Catholic Social Services

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Alaska Office for Refugees (AOR)
Catholic Social Services
Request for Proposals & Application
Limited English Proficiency (LEP) Workforce Development

Summary

Funding Opportunity Title: Limited English Proficiency (LEP) Workforce Development

Overview: The goals of this project are to develop and implement workforce development training pathway(s) for Limited English Proficiency (LEP) clients from diverse cultural backgrounds that lead to employment, to build and/or expand employer relationships, and facilitate job placements.

CFDA#: 93.566

CFDA Number Description: Refugee and Entrant Assistance State/Replacement Designee Administered Programs

Funding Information

Total Available Funding: $60,000.00

Applicant Eligibility

Local government agencies, nonprofits, and institutions of higher learning.

Submission Guidance

- **Period of Award**: These funds will be eligible to begin spending upon execution of a subaward and must be liquidated by 6/30/27, other than allowable close out costs outlined in the "Budget Narrative" bullet point in this document.
- **Submission Deadline**: Proposals must be submitted to the Alaska Office for Refugees (AOR) Grants Administration Manager Liza Krauszer at lkrauszer@cssalaska.org by 11:59 pm on December 4, 2026.
- **Proposal Format**: Applications should be completed on 8"x11" paper with all pages in the packet numbered. The narrative section of the application should be double-spaced, using 12-point Times New Roman font. Margins on all sides should be 1 inch. Documents listed on the Grant Checklist should be submitted in one document as a PDF. (See Addendum C).
- **Collaborative Applications**: AOR welcomes group applications.

Description of Federal Grant

The Employment Services funding streams are intended to support the self-sufficiency of all ORR eligible populations living in Alaska. These services are bound by the refugee social services activities listed in CFR 45 Part 400.154 and 400.155 covering employability and other services. RSS funding is designated to support eligible individuals as delineated within ORR PL 16-01, ORR PL 22-01, and ORR-PL 22-13.

Target Population

Office of Refugee Resettlement (ORR) eligible, Limited English Proficiency (LEP) individuals in Anchorage, AK.

Purpose and Scope

Employment is essential to the self-sufficiency of ORR-eligible populations. Opportunities for job upgrades can be limited for individuals with Limited English Proficiency (LEP), who are primarily located in Anchorage. The goals of this project are to develop and implement workforce development training pathway(s) for LEP clients from diverse cultural backgrounds that lead to employment, build and/or expand employer relationships, and facilitate job placements. The pathway(s) must prepare participants for the jobs they can access with their current language skills. Employment services emphasize the importance of not only getting employed, but also retaining that employment for at least 90 days.

To accomplish these goals, awardees must provide services in accordance with 45 CFR Part 400 and are required to ensure the following in services:

1. All participants should complete an employment assessment which documents at a minimum their previous work experience, education, English language skills, and documents barriers to employment.

2. Job development which could include and is not limited to:
   a. Individualized job coaching
   b. Assistance with development of resumes and cover letters
   c. Assistance completing applications
   d. Interview assistance
   e. On boarding and hiring paperwork

3. Development of relationships with employers in sectors that increase employment opportunities for LEP clients. Preference is for new employers and sectors not currently connected to resettlement employment providers.

4. Collaboration with case management services also serving the client.

5. Documenting services provided via Apricot case note system and maintaining client hard files of required paperwork. Services include but are not limited to case notes, class notes, job placements, and job application tracking.

6. Development and implementation of workforce development training pathways and a supportive employment program.

7. Creation of a guidance document outlining lessons learned for integrating LEP workforce development models into mainstream employment services.

7. Completing bi-annual reporting.

The above-mentioned examples are not exhaustive.

Funding Restrictions
The administration of this program is based on:

- **Immigration and Nationality Act of 1952, as amended** (PL.L. 82-414) http://www.uscis.gov/iframe/ilink/docView/SLB/HTML/SLB/act.html;

- Code of Federal Regulations **45 CFR 400:** Refugee Resettlement Program

Part 400: *Information specific to Refugee Support Services can be found in Subpart I. Information regarding eligible refugee participants is found in Subpart D.*

- **45 CFR Part 75:** The US Department for Health and Human Services is implementing the language in 2 CFR 200 in these codified regulations found here:

a) *Administrative requirements:* Subparts B through D of this part set forth the uniform administrative requirements for grant and cooperative agreements, including the requirements for HHS awarding agency management of Federal grant programs before the Federal award has been made, and the requirements HHS awarding agencies may impose on non-Federal entities in the Federal award.

b) *Cost principles:* Subpart E of this part establishes principles for determining the allowable costs incurred by non-Federal entities under Federal awards. The principles are for the purpose of cost determination and are not intended to identify the circumstances or dictate the extent of Federal Government participation in the financing of a particular program or project. The principles are designed to provide that Federal awards bear their fair share of cost recognized under these principles except where restricted or prohibited by statute.

c) *Single audit requirements and audit follow-up:* Subpart F of this part is issued pursuant to the Single Audit Act Amendments of 1996, (31 U.S.C. 7501-7507). It sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of non-Federal entities expending Federal awards. These provisions also provide the policies and procedures for HHS awarding agencies and pass-through entities when using the results of these audits.

