR which is designated specifically for *newly arrived Afghans* meeting the criteria specified below. The full details of this funding can be accessed through the following link. [Refugee Support Services Funded by the Afghanistan Supplemental Appropriation](#), Policy Letter 22-03, Initially published October 21, 2021, Revised November 26, 2021.

The purpose of this Request for Proposals is to solicit proposals from organizations experienced in serving ORR-eligible individuals to develop and implement programs which will enhance mental health and wellness services for the designated eligible populations. Specific goals and requirements are described below. Organizations of all sizes, including grassroots and community-based organizations are encouraged to apply.

Categories of Funding

Refugee Mental Health Initiative within the Refugee Health Promotion Program

- **Eligible Populations:** Programs must serve *ORR-eligible individuals within their first five years of arriving in the United States (see ORR-eligibility requirements under the definitions above)*.
- **Program Goal, Scope of Services, and Activities:** Physical and emotional wellness is a foundation for successful resettlement and integration. However, a myriad of pre-migration and post-resettlement stressors may contribute to newly arrived refugees' emotional distress. The recent impacts of the COVID-19 pandemic and racial and social injustice in the United States may further compound mental health vulnerabilities. More support is necessary to address the mental health needs of refugee populations. Within the framework of the *Refugee Health Promotion program*, the goal of this funding is to build capacity within communities to address the mental health needs of refugee populations, including help overcoming stigmas associated with mental health care and creating opportunities for social engagement to reduce isolation. The approach should be client-centered, trauma-informed, strengths-based, and culturally and linguistically appropriate.

Afghan Refugee Health Promotion

- **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 Goal, Scope of Services, and Activities:** Many Afghans arrived with immediate as well as long-term physical and mental health needs. While Afghan arrivals who are eligible for ORR's Refugee Resettlement Program are entitled to health coverage benefits to the same extent as refugees, it is critical to ensure Afghan newcomers can understand and access the U.S. healthcare system. In

addition, supporting non-clinical services for Afghans is vital to enhancing well-being for this population. The goal of the *Afghan Health Promotion (AHP)* funding is to improve the health of newly arrived Afghans through outreach, education, and support services. The approach should be client-centered, trauma-informed, and strengths-based. It should also be informed by an understanding of Afghan culture and the unique circumstances of the 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 Afghan Supplemental Appropriation funding, Afghan leaders and communities should be engaged in meaningful and consistent ways to inform program design and implementation, including creating consultative and advisory bodies, to the extent possible.

The **target areas** to be addressed by *both sources of funding* must include one or more of the following:

- **Increasing mental health literacy**, through activities to:
 - Identify and conduct outreach to mainstream mental health providers versed in trauma-informed services to determine potential partners for the program.
 - Develop a training curriculum for mainstream providers on refugee mental health and other trainings to respond to provider-specific needs; and/or partner with local refugee resettlement agencies and/or ethnic community-based organizations to provide such trainings.
 - Increase the pool of Mental Health First Aid (MHFA) instructors in the resettlement network by sponsoring certification training fees; new MHFA instructors are expected to conduct trainings to build mental health capacity in refugee communities and refugee-serving providers.
 - Conduct outreach and provide educational opportunities for refugees to learn about mental health and emotional wellness to decrease stigma about, and increase access to, services.
- **Coordinating mental health care**, through activities to:
 - Develop direct linkages between mental health service providers and refugee-serving organizations to ensure a well-coordinated referral process.
 - Develop and implement strategies to mitigate language barriers to mental health services. For example, funding refugee community health workers to be trained in medical interpretation, including interpreting in mental health.
 - Organizing wellness groups, through activities to host or facilitate community-based activities, targeted wellness group activities for specific interests and populations (e.g., meditation group, women's sewing group, etc.), and other opportunities for relationship building amongst refugee populations to overcome feelings of isolation.

Applicants may *either* propose to serve:

- Any **ORR-eligible community members** within their first five years after arrival in the U.S., (which *may include Afghans* meeting the specified criteria), or
- Eligible **Afghans only**, per above criteria.

Funding for all Afghans served on grants will come from the Afghan-specific funding.

