

Attachment B: Scope of Work

Background:

The Department of Workforce Services (DWS) utilizes funds from State General Funds to Refugee Community Based Organizations to assist refugee communities with integration and self-sufficiency.

Objective:

This grant will provide programming focused on assisting refugees with integration and self-sufficiency.

The grantee will be expected to work closely with DWS, refugee communities, and general service providers to develop refugees' capacity to navigate the community and services needed for self-sufficiency and integration.

The grantee and funded program must comply with the following requirements. Failure to do so may result in immediate termination of grant.

1. Funding Period

- a. November 1, 2016 to February 28, 2017- four (4) month grant period

2. Program Services

Program must provide a service from the following areas as detailed in the approved application. Services are:

- a. Community and Family Support
- b. Economic Stability
- c. Housing Education
- d. Education and Training
- e. Mental and Physical Health

3. Outcomes and Evaluation

- a. Programs must provide progress reports detailing DWS grant outcomes requirements that will be outlined in the contract.
- b. DWS will provide a data collection tool to be utilized by the grantee for regular outcome submission.
- c. Programs must provide a summary report of the program no later than one month following program completion and/or renewal.

4. Grant Orientation Meeting

- a. Grant administrator, fiscal manager and all other applicable staff shall attend an in-person, grant orientation meeting in Salt Lake City (TBA).
- b. Grantee will receive training on grant requirements and reporting.

5. Monitoring

- a. Scheduled and drop in on-site monitoring visits will be conducted by DWS to ensure program compliance.

6. **Funding**

- a. Funding will be distributed in two allotments during each grant period.
- b. Receipts for all expenditures is required.
- c. Timesheets for any staff being paid through the grant, along with an accounting of the use of time is required.
- d. After the first payment, payments will be made upon verification of compliance with contract terms and accounting procedures.

7. **Oversight**

- a. Grantee must ensure proper administrative and accounting procedures are followed.
- b. Subcontracting is prohibited under this grant.

8. **Terms and Conditions**

Programs are subject to and must comply with all terms set forth in the following attachments.

- Attachment A - Grant Terms and Conditions
- Attachment B - Scope of Work
- Attachment C – Evaluation Score Sheet
- Attachment D – Non-Disclosure Agreement
- Attachment E – Background Check Policy
- Attachment F – Code of Conduct
- Attachment G – Financial Reporting