



COLORADO

Department of Labor and Employment

Refugee Legal Services

REQUEST FOR APPLICATIONS

RFA # KONA 2026_15270

Applications Due:

Monday, August 17, 2026 at 11:59 PM Local Time

Bidnet Link:

[Colorado Department of Labor & Employment - Bid Opportunities and RFPs | BidNet Direct](#)

I. Project Background and Overview

A. Introduction

The purpose of this Request for Applications (“RFA”) is to invite organization(s) that can provide immigration legal services and supervisory counsel to pro bono attorneys providing immigration legal services for eligible refugee clients.

B. Background

The Colorado Refugee Services Program (CRSP) is the state agency designated by the governor of Colorado under Senate Bill 19-230 and 45 CFR 400.5 to implement the State Plan for effective refugee resettlement within Colorado. CRSP is located in the Office of New Americans (ONA) within the Colorado Department of Labor and Employment (CDLE).

CRSP does not offer any direct services but instead works through a constellation of contracts and partners to achieve our goals. Our services and programs support refugees and the larger receiving community (III.A.11), working together to build the social capital necessary to sustain a welcoming environment for refugees and build a stronger Colorado for us all.

C. Current Status

Legal services for refugees are currently offered through a variety of community-based organizations and resettlement agencies.

II. Project Budget & Funding Information

A. Funding Source

Federal funding for Refugee Support Services, Office of Refugee Resettlement, in accordance with 45 CFR Part 400, Subpart I, including 2401CORSSS, 2503CORSS, 2603CORSSS, 2703CORSSS, 2603CORCMA, 2703CORCMA, 2701COTANF.

1. The Refugee Legal Services Programs are funded by Refugee Support Services from the Office of Refugee Resettlement. The order of priority for support services is:

- a) Eligible youth are enrolled in the Unaccompanied Refugee Minor Program.
- b) New arrivals in their first year in the U.S.

- c) ORR-eligible arrivals who have been in the U.S. for one to five years who demonstrate a clear need for support to integrate and meaningfully participate in their communities.
- d) Refugees who are receiving cash assistance.
- e) Unemployed refugees who are not receiving cash assistance.
- f) Employed refugees in need of services to retain employment or to attain economic independence.

B. Funding Period

Federal Fiscal Year 2027, October 1, 2026 through September 30, 2027, and extendable through FFY2030.

C. Funding Amount

The total amount budgeted for this grant program in its first fiscal year is \$350,000.00.

D. Potential Award Amount

Award amounts may range from \$150,000.00 to \$350,000.00, depending on funding availability, the range of applications, and application scoring.

E. Funding Provisions

1. Eligible Applicant

- a) Public or private nonprofit or for-profit organizations operating in Colorado, including community-based organizations with or without 501(C)(3) status, school districts, public housing authorities, and resettlement agencies.
- b) Agencies able to serve all populations eligible for services under [45 C.F.R. 400.43](#),
- c) Agencies with at least two years of demonstrated experience serving ORR-eligible or other newcomer populations,
- d) Able to demonstrate that they can equitably serve all ORR-eligible populations,

- e) Able to demonstrate experience on previously successfully completed grants/contracts, fulfilling all contract requirements, including fiscal, programmatic, and data collection and reporting.
- f) Able to demonstrate data collection and outcome reporting capabilities that support the goals and purposes of this RFA,
- g) Able to demonstrate financial tracking and reporting capabilities necessary to fully meet the fiscal requirements of federal funding. Funds can only be used to serve ORR-eligible participants
- h) Able to provide legal services statewide with emphasis on the Front Range, including Colorado Springs, the Denver Metro Area, Greeley, and Fort Collins.

2. Allowable Costs:

- a) Include those costs meeting 2 CFR 200.400 Cost Principles: Allowable, Allocable, Reasonable. i.e. Salaries of staff performing direct work on the grant program, recipient support costs, program costs directly related to the grant program, etc.
- b) Allowable costs are subject to change based on federal policy.
- c) Allowable services are included in [45 § CFR 400.11](#), [45 § CFR 400.112\(a\)-\(b\)](#), [45 § CFR 400.152](#), and [45 § CFR 400.155\(i\)](#).
- d) Allowable services under ORR Policy Letter 23-05 “[ORR Authorized Legal Assistance using AUSAA Funds](#)” for eligible Ukrainian refugees. These services include
 - (1) Preparation and filing of immigration-related forms
 - (2) Citizenship and naturalization preparation
 - (3) Direct representation and follow-up services
 - (4) Community outreach & education
 - (5) Other allowable services

3. Unallowable Costs Include:

- a) Replacement of costs paid for by another State or Federal source covering the same activities in the proposed project

- b) Organizational or individual Food and beverages
- c) Gifts
- d) Politically related activities
- e) Entertainment
- f) Fines and penalties
- g) Donations
- h) Fundraising activities
- i) Individual memberships and subscriptions
- j) Any activities related to the marijuana industry
- k) Any other activity noted in 2 CFR 200.400 Cost Principles

F. Indirect Costs

1. Indirect (F&A) Cost Rate: Indirect costs are those that have been incurred for common or joint objectives and are not readily identified with a particular Direct cost for the grant objective.

