

Department of Workforce Services – RCBO Level 3 – FY2016
Attachment B: Scope of Work

I. Grantee Responsibilities

The grantee shall be responsible for the following:

A. Activities

The project will focus on three main activities: board and organizational development, development of a youth program, and women's programming.

Activity 1: Organizational Development & Community Education: Organizations should focus on developing an effective Board of Directors. Board composition must include 30% women (minimum two (2) women).

1. Elect three to five (3-5) board members who will serve according to the organization's by-laws.
2. Organize at least 4 educational workshops or community assemblies, one of which must be on domestic violence/sexual assault.
3. At least one community member must be trained as a Victim Advocate.
4. Develop effective record keeping procedures.
5. Work with RSO staff to review or revise by-laws.
6. Run board meetings and keep minutes.
7. Adopt and utilize clear, effective by-laws in consultation with RSO.
8. Develop sound financial management policies and procedures.
9. Purchase materials required to run a nonprofit organization as detailed in budget.
10. Develop computer literacy.
11. Board members must attend the annual Nonprofit Management training.

All workshops have six (6) requirements:

1. There must be a sign-in sheet for every class.
2. At least 10 people must complete a participant evaluation of each workshop.
3. The data from the participant evaluations must be summarized in a workshop evaluation summary.
4. Minutes should be kept for every meeting stating the date, place and presenter plus a brief description of the workshop topic.
5. Some pictures should be taken of the event.
6. Participants must sign for any workshop incentive they received.

Activity 2: Youth program: Organizations will use electoral processes outlined in the by-laws to select community members to a youth committee. Committee members will be responsible for developing a program that addresses a particular need(s) in the adolescent population.

The following are mandatory benchmarks that must be met in order to receive continuing funding:

1. Mandatory attendance by 2-3 committee members to the RSO program development training.
2. Complete a targeted needs assessment of 20-30 youth in the community by issuance of the 2nd grant payment on November 1, 2015.
3. Develop a program proposal and budget based on the needs assessment by issuance of 2nd grant payment on November 1, 2015.
4. Submit a program proposal and budget to the board for approval.
5. Utilize participant evaluations to measure the quality and effectiveness of the program.
6. Create a database of program participants that includes demographic information.
7. Submit a report to the board with program statistics and outcomes.

Activity 3: Women's program: Organizations will use electoral processes outlined in the by-laws to select community members to a women's committee. Committee members will be responsible for developing a program that addresses a particular need(s) in the female population.

The following are mandatory benchmarks that must be met in order to receive continuing funding:

1. Mandatory attendance by 2-3 committee members to the RSO program development training.
2. Complete a targeted needs assessment of 20-30 female members in the community by issuance of the 2nd grant payment on Nov 1st, 2015.
3. Develop a program proposal and budget based on the needs assessment by issuance of the 2nd grant payment on Nov 1st, 2015.
4. Submit a program proposal and budget to the board for approval
5. Utilize participant evaluations to measure the quality and effectiveness of the program.
6. Create a database of program participants that includes demographic information.
7. Submit a report to the board with program statistics and outcomes.

B. Payments

Grant payments will be made in three installments, between July and June of each year of the grant. Except for the first payment, DWS will make subsequent payments only upon satisfactory compliance with the contractual terms.

C. Role and responsibilities of the RCBO Board

The Board shall:

1. Ensure that the program is evaluated according to the criteria of the grant.
2. Identify refugees in the community who need help.
3. Ensure that the grant reporting requirements are met.
4. Regularly review and approve financial records in order to ensure that grant funds are properly utilized and accounted for.
5. Be responsible to RSO for the execution of the grant and the accounting of government funding.
6. Ensure that at least one board member is fluent in the language of the refugees in need of services.
7. Sign a Code of Conduct form and Non-Disclosure Agreement form.
8. Maintain and secure client records according to RSO policies.
9. Know about the resources available to refugees in the area and learn how to access them effectively (includes forming constructive relationships with the gatekeepers of such services).
10. Document services provided and act as a resource for volunteers in the refugee community.
11. Represent the needs of the refugee community to outside individuals and organizations.
12. Prepare monthly report and financial ledger for submission to the RCBO and RSO.
13. Board Members must appoint serving Officers who will hold office unless removed for cause.

II. RSO's Responsibilities & Monitoring Expectations

RSO responsibilities will include:

1. Provide technical assistance to Board of Directors on financial management and record keeping.
2. Make payments on a timely basis.
3. Conduct visits to workshops and meetings.
4. Arrange training in all required areas.
5. Weekly or bi-weekly meetings with RSO staff for program and administrative support.
6. Upon request, at least one community town hall meeting will be held with the Director of RSO.

RSO will monitor grantees as follows:

1. Grantees will complete the monthly report electronically by the end of each month.
2. Grantees will submit the financial ledger to RSO prior to each grant disbursement. Payments will be issued upon successful demonstration of financial accountability.
3. Site visits to meetings and workshops by the RSO staff will be conducted upon giving notice to the RCBO.
4. RSO will conduct at least two official audits of the RCBO: mid-year and at the end of the grant cycle.