



Seattle
Office of Immigrant and
Refugee Affairs

**NEW CITIZEN PROGRAM
REQUEST FOR INVESTMENT 2016**

TABLE OF CONTENTS

GUIDELINES	PAGE NUMBER
I. Introduction	3
II. Timeline	4
III. OIRA Guiding Principles	4
IV. Program Background	5
V. Program Requirements.....	5
a. Priority Community.....	5
b. Service Delivery.....	5
c. Staffing Requirements	6
d. Deliverables	6
VI. Agency Eligibility	6
VII. Client Data and Program Reporting Requirements	7
VIII. Contracting Requirements.....	7
IX. Selection Process	8
X. Appeal Process.....	9
APPLICATION (Instructions and Materials)	PAGE NUMBER
I. Submission Instructions and Deadline.....	11
II. Format Instructions.....	11
III. Proposal Narrative and Rating Criteria	12
IV. List of Attachments.....	14



Seattle
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NEW CITIZEN PROGRAM REQUEST FOR INVESTMENT 2016

GUIDELINES

I. Introduction

The Office of Immigrant and Refugee Affairs (OIRA) is seeking applications from agencies interested in providing services to assist low-income legal permanent residents apply for U.S. citizenship through its New Citizen Program.

This Request for Investment (RFI) is open to community-based agencies that provide naturalization assistance to immigrants and refugees who live in the City of Seattle and King County.

Approximately \$700,000 is available through this RFI from the following sources:

Fund Sources	RFI Amount
OIRA General Fund	\$328,018
Washington State Department of Social and Health Services	\$347,290
Seattle Housing Authority	\$24,692
Total	\$700,000

Initial awards will be made for the period of July 1, 2016 to June 30, 2017. While it is the City's intention to renew contracts resulting from this RFI on an annual basis, future funding will be contingent upon performance and funding availability.

All materials and updates to the RFI are available on OIRA's web page at www.seattle.gov/landRaffairs/NCP_RFI.

If you have any questions about the NCP RFI, please contact:

Nhi Tran, Sr. Grants and Contract Specialist
Email: Nhi.Tran@seattle.gov
Phone: 206.386.1882

II. Timeline

RFI Issued	Tuesday, March 1, 2016
1st Information Session	Friday, March 11, 2016 10 a.m. – 12:00 p.m. Douglass-Truth Library 2300 E Yesler Way Seattle, WA 98122
2nd Information Session	Monday, March 14, 2016 2:00 p.m. – 4:00 p.m. Rainier Beach Library 9125 Rainier Ave S Seattle, WA 98118
Last Day to Submit Questions	Monday, March 21, 2016
Application Deadline	Monday, April 11, 2016
Review of Proposals	April 12 – April 22, 2016
Interviews and Site Visits	April 25 – May 6, 2016
OIRA Director Approval	Friday, May 13, 2016
Award Notification	Monday, May 16, 2016
Contracts Negotiation and Signature	May 16 – June 15, 2016
Contract Start Date	Friday, July 1, 2016

III. OIRA Guiding Principles

The mission of the Office of Immigrant and Refugee Affairs (OIRA) is to improve the lives of Seattle’s immigrant and refugee residents. OIRA strives to achieve this vision by engaging immigrant and refugee communities in decisions about the City’s future and improving the City’s programs and services.

OIRA’s programs are designed to meet the pressing needs of Seattle’s immigrant and refugee residents and to facilitate their successful integration into all aspects of life in the City – social, cultural, civic, and economic. OIRA works towards delivering tangible improvements in the daily lives of immigrants and refugees and creating a vibrant City that embraces and celebrates its residents, establishing Seattle as a leader in immigrant integration. Key programs include:

- **New Citizen Campaign:** Helps eligible Seattle residents naturalize and become civically engaged.
- **Ready to Work:** Provides ESL and job readiness training for those who have tremendous language barriers.
- **Language Access:** Ensures the City’s programs and services are available in the languages that Seattle residents need.
- **Ethnic Media Program:** Communicates important information about the City’s programs and initiatives utilizing ethnic media channels.
- **Immigrant Family Institute:** Builds understanding and trust between Seattle’s refugee communities and Seattle Police Department.