Indirect costs may be called Facilities and Administration costs (“F&A”) at some agencies. [2 CFR 200.414](#)

Costs classified as indirect can differ depending upon your organizational structure and accounting practices but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses such as the salaries and expenses of executive officers and accounting or legal staff, general telecom, utilities, rent, etc.

If Applicant’s agency/business maintains an indirect or F&A rate and Applicant chooses to include this cost on the application budget, it is expected that the amount budgeted will reflect the agency’s/business’s current and valid approved rate. **If the NICRA is expired, then the de minimis indirect cost rate will be utilized unless written permission has been given by the cognizant agency to continue using the expired rate until a new NICRA has been approved.** Approved NICRAs will be applied to a grant award in accordance with the instructions given in the signed NICRA.

Be prepared to submit the following if utilizing a negotiated indirect cost rate:

- a) Federally Negotiated Indirect Cost Rate Agreement (“NICRA”) - An entity that receives funding directly from the federal government is eligible to recover indirect costs by using a current and approved federally negotiated indirect cost rate from their Federal cognizant agency.
- b) Written permission from the Cognizant Agency to utilize expired NICRA, if applicable.

Alternatives to a negotiated indirect cost rate:

- c) de minimis indirect cost rate - Organizations may elect to use up to a 15% de minimis rate of modified total direct costs as defined at 2 CFR 200.68. NOTE: The de minimis indirect cost rate is only available to organizations that do not have a current approved negotiated indirect cost rate agreement.

Regardless of the option chosen, CDLE requires all indirect rates to comply with generally accepted accounting principles and be fully supported by actual cost data.

III. Program Requirements

A. Definitions

1. Administrator: CDLE’s Office of New American’s single point of contact who handles day-to-day operations, logistics, and administration of the grant, including sub-recipients.
2. Applicant: Organization applying to carry out all the programmatic and strategic requirements of this grant. This organization identifies the fiscal agent, grant administrator and any public and/or industry partners and subcontractors. This organization may also be the fiscal agent and the grant administrator.
3. C.R.S.: Colorado Revised Statutes.
4. Colorado Department of Labor and Employment (CDLE): Oversees labor and employment in the State of Colorado, within which the Colorado Refugee Services Program is located.
5. CRSP: Colorado Refugee Services Program, the state refugee office.
6. Fiscal Agent: The fiscal agent is the organization that receives the funds on behalf of the grant and performs financial duties related to the grant. The fiscal agent may be the grant Applicant or some

other organization, but must have a relationship in the partnership. The fiscal agent must be clearly defined in the grant application.

7. Indigent or Low-Income: A person whose household income does not exceed 200% of the Family Federal Poverty Guidelines, adjusted for family size, as determined annually by the U.S. Department of Health and Human Services.
8. Newcomers: refers to any foreign-born individuals and their families who have recently arrived in the United States.
9. ORR: Office of Refugee Resettlement, the federal office overseeing refugee resettlement. ORR is located in the Department of Health and Human Services.
10. ORR-eligible: For the purpose of this RFA, the term “refugee” may be used in place of “ORR eligible” and is used to describe any person eligible for Office of Refugee Resettlement services under 45 CFR 400.43, which include such populations as refugees, asylees, Afghan and Iraqi Special Immigrant Visa holders, and Cuban/Haitian parolees. Applicant agencies must be able to serve all populations eligible for services under 45 C.F.R. 400.43.
11. Receiving Community: Longstanding residents of Colorado who form an important part of refugee integration and well-being. They may be native-born individuals or immigrants and they can be encouraged to contribute to integration through volunteering, employing refugees, or simply creating welcoming communities.
12. Refugee: For the purpose of this RFA, the term “refugee” refers to an “ORR-eligible individual” who is eligible for Office of Refugee Resettlement services under 45 CFR 400.43, which include such populations as refugees, asylees, Special Immigrant Visa holders, certain Humanitarian Parolees, Victims of Human Trafficking, and Cuban/Haitian parolees. Applicant agencies must be able to serve all populations eligible for services under 45 C.F.R. 400.43.
13. Resettlement Agency (RA): A Resettlement Agency (RA) provides resettlement assistance and is initially the sponsor of a refugee entering the United States. The RAs contract with the U.S. Department of State to provide services such as reception, basic orientation, counseling, food, shelter and health services to refugees.

14. RFA: This solicitation is a Request for Applications.

15. Self-sufficiency: Clients are better equipped to address their problems and struggle through connections, problem-solving skills, and interdependence on reliable support and resources as appropriate. Self-sufficiency does not mean the clients are completely independent from assistance within their communities.

B. Responsibilities

1. Awardee's

a) Required Project Components

(1) Place of Performance: Applicant(s) physical place of business within Colorado or at approved remote work locations.

(2) Required for programs applying to provide legal services. Complete all agreed-upon and allowable tasks, including:

(a) Screen individuals for ORR-eligibility.