Required Materials

Include the following in your submission:

1. ***Project Description*** **–**

Provide a detailed overview of proposed services, addressing the prompts below.

I. Identify at least one employment pathway you propose to develop and implement, aimed at LEP clients, or outline your strategy to identify one. This pathway must be accessible for participants with their current English skills and ideally offer health insurance benefits.

Include the following information:

a) What training supports you are proposing to ensure participants can successfully access the employment pathway.

i. Describe how the training(s) will be designed to engage LEP participants and lead to employment where they can be successful with their current English levels.

ii. Include a proposed class schedule, format and timeline to implement.

iii. Indicate what participants will gain at the end of the training, such as a professional certification or a certificate of completion.

b) Potential employer partnerships for job placements. Indicate if those employer relationships already exist. If not, outline your strategy for developing these employer relationships. Preference is for new employers and sectors not currently connected to resettlement employment providers.

c) If health insurance is typically offered in this employment sector. If not, provide a justification for why this employment in this sector benefits participants, despite not offering health insurance.

d) How many participants you intend to engage in this project and how many are projected to be placed in employment during the project period.

II. Describe how you will facilitate job placements and provide post-placement support.

III. Provide assurance that you will create a guidance document outlining lessons learned for integrating LEP workforce development models into mainstream employment services.

IV. Describe your experience working with refugees or other LEP populations, highlighting employment related experience.

2. ***Budget – see accompanying template on AOR website***

3. ***Budget Narrative***

- Provide a narrative explanation of the items included in each line item in your budget. Include specific, detailed descriptions of each item, including all expenses that fall into the "Other" category.
    - Note: These funds will be eligible to begin spending upon execution of a subaward and must be liquidated by 6/30/27. Subawardee's final programmatic report is due to AOR by July 31, 2027. Subawardees may continue to charge allowable costs for preparing this report through July 31, 2027. A final invoice of cumulative costs will be marked as FINAL and is due no later than August 31, 2027. Subrecipients may continue to charge allowable costs for the preparation of this final invoice through August 31, 2027.

4. *Objectives*:

Addendum A in this document provides instructions on how to create three objectives for this project.

Using these instructions, please outline three Objectives and their related metrics, using the table below. At least one objective must address the number of anticipated job placements. Only one metric is needed for each Objective.

Objective	Related Metric

5. *Other Items*

I. *Indirect Cost Rate – Not Required for current AOR Subawardees*
You must attach a copy of your indirect cost rate/plan and approval from your federal or state cognizant agency (if applicable) in order to budget and be reimbursed for indirect costs.

II. *Board of Directors - Not Required for current AOR Subawardees*
Attach a list of the members of your current Board of Directors

III. *Most Recent Audit - Not Required for current AOR Subawardees*
Include a copy of your organization's most recent annual audit, if applicable.

IV. *501(c)(3) Documentation - Not Required for current AOR Subawardees*
Attach a copy of your agency's 501(c)(3) determination letter from the IRS, if applicable.

V. *Organization Information* - *Not Required for current AOR Subawardees* – see Addendum B.

VI. *Grant Application Checklist* – see Addendum C

Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost-Effectiveness
- Quality and Technical Approach
- Timeline and Feasibility
- Relevant Experience and Expertise

Thank you for your time and effort and please reach out if you have any questions.

Sincerely,

Sara Shinkfield
Alaska State Refugee Coordinator

Addendum A

Instructions For Creating Objectives

This document provides information on how to create and report on objectives, which are included in subaward agreements and AOR bi-annual reporting. For each AOR funded project, subawardees must do the following:

1. Write three objectives for each project.
2. Link the objective to one metric provided by AOR. *see the table below for a list of Objectives related to this project.
3. In bi-annual reports, document the target number stated in your objective, the number achieved, a short explanation of what affected progress for each objective, and any needed follow-up.

What is an Objective?