The New Citizen Campaign seeks to increase the numbers of immigrants and refugees who naturalize and engage in civic processes, utilizing multiple strategies that include providing naturalization

assistance, broad-based outreach, and awareness on the benefits of citizenship and engagement with local and national partners. The New Citizen Program is part of this larger campaign, with a particular focus on low-income residents who face significant barriers.

IV. Program Background

The New Citizen Program (NCP) prioritizes services to low-income immigrants and refugees who face the greatest challenges to gaining citizenship because of significant barriers related to age, disability, limited-English proficiency, and low-literacy. The process for applying for citizenship is complex, systems are hard to navigate, and application fees are expensive. Citizenship tests are challenging for those who have limited-English proficiency, and legal services are often unaffordable for those who need them. NCP provides a valuable service in assisting those who might not otherwise be able to successfully apply.

NCP utilizes a consortium model that encourages collaboration and partnership. Consortium agencies help implement the goals of NCP, actively engage in the broader local and national dialogue on successful strategies and best practices, and participate in systems-change efforts.

Funding for NCP is provided by City of Seattle, Washington State Department of Social and Health Services and Seattle Housing Authority.

V. Program Requirements

Priority Community: NCP participants are non-citizen immigrants and refugees who are eligible to naturalize. All participants must be low-income City of Seattle residents or currently receiving SSI or other State-funded benefits. Participants are screened and assessed for eligibility before any services are provided. Services are prioritized for eligible individuals residing in the City of Seattle or King County for whom U.S. citizenship would immediately impact their livelihood, family security or other vital opportunities.

Service Delivery: Services are coordinated between NCP agencies to prevent duplication and ensure services meet the needs of the participants. Services provided by agencies include but are not limited to:

- Screening for enrollment and citizenship eligibility.
- Assessment of English language skills.
- Citizenship instruction.
- Assistance with the completion and submission of the USCIS N-400 application for naturalization and I-912 fee waivers, either individually or in a clinic setting.
- Assistance with the completion and submission of N-648 medical certification for disability exceptions.
- Interview preparation.
- Legal assistance and representation.
- Appeals.

Staffing Requirements: Agencies should have a sufficient number of qualified staff to effectively perform activities proposed. Program staff, volunteers and supervisors must have experience in

providing culturally and linguistically appropriate citizenship services to immigrant and refugee communities.

Supervisors are required to provide the support, technical training, and resources needed for program staff to successfully deliver citizenship services and to meet contract requirements for reporting, invoicing, and tracking program outcomes.

Deliverables: Agencies should be able to achieve and measure the following deliverables if they fall within their scope of services:

- Number of participants screened and enrolled.
- Number of State-eligible participants.
- Number of low-income City participants.
- Number of Seattle Housing Authority participants.
- Number of N-400 application for naturalization submitted.
- Number of I-912 fee waivers submitted.
- Number of N-648 medical certification for disability exceptions submitted.
- Number of N-336 appeals submitted.
- Number of naturalization completions.
- Hours of citizenship instruction provided.
- Number of participants receiving interview preparation.
- Number of participants receiving interview assistance.

VI. Agency Eligibility

Applications meeting the requirements of this RFI will be accepted from any legally constituted entities that meet the following conditions:

- The applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service. The applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- Applicant must meet all licensing requirements that apply to its agency. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- The applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- The applicant must be recognized by the Board of Immigration Appeals (BIA) in the Executive Office for Immigration Review (EOIR), and granted accreditation and authority by the BIA to represent individuals in EOIR immigration proceedings. Accredited representatives must be affiliated with an agency recognized by the BIA. Agencies not listed on the BIA Accreditation Washington State roster must have an immigration attorney on staff (not a volunteer attorney) to provide legal assistance to participants. Agencies that have submitted their application for BIA accreditation and are waiting for approval may

apply if they are able to show that their application has been submitted and is under review, with the expectation that approval is granted by May 1, 2016.