(b) Conduct workshops/presentations to provide education on immigration law, increase rights awareness, and connect individuals to legal services appropriate for their case.

(c) Conduct one-on-one consultations to identify needs and connect individuals to legal services appropriate for their case.

(d) Complete evidence collection, preparation, review, and submission of client applications/documents to USCIS.

(e) Respond to requests for additional evidence and other inquiries from federal authorities on behalf of clients.

(f) Represent clients at USCIS interviews or other mandatory in-person immigration-related legal assistance appointments, as needed.

(g) Provide other necessary and allowable follow-up services. Monitor the case until USCIS or the Department of State issues a final decision.

(h) Other allowable services

- (3) Serve all populations eligible for services under 45 C.F.R. 400.43 and pursuant to the Office of Refugee Resettlement (ORR) Policy Letter 16-01 and any subsequent ORR Policy Letters or other ORR announcements. Services may be provided to eligible individuals who have been in the United States for up to 60 months (5 years), with the exception of referral and interpreter services and citizenship and naturalization preparation services, for which there is no time limitation (45 C.F.R. 400.152(b)).

- (a) ORR eligibility is determined using the U.S. Immigration and Nationality Act applicable to eligibility determination for services. This information is incorporated and made part of the agreement by reference and is located at Status and Documentation Requirements for the ORR Refugee Resettlement Program | The Administration for Children and Families.

- (4) Prior to providing services, determine if a client is ORR-eligible and within the allowable time frame to receive services.

- (a) The Grantee is responsible for having acceptable proof of ORR eligibility on file as outlined above and in the Grantee Guidelines.

- (5) Recruit, train, maintain, and provide Pro Bono Supervision to pro bono attorneys to deliver immigration legal services.

- (6) Follow protocol in the CRSP Grantee Guidelines updated each FFY.

- (7) Other guidance provided to meet program goals and requirements includes 2 CFR 200, 45 CFR 400, ORR Policy Letters, CRSP Grantee Guidelines, and other relevant policy and procedures.

b) Check-In Mtgs or other communications

- (1) Participate in regular calls or meetings with CRSP, as determined by CRSP, to discuss programmatic issues, progress toward goals, data management, fiscal matters, and other topics related to the agreement.

- (a) Attend and participate in all relevant CRSP Grantee meetings (recurring and ad-hoc), including planning retreats, training, data meetings, and fiscal/programmatic check-ins.
 - (b) Designate a primary person and a backup person for each meeting.
 - (c) Share key information from CRSP grantee meetings with relevant staff.
- (2) Contact the primary CRSP program contact to discuss any capacity concerns, including the necessity of a waitlist, and propose a plan to address these concerns. A waitlist may only be implemented with prior approval from the CRSP program contact and a defined plan for waitlist management.
- (3) Proactively provide program information changes to your CRSP point of contact or respond promptly to requests for directory review from CRSP.
- (4) Obtain approval from the CRSP Data Analyst for any modifications needed to reported/invoiced data after the standard reporting deadline.
- c) Communication response requirements, including timeframe allowed.
 - (1) Communicate any requests to modify a grant or challenges with meeting outcomes to the applicable program contact no less than 60 days prior to the anticipated change.
 - (2) Follow the standard reporting deadline of the 10th day of each month for activities in the full prior month (e.g., October data is due November 10).
 - (3) Submit all grant invoices by the date specified in your grant agreement to the <BOX Link Here>.
 - (4) Other response times vary depending on the request.
- d) What/When to do if grant objectives cannot be met?
 - (1) CRSP utilizes standard Corrective Action strategies in the case the grantee does not meet program outcomes including the development of a performance improvement plan ([2 CFR 200.339](#)).

(2) Additional strategies include providing additional training and technical assistance, scope modification, clawing back misused funds, withholding reimbursements, adjusting future awards, and/or rerouting funds.

e) Primary Contact for this grant program

(1)

f) Back-up Contact for this grant program

(1)

IV. Additional Requirements

A. Reporting and Other Requirements

1. All grantees are responsible for meeting the following requirements, in addition to those outlined in the program Statement of Work, Grantee Guidelines, and other related guidance provided by CRSP.
 - a) Submit accurate and timely semi-annual narrative reports
 - b) Submit accurate and timely monthly service data reports
 - c) Submit monthly reimbursement requests/invoices and backup documentation
 - d) Meet with CRSP Integration and Data staff for regular progress check-ins
 - e) Attend regular collaborative events, service coordination meetings, and other professional development opportunities as determined by the SOW
 - f) Complete required training related to CRSP requirements, including the Refugee Services Foundations web-based training curriculum
 - g) Report critical incidents per CRSP policy
 - h) Provide interpretation and translation
 - i) Additional requirements may be negotiated during the Award phase of this RFA.

