**Attachment 2:**

**Refugee Community Services Project Proposal Application**

*{Instructions: Fill out one form for each Bid Proposal. Completed forms are limited to no more than twelve (12) pages. Do NOT delete any of the text on this form.}*

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| **Bidder Organization Name:** |  |
| **Proposed Service Area (county/counties):** |  |
| **Service to be provided (Select all that apply).** | |
| **Community Integration Services**, **RFP Section 1.3.1.2.1**  **Services to Older Refugees (SOR), RFP Section 1.3.1.2.2**  **Youth Services for Refugees under the Age of 18, RFP Section 1.3.1.2.3** | |
| **Section 1: Experience and Expertise** | |
| **Points = 0 to 4 Weighted = 15 Total Points Possible = 60** | |
| **1 A. State the Bidder’s organization mission. Describe in the space below how it relates to better outcomes for Refugee populations in Iowa.** | |
| [Enter text here] | |
| **1 B. Provide an executive summary that briefly reviews the strengths of the Bidder, organizational history, and key features of its proposed approach to meet the specifications of this RFP.** | |
| [Enter text here] | |
| **1 C. What percentage of the organization’s total budget is the proposed Refugee Community Services Project budget? If applicable, define the source and percentage of the budget from additional funding streams including funding timelines and/or granting cycle.** | |
| [Enter text here] | |
| **1 D. Describe Project History and Experience.**  **How long has the Bidder’s organization been providing these types of services? Describe experience implementing and sustaining this type of project. Describe the planning that has occurred to prepare for implementation of this project. Bidder shall submit a letter of support from a partner agency within the designated service area (i.e. Resettlement organization, civic leadership organization, local governmental board, etc.)** | |
| [Enter text here] | |
| **Section 2: Statement of Need** | |
| **Points = 0 to 4 Weighted = 20 Total Points Possible = 80** | |
| **2 A. Describe the needs that exists in your defined service area as it relates to Community Refugee Services. Provide supporting data to demonstrate the need.** | |
| [Enter text here] | |
| **2 B. Describe and explain how the proposed services are culturally relevant and/or meet the unique needs and demographic make-up of the Refugee population of your defined service area.** | |
| [Enter text here] | |
| **2 C. Describe the specific strategies that will be implemented to address the needs you have identified. Identify and address any gaps in service and efforts to avoid service duplications.** | |
| [Enter text here] | |

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| **Section 3: Project Description** | |
| **Points = 0 to 4 Weighted = 35 Total Points Possible = 140** | |
| **3 A. Provide an overall description of the proposed project and all activities, by county.** | |
| [Enter text here] | |
| **3 B. Discuss how the Project will engage the target population(s). Include any criteria that must be met for service eligibility and describe how this will be tracked and monitored.** | |
| [Enter text here] | |
| **3 C. Describe the specific services being offered. Include structure of service delivery and, if applicable, any curriculum/model that will be used.** | |
| [Enter text here] | |
| **3 D. Describe how the Project will meet the identified community need.** | |
| [Enter text here] | |
| **3 E. How often and in what form will the services be provided?** | |
| [Enter text here] | |
| **3 F. Provide your projected service numbers by project type by SFY in the table below (you may delete the boxes for services not included in this Proposal).** | |
| |  |  |  | | --- | --- | --- | | **REFUGEE COMMUNITY SERVICES** | **SFY 2024**  7/1/23–6/30/24 | **SFY 2025**  7/1/24–6/30/25 | | Community Integration Services, RFP Section 1.3.1.2.1 |  |  | | Services to Older Refugees (SOR), RFP Section 1.3.1.2.2 |  |  | | Youth Services for Refugees under the Age of 18, RFP Section 1.3.1.2.3 |  |  | | |
| **Section 4: Staffing of Service Delivery** | |
| **Points = 0 to 4 Weighted = 20 Total Points Possible = 80** | |
| **4 A. Describe the qualifications, including lived experience, of the staff implementing this Project and the process used to screen, train and supervise staff.** | |
| [Enter text here] | |
| **4 B. Will the project utilize volunteers to carry out activities described in this proposal?** If “Yes”, complete question 4 C. If “No” proceed to Section 5. | YES  NO |
| [Enter text here] | |
| **4 C. Describe (1) the qualifications of the volunteers implementing this Project (2) the process used to screen, train and supervise volunteers.** | |
| [Enter text here] | |
| **Section 5: Project Monitoring & Evaluation** | |
| **Points = 0 to 4 Weighted = 20 Total Points Possible = 80** | |
| **5 A. Describe processes and procedures for internal monitoring and evaluation (include subcontractors if applicable) to ensure quality and efficient services. Include any Continuous Quality Improvement (CQI) processes implemented.** | |
| [Enter text here] | |
| **5 B. Describe the projected impact of the proposed Project in the identified Service Area.** | |
| [Enter text here] | |

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| **Section 6: Budget**  *All Bidders shall complete the provided Project Proposal Budget (Attachment . Use this section to describe, in greater detail, items included in each budget.* |
| **Points = 0 to 4 Weighted = 15 Total Points Possible = 60** |
| **6 A. Provide any additional explanation not included in the Budget line items.** |
| [Enter text here] |
| **6 B. Provide information about viability of your project. In other words, are you able to achieve outcomes with partial funding? At what level of funding is your Project no longer feasible (for example, the project is no longer feasible if funded below 50%).** |
| [Enter text here] |
| **6 C. Please discuss other sources of funding that will support this Project. Include funds that have been awarded as well as funds applied for but not yet secured.** |
| [Enter text here] |