VII. Client Data and Program Reporting Requirements

Agencies must be able to collect and report client-level demographic and service data as stated in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases.

VIII. Contracting Requirements

- Any contract resulting from this RFI will be between the City of Seattle, through the Office of Immigrant and Refugee Affairs (OIRA), and the applicant agency (referred to as “Contractor” in this section).
- Contracts may be amended to ensure that services and outcomes align with the community needs or due to availability of funding.
- OIRA will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures. A copy of the most recent template is available at www.seattle.gov/landRaffairs/NCP_RFI.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of six (6) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated herein and in any resulting contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of any resulting contract against unauthorized use, access, disclosure, modification or loss.
- Contractors must complete an initial, national, ten-year criminal background check for all staff prior to hire and the Washington State background check annually thereafter. Volunteers must have a seven-year national background check and the Washington State background annually thereafter.
- Contractors must provide services in a community-based environment that is safe, affirming, and supports the needs of all genders, races, ethnicities, nationalities, religions, sexual orientations, cultures, abilities, backgrounds, and family structures. Services should take into account the language needs of all participants.

- Contractors must ensure that there will be no religious content in the services provided and may not require individuals to participate in religious activities such as prayer or religious services as a condition of receiving services with City funds.
- If providing instruction, contractors must submit the following program information within sixty (60) days after the start date of the contract:
 - A list of citizenship training classes available for participants;
 - Name of instructors and their qualifications;
 - Training class locations, days and times;
 - Curriculum and materials used; and
 - Language capabilities (i.e. teachers, class materials, etc.).
- OIRA accepts no responsibility or obligation to pay any costs incurred by any applicant agency in the preparation or submission of a proposal or application or in complying with any subsequent request by OIRA for information or participation throughout the evaluation and selection process.
- All programs funded through this RFI must publicly recognize OIRA's contribution to the program on their website and on printed materials that refer to the New Citizen Program or citizenship services.
- Contractors will maintain a commercial general liability insurance policy with a minimum limit of \$2,000,000, naming the City of Seattle as insured.
- Contractors must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant.
- Contractors must comply with the City's Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees.
- The City has strict policies regarding the use of background checks, criminal checks and immigrant status for contract workers. The policies are incorporated into the contract and available for viewing online at <http://www.seattle.gov/business/WithSeattle.htm>.

IX. Selection Process

This RFI is competitive. All interested parties must submit a complete application packet by the deadline to be considered for funding. All completed applications turned in before the deadline that meet the minimum eligibility qualifications will be reviewed and individually scored by members of the review committee. The review committee will forward their funding recommendations to the OIRA Director for final decision regarding the award(s). Notification of investment awards will be sent to the Executive Director of the applicant agency (or similar level agency management staff indicated on the Application

Cover Sheet).

Applications must be completed to be considered for review. Applications not meeting submittal requirements or minimum eligibility qualifications will be deemed ineligible and will be removed from further consideration. OIRA reserves the right to identify, seek clarification and accept or waive any nonmaterial irregularities or informalities in determining whether or not an application is responsive.

Applications will be rated based on the criteria for providing the required services outlined in the Guidelines and Application materials. OIRA reserves the right to contact the primary contact person listed on the agency's completed Application Cover Sheet to clarify application contents. OIRA also reserves the right to schedule and conduct interviews and/or site visits with applicants prior to forwarding funding recommendations to the OIRA Director.

Due to the competitive nature of this RFI, no individual technical assistance will be provided beyond the scheduled information sessions until the appeals process has closed. Attendance at information sessions is not required. The goal of the information session is to answer questions and provide clarifications as needed. Any change to this RFI will be made by formal written addendum issued by OIRA and shall become part of this RFI. Addendums will be posted at www.seattle.gov/landAffairs/NCP_RFI. Applicants must review all written materials and addendums related to this RFI.

OIRA reserves the right to make an award(s) without further discussion of the proposal submitted. If the application is selected for funding, applicants should be prepared to accept the proposed terms for incorporation into a contract resulting from this RFI.