B. Reporting Schedule

1. Monthly: Monthly service provision data will be reported to ONA as part of backup documentation for reimbursement of program expenses and to facilitate monthly programmatic check-ins. Data reports are due by the 10th of the month following the reporting month. Specific information to include in the monthly reporting will be provided to the Grantee via CRSP reporting guidance and templates. The contents of the monthly report must be documented in the ONA-managed database known as Geneva and are subject to change.
2. Semi-Annual Reporting: The Grantee shall complete and submit accurate interim progress reports to ONA by April 15 and October 15 of each year. Data and information to be reported will be specified by CRSP and must include, but are not limited to, program successes, challenges, and outcomes.

C. Reimbursement Requirements

1. This is a cost reimbursement grant. Reimbursements to Grantee shall be made in accordance with the provisions of §5 of the Grant Agreement and Exhibit A, SOW for Reimbursement Requests and Payments.
2. Grantee shall submit monthly reimbursement requests that detail expenses with justification based on the approved budget by the 15th of the month following the month of expenditures. The reimbursement requests should clearly detail the actual approved costs related to the grant incurred during the time since the last reimbursement request was submitted. If there have been no incurred expenses for a given month, then a reimbursement request is not required for that month.
3. Reimbursement requests must include an expenditure report, typically generated from financial tracking software, to include, where appropriate and relevant: time sheets/timecards, staff/employee time allocation forms, payroll reports from “official” payroll system or system of record, proof of purchases, itemized receipts, detailed account of all related expenses, related grant project objective & date of expenditure, or any other documentation that ONA shall request in its sole discretion. Such supporting documentation shall be considered part of the Grantee Records and shall be kept for the duration of the Record Retention Period §7 and Exhibit A SOW of this Agreement.
4. Reimbursement Requests shall be submitted to <Box Link here>for review. If ONA staff approves the request, it will submit it to

CDLE Controller's/Finance Office for review, approval, and payment. All reimbursement requests shall contain the grant agreement number.

V. Selection, Evaluation & Award

CDLE is committed to ensuring a comprehensive, fair, and impartial evaluation of the applications received in response to this Request for Applications (RFA). A responsive application includes all required documentation requested in the RFA, including signatures for Attachments. Failure of an Applicant to provide any required information and/or failure to follow the response format dictated in this RFA may result in the application being deemed unresponsive and disqualified from review. The purpose of the evaluation is to select the applications that most closely align with the goals and requirements of this grant program, and is most advantageous to CDLE and the State. Applicants should submit their best initial application, as opportunities for clarification or revision may be limited. Awarding a grant will be based on the impartial evaluation of written applications, past performance, and good standing status with the State of Colorado Secretary of State's Office and [SAM.gov](https://sam.gov).

A brief overview of the evaluation process follows:

1. RFA responsiveness review. Failure to provide all required application materials, including signatures where applicable, may result in disqualification.
2. Preliminary scoring of all responsive applications.
3. Clarification requests (may occur at any point during the evaluative process).
4. Evaluation and final scoring of all responsive applications.
5. Funding request evaluation against available funds. This process may involve additional clarifying questions that may allow for limited revisions to original applications, including budget adjustments, as long as they align with CDLE's requested clarifications. No additional written materials are permitted.
6. Award Recommendation by evaluation committee.

Evaluation Criteria

An Evaluation Committee will review applications based on all information, including presentations and other sources. The decision will be a best-service judgment considering these factors (in no particular order): Activities, Background and Qualifications, Evaluation, Finance, and Budget and Budget Narrative.

Additional weight will be added to the overall score for the following items:

- Demonstrated success in determining ORR-eligibility requirements in populations served.
- Past experience providing legal services to ORR-eligible populations.
- Demonstrated experience providing services using mobile, remote, and/or hybrid modalities.
- Demonstrated ability to serve all immigrant populations.
- Demonstrated ability to adjust services being provided due to shifting federal policies and priorities.
- Proximity to large communities of ORR-eligible community members.

Use of Financial Risk Assessment

After the final decision to recommend award(s), and before a final awarded agreement, a financial risk assessment rating determined as high risk from the submitted Risk Assessment Questionnaire or FRMS shall be applied in the form of additional monitoring and technical support to the awarded organizations' final Statement of Work.

7. How to apply

a. General Rules

The State of Colorado, Department of Labor and Employment seeks Applications in accordance with the specifications in this RFA. Office of Management and Budget ("OMB") Uniform Guidance (Title 2 of C.R.S., subtitle A, Chapter II, Part 200) applies to this RFA and any issued subawards.

Responses must be submitted as specified in this announcement. Applications that fail to follow all of the requirements may be deemed unresponsive and not considered.

CDLE reserves the right to cancel this RFA at any time without penalty.

1. Discrepancies

Should the Applicant find any part of the RFA to be discrepant, incomplete or otherwise questionable in any respect, the Applicant shall be responsible to call such matters to the attention of CDLE immediately. Failure to do so shall be at the Applicant's risk.

Amendments and modifications to this RFA will be official only if published on Bidnet. Applicants shall not rely on

verbal statements that may be intended or inferred to alter this RFA.