Additional Provisions

To increase accessibility, flexibility in the time and means of offering services is necessary to align with participants availability and digital literacy. For example, services should be offered at a variety of times, such as during the day, evening, weekend or online to increase accessibility of services. In considering using online services, various factors should be taken into account, i.e., efficacy of online vs. in person

interactions/activities, participants' access to the internet and digital literacy, and cultural and individual factors affecting comfort accessing services through the use of technology. If online services are offered, programs are encouraged to increase equitable access to digital services and digital literacy.

- Identifying and addressing other barriers to utilizing services shall 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). For the current grant funding, programs shall focus on advancing equity in enhancing the availability of, and access to mental health and wellness services for ORR- eligible populations.
- Inclusion of community members from the populations to be served in the planning, design and implementation of the program is strongly encouraged.
- ORR-eligible individuals who have the most persistent, pressing, or underserved mental health needs should be prioritized.
- Programs should utilize or build upon evidence-based or most promising practices with refugees, where feasible.
- Innovation in program design, outreach, and partnerships are encouraged in program design and implementation.
- Projects should be fiscally sustainable or have a long-range plan for fiscal sustainability beyond the current grant funding.
- Projects which identify and address the mental health and wellness needs of populations considered vulnerable, at risk, or those having experienced discrimination due to their identity are strongly encouraged. For example, addressing domestic violence prevention and treatment, services for children, at risk youth, LGBTQI+ community members, minority groups, elderly, or individuals and groups experiencing isolation or discrimination, would fall into this category, in addition to others.
- Programs which address gaps in mental health/wellness services are preferred.
- Proposals for projects which provide prevention services to address the negative impact of social determinants of health known to be of concern in the communities to be served are also encouraged.

Project Budget Period, Funding Period and Budget Requirements

Budget Period: The anticipated term is March 2023 - September 30, 2024, to align with the federal fiscal year.

Funding Period: Extensions beyond federal fiscal year 2024 may be possible, at the sole discretion of the State, under similar procurements upon receipt of additional federal funding and Contractors' successful completion of the initial grant cycle and 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 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 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 are different from 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 organization has an approved indirect rate, it must be used to calculate indirect costs if they are included in the proposed budget. 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.
- *Colorado Department of Human Services (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 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.

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 \$75,000 to \$400,000 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):

- In an effort to include small organizations in this request for proposals, those with an annual budget of less than \$300,000 will be awarded additional points. (*5 points*)

- A well described plan and capacity to also serve other refugee, asylee, humanitarian parolee, SIV, immigrant etc. individuals or groups with the proposed services who do not meet the grant criteria and will therefore not be funded through this grant. (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 determining programming. (Character Limit: 1500)
- **Collaboration.** Describe collaboration with other organizations to provide well-coordinated refugee/asylee/Humanitarian Parolee etc. services and programs. (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.
- **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 one or more of the objectives of the grant funding to: Decrease stigma regarding mental health and accessing mental health and wellness services, and/or increase social engagement/decrease isolation
- The goals should also reflect the means of successfully addressing one or more of the target areas:
 - Increasing mental health literacy
 - Coordinating mental health referrals and care
 - Providing mental health/wellness groups

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

Project Design and Implementation. Describe the proposed project design and implementation including the following (Character Limit: 5000):

- Comprehensively describe the elements and activities in the organization's proposed program to successfully address one or more of the following target areas
 - Increase mental health literacy
 - Coordinate mental health referrals and care

- Organize and facilitate wellness groups
- Describe how the project will decrease isolation and/or stigma associated with understanding, recognizing and addressing mental health issues.
- Describe how the project will incorporate the following Additional Provisions, as applicable:
 - Address a current gap in mental health/wellness services, or significantly enhance the types or quality of mental health/wellness services available to ORR-eligible community members.
 - Address the mental health/wellness needs of ORR-eligible persons/groups experiencing discrimination, isolation, or otherwise deemed vulnerable or at risk.
 - Enhance equity and assure access to services for all eligible participants, including descriptions of how barriers to accessing services will be addressed and how populations to be served will be involved in the planning, implementation, and evaluation of the project.
 - Evidence-based or best practices.
 - Innovations in design, implementation, evaluation methods.
 - Foster digital literacy and access.

Program Narrative/Section V: Program Evaluation Methods (20/100 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. Describe how outcomes will be evaluated to determine the success of the program in achieving its goals. Also, describe the organization’s plans 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 (10/100 points)

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.

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.