OIRA also reserves all rights not expressly stated in the RFI, including making no awards or awarding partial funding and negotiating with any proposer, regarding the funding amount and other terms of any contract resulting from this RFI.

X. Appeal Process

An applicant is any legal entity that has responded to a formal funding process conducted by the City of Seattle Office of Immigrant and Refugee affairs in soliciting applications for the provision of defined services. Applicants have the right to protest or appeal certain decisions in the award process made by OIRA.

Applicants may appeal a decision based on the following grounds:

- Regarding failure to submit a complete application or failure to meet the minimum eligibility requirements outlined in the funding opportunity;
- A matter of bias, discrimination or conflict of interest; and/or
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in a funding opportunity.

The appeals process is as follows:

1. OIRA will notify all applicants in writing of the final status of their application. For awarded

applications, if appropriate, the level of funding to be allocated will be stated.

2. The applicant may submit a written appeal to the OIRA Director within ten (10) business days from the date of the written notification by OIRA.
3. The OIRA Director will review the written appeal and consider all available facts, and may request additional oral or written information from the appellant agency. A written decision by the OIRA Director will be made within ten (10) business days of the receipt of the appeal. The OIRA Director's decision is final.
4. If the determination finds the appeal lacking in merit and upholds the City action, or finds only immaterial or harmless errors in the review process, the appeal may be rejected. If the determination finds the appeal has merit, OIRA will state the appropriate action, which may include re-tabulating scores and conducting further review of eligible applicants.
5. OIRA will not finalize a contract resulting from the solicitation until the appeal process has closed. However, OIRA reserves the right to issue an interim contract for services to meet important client needs.

Appeals can be emailed to Cuc.Vu@seattle.gov or mailed to:

Cuc Vu, Director
Office of Immigrant and Refugee Affairs
600 Fourth Avenue, Floor 4
P.O. Box 94573
Seattle, WA 98124-6873

Include the following information and any additional information that should be considered in the appeal. Failure to provide the following information can result in rejection of the appeal if the materials are not sufficient for OIRA to adequately consider the nature of the appeal:

1. Agency name, mailing address, phone number and name of individual responsible for submission of the appeal;
2. Specify the funding opportunity title;
3. State the specific action or decision you are appealing;
4. Indicate the basis for the appeal, including specific facts;
5. Indicate what relief or corrective action you believe OIRA should make;
6. Demonstrate that you made every reasonable effort within the funding process schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification and otherwise alerting OIRA to any perceived problems; and
7. Signed by the agency's Executive Director or similar level agency management staff.

If OIRA finds an appeal without merit, OIRA may continue with the funding process (contract execution). Even if the appeal is determined to have merit, OIRA may issue an interim contract for services to meet important client needs. Nothing herein shall diminish the authority of OIRA to enter into a contract, whether an appeal action or intention to appeal has been issued or otherwise.



Seattle
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NEW CITIZEN PROGRAM REQUEST FOR INVESTMENT 2016

APPLICATION

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2016 New Citizen Program Request for Investment (RFI). The RFI Guidelines is a separate document that outlines the RFI award process and provides more details on the service and funding requirements.

I. Submission Instructions and Deadline

Completed application packets are due by **12:00 p.m. on Monday, April 11, 2016.**

Application packets must be received in person, by mail or by email. No faxed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. deadline. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this RFI will not be accepted or reviewed for funding consideration.*

The application packet can be emailed in a PDF format to Nhi.Tran@seattle.gov. The application packet can also be hand-delivered or mailed to:

Seattle Office of Immigrant and Refugee Affairs
RFI Response – New Citizen Program
Attn: Nhi Tran

Delivery Address
600 Fourth Ave., Floor 4
Seattle, WA 98124-6873

Mailing Address
P.O. Box 94573
Seattle, WA 98124-6873

II. Format Instructions

- Applications will be rated only on the information requested and outlined for this RFI. Do not include a cover letter, brochures, or letters of support. Applications must follow the required format.
- The application should be double-sided and letter-sized (8 ½ x 11-inch) with one-inch

margins, single spacing, and 12-point font.