2. Addendum(s) or Supplement(s) to this RFA

In the event that it becomes necessary to revise any part of this RFA, an addendum/modification will be published on Bidnet. It is incumbent upon an Applicant to carefully and regularly monitor Bidnet for any such postings.

3. Valid Application Period

All aspects of an applicant's application, including budget, will be firm for the duration of a subsequent award, unless altered through a formal modification issued by CDLE's Procurement and Contract Services Unit.

4. Withdrawal of Applications

An applicant may withdraw their application at any time during the solicitation process by emailing the PCS Staff responsible for this RFA.

5. RFA Response Material Ownership

CDLE has the right to retain the original application response and other application response materials for its files. As such, CDLE may retain or dispose of all copies as is lawfully deemed appropriate. Application response materials may be reviewed by any person after the "Notice of Intent to Award" has been posted in Bidnet, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (Open) Records. Applicant expressly agrees that CDLE may use the materials for all lawful State purposes, including the right to reproduce and distribute copies of the material submitted for purposes of evaluation, and as part of the resulting State of Colorado Grant Agreement, and to make the information available to the public in accordance with the provisions of the Public Records Act.

6. Selection of Applications Notice

Upon review and approval of the Applications and the Evaluation Committee's recommendation for award, CDLE will issue a "Notice of Intent to Make an Award" to all Applicants via Bidnet.

7. Acceptance of Application Content

Upon award, all contents of the application response of successful applicant(s) may become binding obligations of a resulting agreement.

8. Insurance

Awarded Applicant(s) who are not State of Colorado Agencies or Institutions of Higher Education shall agree to the State's Insurance Requirements located in the Sample State of Colorado Grant Agreement attached to this RFA.

Awarded Applicant(s) shall provide a copy of a valid proof of insurance coverage (i.e., insurance certificate(s)) within seven (7) business days of an executed State of Colorado Grant Agreement. Applicants must affirm that they will be able to obtain all insurance requirements and maintain them for the duration of the period of service.

9. Incurring Costs

The State is not liable for any cost incurred by the Applicant prior to the issuance of a legally executed State of Colorado Grant Agreement, Small Dollar Grant Award, or other authorized acquisition document. No property interest, of any nature, shall occur until a State of Colorado Grant Agreement is awarded and executed.

10. Rejection of Applications

CDLE reserves the right: 1) to reject any or all applications; 2) to waive informalities and minor irregularities in applications received as determined by CDLE; and 3) to accept any portion of an application or all items in an application if deemed in the best interest of CDLE. Failure of an applicant to provide any information requested in this RFA (and in the manner or format required in this solicitation) may result in disqualification of the application.

11. Parent Company/Vendor Identification

If an Applicant is owned or controlled by a parent company or financially managed via a fiscal agent, the name, main office address, and parent company's or fiscal agent's tax identification number shall be provided in the application. The tax identification number provided must be that of the applicant responding to the RFA. The Applicant must be a

legal entity with the legal right to enter into a legal agreement.

12. External Communications, Outreach, and Logos

External communications and outreach pertaining to this RFA or award are not permitted without prior written approval from CDLE's Government Policy and Public Relations Office. External communications and outreach include, but are not limited to, news releases, advertising, and marketing materials.

Awarded Applicant's use of CDLE or project logos is not permitted without prior written approval from CDLE's Government Policy and Public Relations Office.

13. Past Performance

Each Applicant's past performance shall be reviewed as part of the State's overall evaluation. This evaluation will take into account past performance information as a part of such Applicant's application including but not limited to, information regarding previous State grant performance, predecessor companies, key personnel who have relevant experience, and subcontractors performing major or critical aspects of the service(s), if such information is relevant. Applicants without a record of relevant past performance or for whom information on past performance is not available will receive a neutral past performance rating.

14. Applicant Agreements

The successful Applicant is required to enter into a formal State of Colorado Grant Agreement ("Agreement") with CDLE. The State of Colorado Grant Agreement incorporates standard State terms including Special Provisions.

The Model State of Colorado Grant Agreement is linked to this RFA.

Applicants are strongly encouraged to seek advice from legal counsel regarding such grant exceptions. Applicants should not assume any term or condition in this RFA or in the attached sample State of Colorado Grant Agreement are negotiable.

15. Pricing

Except as otherwise disclosed in Applicant's submission, Applicant certifies that the prices and/or rates have been arrived at independently without any consultation, communication, agreement with, or knowledge of the contents by any other competing Applicant. For purposes of this paragraph, "consultation, communication, agreement with, or knowledge" does not include knowledge of prices gained through the availability of established price lists or catalogs made available to the public by the competing Applicant. No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit an application for the purpose of restricting competition.

All prices and fees contained in application responses, or ARs if conducted, shall be firm for the initial term of an award period of the State of Colorado Grant Agreement.