An objective is a clear statement of what the project will accomplish with the funding. It should describe a specific result, not just an activity. A strong objective answers:

- what will be done
- for whom
- by when

Regularly reporting on measurable objectives allows performance to be monitored over time, highlighting both what is working well and what can be improved.

How to Build an Objective:

To write an objective, use this formula:

By [date], [organization] will [action] for [target group] so that [result].

For example:

- "By the end of the project period, Project Alaska will provide 25 ORR eligible individuals with employment support so they can earn income and achieve self-sufficiency as quickly as possible."
- "By September 30, 20XX, RAIS Immigration will complete 25 FOIA requests for refugee clients to ensure they have the documentation needed to prepare for the I-485 interview."

What Makes an Objective Workable:

Objectives need to be:

- Specific
- Measurable
- Realistic
- Tied directly to the federal reporting requirement
- Is already something we track in Apricot

A good objective should not be vague, like "increase support" or "do immigration work." Instead, it should describe something staff can actually document, count, or verify.

Linking the Objective a Related Metric:

These instructions reference metrics that each subawardee is required to track and report on. For this project, that includes the following. Note "cx" is shorthand for "client":

# of classes offered
# of unduplicated Cx receiving employment services
# of job placements
    # of part time
    # of full time
# of unduplicated clients who received jobs
    # of part time
    # of full time
# of employment assessments
jobs Cx were placed in that offered Health Insurance
of clients who obtain health insurance through employment

Cx who accessed job application support
of resume services
# of job interview supports/job coaching/career coaching
job interviews
Cx who had interviews
of job applications submitted

Choose one of the metrics above that links directly to your selected Objective. The subawardee will report on all of these metrics, but the Objectives will be the subawardee's project goals tied to three of those metrics.

Sample:

Objective	Related Metric
By the end of the project period, (Name of Organization) will complete employment assessments with __ ORR eligible individuals to prepare them for job placements.	# of employment assessments

Addendum B

Organization Information

Organization Name: _____(as it should appear on a legal document)

Address:

_____

_____

Executive Director:

_____

Phone:_____Email:_____

Organization EIN Number: _____

Name of Individual Authorized to Sign Contracts on Behalf of Organization:

_____

Title: _____

Phone:_____ Email:_____

Program Contact: _____

Address: _____

Phone:_____Email:_____

Fiscal Services Contact: _____

Mailing Address: _____

Phone:_____Email: _____

Organization Information Contd.

1. Is the entity currently registered in sam.gov?_____
    a. If yes, please provide the UEI number _____
    b. If yes, is the entity in good standing (NOT debarred, suspended or declared ineligible for award of federal grants/contract)?_____
2. Is the entity experienced in operating or managing federal funds?_____
_____
_____
_____

3. Does the entity conduct an annual audit in accordance with 2 CFR 200.501 (a), which states: "(a) ***Audit required.*** A non-Federal entity that expends $1,000,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part." (write n/a if entity is not required per CFR)
_____
_____
_____
    a. If yes, were the results from the most recent single audit report unmodified (did NOT reveal any materials weakness or significant deficiencies)?_____

4. Does the entity have an approved federally negotiated indirect cost rate agreement?_____
    a. If not, is the de-minimis indirect rate of 15% being used?_____

5. Does the entity have an established accounting system? If so, what accounting system is used? _____

6. Does the accounting system track sub- awarded funds in separate accounts?_____
7. Does the entity have any identified conflict of interest with the pass-through entity (Catholic Social Services) or prime funder (Office of Refugee Resettlement).

    a. If yes, what is the conflict of interest?
    _____
    _____
    _____

Addendum C

Grant Application Checklist

Organization Name: _____

Applications should be completed on 8"x11" paper with all pages in the packet numbered. The narrative section of the application should be double-spaced, using 12 point Times New Roman font. Margins on all sides should be 1 inch. The following documents should be submitted in one document as a PDF. All pages should be numbered.

___**Grant Application Checklist**

(this page should be the first page of your application)

___**Organization Information Form -** *Not Required for current AOR Subawardees*

___**Project Description**

___**Line Item Budget**

___**Budget Narrative**

ADDITIONAL ATTACHMENTS

___**Indirect Cost Rate/Plan and Approval (if applicable) -** *Not Required for current AOR Subawardees*

___**Board of Directors List -** *Not Required for current AOR Subawardees*

___**Most Recent Agency Audit (if applicable) -** *Not Required for current AOR Subawardees*

___**Copy of 501(c)(3) determination letter from IRS (if applicable) -** *Not Required for current AOR Subawardees*

___**MOU agreements as applicable**