- Organize your application according to the section headings that follow. For the narrative sections, please include section titles and subheadings that are in bold print. You do not need to rewrite the questions for each subheading. The narrative may not exceed a total of 15 pages.
- All submissions must be signed as required. Electronic submissions must be in a PDF format, and signatures on a PDF are considered legally binding. However, electronic signatures are not acceptable.

III. Proposed Narrative & Rating Criteria

Program narratives are the foundation of each agency’s application and should reflect the priorities outlined in the guidelines. Narratives should be brief but thorough, covering the topics listed below. Applicants should note the page limit on each section. Do not exceed a total of 15 pages for section A – C combined.

NARRATIVE QUESTIONS

SECTION A: AGENCY & PROGRAM - 50 points

AGENCY INFORMATION (10 points)

- Give a brief description of your agency and its overall mission.
- Describe your agency’s history and success in providing citizenship services. How does your citizenship program align with your agency’s mission?

PROGRAM DESIGN (20 points)

- Describe your program model and outline the key service components in your program. If your agency has no experience delivering citizenship services, describe any related experience and a plan for rapid development of service capacity, and attach a start-up timeline.
- Describe the array of naturalization services you will provide and the methods you use to deliver them. Do these include strategies such as citizenship clinics or services in small group settings? When and where will services be delivered and by whom? Please provide details of locations, times, days of week, etc.
- Do you have existing partnerships or collaborations, formal or informal, which strengthen your work? Please describe the existing and/or proposed activities and your referral networks.

COMMUNITIES SERVED (20 points)

- Describe the demographics and characteristics of the communities you serve.
- Describe your outreach plan to increase awareness of the benefits of citizenship and to maximize the number of participants accessing your services.

Rating Criteria – A strong application meets all of the criteria listed below.

- *A thorough description of the program that includes an understanding of the service*

components.

- *Demonstrates success in community-based service provision and operation for at least two years, OR (for applicants providing the service for the first time) presents a clear and realistic description and timeline for launching a new service.*
- *Effective partnerships and collaborations that enhance service quality, build on the resources available and provide benefit to program participants.*
- *The program description shows a strong connection with the communities to be served and an understanding of their strengths, unique needs and concerns.*
- *Demonstrates the ability to provide in-language, culturally-relevant services within diverse communities and shows an understanding of the challenges faced by communities served.*
- *Clearly defines the communities served and demonstrates a plan to engage and recruit those communities in a culturally-relevant manner.*

SECTION B: STAFFING AND CAPACITY - 25 points

STAFFING (10 points)

- Briefly describe the qualifications of the key staff that provide the services described above.
- Describe your plan for staff recruitment, training, supervision and retention for the program.
- How does your board and staff reflect the communities you serve?
- What year did your agency obtain Board of Immigration Appeals (BIA) Recognition? Which staff members are currently BIA-accredited? If you have not obtained BIA Recognition, do you have an immigration attorney on staff (not including volunteer attorneys)?

AGENCY CAPACITY (15 points)

- Describe your agency's experience with data management. How do you collect data? What is your technical capacity for tracking client information and producing reports?
- Describe your agency's financial management system. How do you establish and maintain general accounting principles, sound accounting systems, and internal controls? Entities without such capabilities may wish to have an established agency act as fiscal agent.
- Describe your agency's financial position and capability to meet program expenses in advance of reimbursement.

Rating Criteria – A strong application meets all of the criteria listed below.

- *Staff are qualified and experienced in providing the services proposed.*
- *Processes for staff development and retention are in place.*
- *Board of directors and staff composition reflects the cultural and linguistic characteristics of program participants and communities to be served.*
- *Demonstrates an understanding of and capacity for data management.*
- *Demonstrates capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFI.*
- *Demonstrates a financially viable agency and capability to meet program expenses in*

advance of reimbursement.