16. Remedies

If an Applicant disagrees with the determination of whether that Applicant should have received an award or with a determination of its compliance with the requirements of this RFA, the application will have the following remedies:

- i. Federal Program Remedies - if a federal program under which funding is provided for the Grant provides for an appeal process, then CDLE will follow the appeal process provided for by the federal program.
- ii. State Award Remedies - if there is no federal appeal process available as described in the prior section, the Applicants may submit their appeal to the CDLE Procurement Official, who shall review the appeal and make a final determination, unless the authority for making this determination is otherwise specified by law. The sole remedy for Applicants shall be potential funding depending on the availability of funding.
- iii. State of Colorado Grant Agreement Disputes - if the Applicant has a dispute related to the agreement to which they are a party, then the

dispute shall be resolved in accordance with the terms of the agreement.

- iv. Contracts - any protest, appeal, or dispute related to a contract shall be resolved in accordance with the Procurement Code.

17. Resident Applicant Preference

Per Colorado Revised Statutes, Section 24-103-906, a resident Applicant may be allowed a preference against a non-resident Applicant equal to the preference given or required by the State in which the non-resident Applicant is a resident.

18. Service-Disabled Veteran-Owned Small Businesses

The State encourages applications from Service-Disabled Veteran-Owned Small Businesses (“SDVOSB”) and sets a three percent (3%) statewide goal by the dollar value of all contracts/agreements to be awarded to SDVOSB. An interested SDVOSB Applicant should submit, with its application, verification that it is incorporated or organized in Colorado, maintains a place of business, or has an office in Colorado and is officially registered and verified as an SDVOSB by the U.S. Department of Veterans Affairs.

<https://vetbiz.va.gov/>

Applicants who fail to provide SDVOSB documentation in their proposal, or upon request by the State, cannot be considered for a preference. Reference §24-103-905, C.R.S.

19. Minority and Women-Owned Business and Small Business Enterprises

CDLE is dedicated to creating, operating, and maintaining a procurement and contracting system that provides all Colorado individuals and businesses, including minority and/or women-owned enterprises (M/WBE) and small business enterprises, with an equal and fair opportunity to compete for CDLE business. Applicants should take all necessary affirmative steps, as required by 45 CFR 93.36(3), Colorado Executive Orders, and Procurement Rules, to ensure small, minority, and women business enterprises are utilized, when feasible, as sources of

supplies, equipment, construction, and services purchased under awarded contract.

In an effort to track levels of participation by women or minorities doing business with the State of Colorado, a Minority and Women-Owned Business Self Certification should be submitted with final proposals to this RFA. The Certification may be found in the Attachments.

20. Non-Discrimination

Applicants shall comply with all applicable federal, state, and local laws, ordinances, executive orders, and regulations that prohibit discrimination on the basis of race, color, national origin, religion, and sex, including but not limited to: Title VI of the Civil Rights Act of 1964, as amended (P.L. 88-352), 42 U.S.C. § 2000d et seq., and Title VII of the Civil Rights Act of 1964, as amended. Unless required by federal law or regulation, employers may not automatically bar Applicants or employees with an arrest or conviction record from employment.

21. Section 508 Compliance

If applicable, all electronic and information technology deliverables under this solicitation shall comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794 (d); 36 CFR Part 1194) and the Access Board Standards. Section 508 requires that accessibility for people with disabilities be incorporated into all electronic and information technology developed, procured, and maintained under the resulting solicitation award.

The solution shall also conform to the most current version of the Web Content Accessibility Guidelines (WCAG) available at <https://www.w3.org/TR/WCAG21/>. Ability to conform to these standards will be verified through a demonstration by the Applicant. The Applicant should provide a policy, commitment, or mission statement regarding electronic accessibility.

- i. [State of Colorado Accessibility Statement](#)
- ii. [C.R.S. 24-85-104, ARTICLE 85. "INFORMATION TECHNOLOGY ACCESS FOR INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED", \(PDF\)](#)

- iii. [TS-OEA-001: Technology Accessibility for Persons with Disabilities, \(PDF\)](#)
- iv. [WCAG 2.1 Standards, W3C](#)
- v. [Section 508 of the U.S. Rehabilitation Act of 1973, section508.gov](#)

If applicable, the successful Applicant must also adhere to the State of Colorado Governor's Office of Information Technology (OIT) Security policies located at:

<http://www.oit.state.co.us/ois/policies>.

22. Conflict of Interest/Ethics

Applicants must disclose in their application any potential or actual conflict of interest in connection with an application to this RFA. A conflict of interest may include, but is not limited to, access to any nonpublic information by the Applicant regarding the RFA or its subject matter, or by any of the Applicant's employees, contractors, or agents, including any individual who may have had access to nonpublic information in a prior capacity before entering into a relationship with the Applicant.

Applicants acknowledge that even the appearance of a conflict of interest may be harmful to the State's interest. Applicants should disclose in their applications whether there currently are, or potentially could be, the appearance of a conflict of interest regarding this RFA, application staff, any proposed subcontractors or partners, and/or any related business with the State.

Requirements set forth in this section are continuing requirements through the solicitation process and, for the awarded Applicant, the contract term, including any extensions. Reference §24-18-201, C.R.S., et. seq. (Proscribed Acts Related to Contracts and Claims); §24-50-507, C.R.S. (Conflict of Interest); §18-8-301, C.R.S., et. seq., (Bribery and Corrupt Influence); §18-8-401, C.R.S., et. seq. (Abuse of Public Office); §6-4-101, C.R.S., et. seq., (Colorado Antitrust Act of 1992); §24-109-105, C.R.S. (Debarment and Suspension); and Procurement Rule R-24-101-107-01 (Ethics).

The State reserves the right to determine an Applicant's responsibility based on factors such as financial, material,

personnel resources and expertise, satisfactory record of performance; satisfactory record of integrity; and status of debarment. Reference §24-103-401, C.R.S.

b. Required Documents

All applications must include the following in this order:

1. Attachment A

CDLE RFA Cover Sheet and Signature Page

2. Attachment B

Financial Risk Assessment Questionnaire

IMPORTANT: A risk rating will be assigned for all Applicants. Colorado State Agencies and Colorado State Institutions of Higher Education are not required to complete the Financial Risk Assessment Questionnaire.

This form must be completed and submitted by all other Applicants.

Note: if the applicant has submitted a Financial Risk Assessment Questionnaire within the past 12 months and the applicant has not experienced changes in that time period, the applicant should submit a copy of the questionnaire. If the applicant has experienced changes within the past 12 months the applicant must submit an updated questionnaire. The application may not be reviewed if the completed form is not included. The final application score will be impacted by risk determinations made by CDLE based on information contained in the form. The form and guidance are part of this announcement.

3. Attachment C

List of all Current Active and Expected Grant Awards for this State and Federal Fiscal Years

4. Attachment D

Sponsoring Division Questionnaire

5. Attachment E

Project Detailed Itemized Budget and Narrative

IMPORTANT: The budget form must explain all expenses included in a narrative format. Applicants are responsible for ensuring the calculations in the budget are accurate. There will be no reimbursement of pre-award costs. CDLE reserves the right to deny requests for any item listed in the budget that is deemed to be unnecessary for the implementation of the project.

6. Attachment F

Sample State of Colorado Grant Agreement

7. Attachment G

Agreement Certification Form

8. Attachment H

Conflict of Interest Form

9. Attachment I

M/WBE Self Certification

10. Attachment J

Applicant Checklist

c. Submission Instructions

i. General Information

This Request for Applications (“RFA”) is issued by the Colorado Department of Labor and Employment (“CDLE”), also referred to as the “State”. The CDLE contact listed in these instructions is the sole point of contact concerning this RFA.

All official communications regarding this RFA will be posted via an addendum in Bidnet, as outlined in the schedule of activities. These notices may include modifications to administrative or performance requirements, responses to inquiries, clarifications, and the announcement of the awarded applicant(s).

Applicants are responsible for regularly checking for any modifications to this solicitation. Do not contact other State offices or individual(s) about this RFA or project, and do not rely on any statements that alter the solicitation's specifications, terms, or conditions unless posted on Bidnet.

Applications must be received on or before the due date and time indicated in the Schedule of Activities. Late applications will not be accepted. It is the applicant's responsibility to ensure that CDLE receives its application through the online submission link listed in these instructions on or before the due date and time.

One completed copy of the Request for Application Cover Sheet & Signature Page **MUST** be signed by a person who is legally authorized to bind the applicant to the application and subsequent grant award. Submissions that do not comply with this requirement may be deemed non-responsive and may not be accepted.

2. Instructions for Electronic Applications

CDLE posts all Grant opportunities via Requests of Applications (RFA) on Bidnet at the link available below and on the cover page. Applicants do not need to pay funds to access the solicitation. Should applicants wish to obtain the documents via email, requests should be made as outlined herein. Review business and/or grant opportunities or register today by visiting the link below:

[Colorado Department of Labor & Employment - Bid and Grant Opportunities | BidNet Direct](#)

Vendor registration on Bidnet is FREE; however, applicants may elect to receive automatic email notification of all open solicitations matching their vendor profile for an annual fee. If an applicant does not select the upgraded option, it is the responsibility of the applicant to monitor the website regularly in order to be aware of business and/or grant opportunities and review changes or addendums to postings. Applicants who upgrade to receive email notifications will receive opportunities matching their business goods/services provided automatically. Information may be accessed through the BidNet Direct at:

<https://www.bidnetdirect.com/register>

BidNet Direct's Help Desk can be reached at 800-835-4603 or by email: support@bidnet.com

3. Questions and Inquiries

Submit questions to Daniel Alejandre,
daniel.alejandre@state.co.us

d. Pre-Application Conference

A voluntary pre-application conference will be held on Tuesday July 7, 2026 from 9:00-10:00 AM local time to allow prospective Applicants to ask questions and clarify requirements for this RFA.

Questions may be asked (and are encouraged) during this conference; however, to have them formally considered, they must be submitted in writing, and only responses in writing shall be considered official responses. All Applicants are encouraged to submit all of their questions in writing after this pre-application conference per the instructions listed in Section V.C.3 above. All questions submitted in writing will be published as an addendum on Bidnet according to the tentative schedule below.