SECTION C: BUDGET & DELIVERABLES - 25 points

BUDGET (15 points)

- Complete the Proposed Program Budget (Attachment 3). The costs reflected in this budget should be for the service area only, not your total agency budget.
- Complete the Proposed Personnel Detail Budget (Attachment 4).
- Describe how these funds will be used and identify other resources and funding that will be used to support the participants served by this program.
- Describe how your agency ensures adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFI.

DELIVERABLES (10 points)

Estimate the outcomes your program will achieve with the total amount requested. You are not required to complete all of the following outcomes, choose only the ones that correlate to the services you provide:

- Number of participants screened and enrolled.
- Number of N-400 application for naturalization submitted.
- Number of I-912 fee waivers submitted.
- Number of N-648 medical certification for disability exceptions submitted.
- Number of N-336 appeals submitted.
- Number of naturalization completions.
- Hours of citizenship instruction provided.
- Number of participants receiving interview preparation.
- Number of participants receiving interview assistance.

Rating Criteria – A strong application meets all of the criteria listed below.

- *Budget forms are completed accurately.*
- *Costs are reasonable and appropriate given the nature of the service, the communities to be served, the proposed level of service, and the proposed outcomes.*
- *The proposed program is cost effective given the type, quantity, and quality of services.*
- *The applicant identifies other funds to be used with any funds awarded from this RFI for providing the services described in the proposal.*

Total = 100 points.

IV. List of Attachments

- Attachment 1: Application Checklist
- Attachment 2: Application Cover Sheet
- Attachment 3: Proposed Program Budget
- Attachment 4: Proposed Personnel Detail Budget

2016 NEW CITIZEN PROGRAM REQUEST FOR INVESTMENT

APPLICATION CHECKLIST

This checklist is intended to help you complete your application packet prior to submission. Please do not submit this form with your application.

- Completed and signed the 2-page Application Cover Sheet (Attachment 2)***
- Completed the Narrative response**
 - Must not exceed 15 pages (8 ½ x 11), single spaced, double-sided, size 12 font, with 1 inch margins.
 - Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents.
- Completed the Proposed Program Budget (Attachment 3)***
- Completed the Proposed Personnel Detail Budget (Attachment 4)***
- Attached the following supporting documents***
 - A list of all key personnel and job descriptions of staff who will have a significant role in program coordination and service delivery.
 - A copy of your agency's most recent financial auditor Form 990 or tax return, per Section IV.
 - A copy of your agency's financial statement from the last fiscal year, certified by your agency's CFO or financial manager or Executive Director.
 - A current certificate of nonprofit status.
 - If your agency has an approved indirect rate, attach a copy of proof that the rate is approved by an appropriate federal agency or another entity.
 - Roster of your current Board of Directors.
 - Proof of BIA recognition and accreditation. If you are not yet BIA-accredited and are pursuing accreditation, include a letter with the following details: date application was submitted, status of application and prospect of obtaining successful accreditation by May 1, 2016.
 - If you are proposing to provide any new services for your agency, attach a start-up timeline for each service, beginning January 1, 2016.
 - If you are proposing a significant collaboration with another agency, attach a signed MOU/MOA from that agency's Director or other authorized representative.

**These documents do not count against the 15 page limit for the proposal narrative section.*

All applications are due to the Seattle Office of Immigrant and Refugee Affairs by **12:00 p.m. on Monday, April 11, 2016**. Application packets received after this deadline will not be considered. See Section I for submission instructions.

**NEW CITIZEN PROGRAM
REQUEST FOR INVESTMENT 2016**

APPLICATION COVER SHEET

1. Applicant Agency:		
2. Agency Address:		
3. Agency Executive Director:		
4. Agency Primary Contact:		
First and Last Name:	Title:	
Email:		
Phone #:		
5. Federal Tax ID or EIN:		
6. DUNS Number:		
7. Program Name:		
8. Funding Amount Requested (7/1/16 – 6/30/17):		
9. Partner Agency (if you have a significant collaboration in place):		
Contact Name:	Title:	
Address:		
Email:	Phone Number:	
<p>Authorized Signature of Applicant/Lead Agency</p> <p><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>		

**NEW CITIZEN PROGRAM
REQUEST FOR INVESTMENT 2016**

**PROPOSED PROGRAM BUDGET
JULY 1, 2016 – JUNE 30, 2017**

Applicant Agency Name:	
-------------------------------	--

Item	Amount by Fund Source			TOTAL
	Requested OIRA Funding	Other ¹	Other ¹	
PERSONNEL SERVICES				
Salaries (Full- & Part-Time)				
Fringe Benefits				
SUBTOTAL – PERSONNEL SERVICES				
OPERATING EXPENSES				
Rent				
Equipment				
Office Supplies				
Telephone				
Postage				
Utilities				
Repairs & Maintenance				
Insurance				
Other Operating				
SUBTOTAL - OPERATING				
OTHER SERVICES & CHARGES				
Expert & Consultant Services				
Other Professional Services ³				
Training & Travel				
Advertising				
Printing & Duplicating				
Other Miscellaneous Expenses ⁴				
Administrative Costs/Indirect Costs ⁵				
SUBTOTAL – OTHER SERVICES & CHARGES				
TOTAL EXPENDITURES				

¹ Identify specific funding sources included under the “Other” column(s) above: “Other” column(s) above:	
	\$
	\$
	\$
	\$
Total	\$

² Other Operating – Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

³ Other Professional Services – Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Miscellaneous Expenses – Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Administrative Costs/Indirect Costs – Itemize below	
	\$
	\$
	\$
	\$
Total	\$

⁵ Administrative Costs/Indirect Costs: OIRA places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does the agency have a federally approved rate? Yes No
 If yes, provide the rate:

Classification of Expenditures Guidelines

PERSONNEL SERVICES – Personnel involved in the provision of services for this contract.

Salaries & Wages – Expenses for salaries and wages provided for full-time and part-time employees.

Fringe Benefits – Includes FICA, Pensions & Retirement, Health Care, Industrial Insurance, Dental, Unemployment

OPERATING EXPENSES – Related to the provision of services for this contract.

Rent – Rental of office buildings,

Equipment – Small equipment such as computers, printers, cell-phones and other small equipment under \$5,000.

Office Supplies – Supplies, materials, software, and other supplies.

Telephone – Includes installation, long distance, and local telephone service costs.

Postage – Includes all meter postage, stamps, postal permits, etc.

Utilities – Includes gas, electricity, water, garbage, sewer etc.

Repairs & Maintenance – Includes all services required in the maintenance of office equipment, and buildings.

Insurance – Includes all insurance premiums except what is applicable to Personnel Services.

Other Operating

OTHER SERVICES & CHARGES – Other items related to the provision of services for this contract.

Expert & Consultant Services – Auditing services, accounting services, special legal services and other individual and one-time services.

Other Professional Services – Including janitorial, security and other professional services.

Training & Travel – Training and travel expenses for contract-funded personnel and volunteers, including registration fees, transportation, mileage, meals and lodging expenses.

Advertising – Includes cost of advertising, publication of public notices, and other such items.

Printing & Duplicating – Includes printing, copying, brochures, outreach materials.

Other Miscellaneous Expenses – Includes other expenses not covered such as dues, memberships, subscriptions and other items.

Administrative Costs – Collection of administrative/indirect costs incurred by the agency's operation of this contract. The exact rate, mechanics of collection and specific approval to use this expenditure object will be given on a contract-by-contract basis to certain agencies.

**NEW CITIZEN PROGRAM
REQUEST FOR INVESTMENT 2016**

**PROPOSED PERSONNEL DETAIL BUDGET
JULY 1, 2016 - JUNE 30, 2017**

Applicant Agency Name:									
Agency's Full-Time Equivalent (FTE) =					Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested OIRA Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
Subtotal – Salaries & Wages									
Personnel Benefits:									
					FICA				
					Pensions/Retirement				
					Industrial Insurance				
					Health/Dental				
					Unemployment Compensation				
					Subtotal – Personnel Benefits:				
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									