Google Meet information:

Pre-application Conference: Refugee Legal Services

Tuesday, July 7 · 9:00 - 9:50am

Time zone: America/Denver

Google Meet joining info

Video call link: <https://meet.google.com/eid-qgcg-tgd>

Or dial: (US) +1 574-318-8336 PIN: 510 866 221#

More phone numbers:

<https://tel.meet/eid-qgcg-tgd?pin=9430288099089>

e. Applicant Submission Documentation

Include all required documents found in the Checklist.

f. Tentative Schedule

The following schedule of events represents the tentative schedule. Dates and times are open to changes at any time throughout the course of this solicitation. Any changes to the Schedule of Activities will be posted as an addendum to this RFA in Bidnet.

- **RFA Published**
 - Date and Time (Local Time): June 18, 2026
 - Location: Bidnet
- **Pre-Application Conference**
 - Date and Time (Local Time): July 7, 2026 9:00-10:00 AM
 - Location: [Virtual Meeting](#)
- **Deadline for Written Questions**
 - Date and Time (Local Time): July 10, 2026
 - Location: Email Only
- **Answers to Written Questions Posted**
 - Date and Time (Local Time): July 14, 2026
 - Location: Bidnet
- **Application Submission Deadline**
 - Date and Time (Local Time): August 17, 2026
 - Location: Bidnet

Instructions for Fillable Attachments

The following attachments may be completed in Google suite by clicking this link to the [RFA KONA 2027-15270 Refugee Legal Services- Fillable Attachments](#). You will need to make a copy in order to edit for your grant application submission. All attachment docs, with exception of Attachment E, must be submitted as a PDF through File, Export as pdf once completed. Digital signatures are allowed where required.

Alternatively, you may choose to complete the Fillable Attachments in Word format through the additional uploaded Word Doc named RFA KONA 2027-15270 Refugee Legal Services- Fillable Attachment. Again, this document, with exception of Attachment E, must be submitted as a PDF.

Attachment A - CDLE RFA Cover Sheet & Signature Page

- **RFA Title:** Refugee Legal Services
- **RFA Number:** RFA KONA 2027 15270 Refugee Legal Services
- **Company Tax ID Number (FEIN):** _____
- **Company SAM/UEI Number:** _____
- **Company Legal Name:** _____
- **Company DBA, if applicable:** _____
- **Company Address:** _____
- **Project Manager Contact Name:** _____
- **Project Manager Contact Phone:** _____
- **Project Manager Contact Fax, if applicable:** _____
- **Project Manager Contact Email:** _____

Your signature on this cover page hereby acknowledges that you have received and reviewed the RFA and all modifications as published on Bidnet .

Signature of legally authorized representative

Date

Printed Name

Title

PARENT COMPANY - A vendor, owned or controlled by a parent company should provide the name, main office address, tax identification number, and SAM UEI of that company on a copy of this form. The tax identification number provided should be of the vendor's parent company who will be legally responsible for performing services under any commitment document resulting from this RFA.

THIS FORM SHOULD ACCOMPANY ALL APPLICATIONS. A PERSON LEGALLY AUTHORIZED TO BIND THE COMPANY SHOULD SIGN.

Attachment B - Financial Risk Assessment Questionnaire
FINANCIAL RISK ASSESSMENT FORM

Please complete all of the questions below in their entirety. Failure to complete a question will result in the question being assessed at the highest risk rating for that question. Please retain a copy of this form for your records.

Please note that the term “Sub-recipient” refers to the applicant filling out this form.

SUBRECIPIENT DETAILS

Full legal company or organization name of Subrecipient: Type Answer Here

Name and title of person completing this form: Type Answer Here

Amount of funding requested on this grant application: \$ Type Answer Here

OPERATION CONSIDERATION

The significant aspects of Sub-recipient’s operations, the failure of which could impact Sub-recipient’s ability to perform and account for the grant deliverables.

- 1) Sub-recipient’s total annual operating budget: Type Answer Here
- 2) Total state, federal and private grants that Subrecipient expects to receive in its current fiscal year, including this grant:
 - Total number of all grants: Type Answer Here
 - Total dollar amount of all grants: \$ Type Answer Here
- 3) Total dollar amount of all grant funding Subrecipient will receive from CDLE in its current fiscal year, including this grant: \$ Type Answer Here
- 4) Will the Subrecipient sub-grant any portion of this award?
Yes
No
- 5) Total dollar amount of grant funds Subrecipient received in its last fiscal year: \$ Type Answer Here

EXPERIENCE CONSIDERATION

Sub-recipient's experience and history with the same or similar Federal awards or grants.

- 6) How many years has Subrecipient been in existence? Type Answer Here
- 7) Has Subrecipient administered programs similar to this grant?
- Yes
- No
- If yes, please list and explain. Type Answer Here
- 8) Has Subrecipient satisfactorily met any State, Federal or private grant deliverables in the past?
- Yes
- No
- Not Applicable
- If no, please explain what deliverables were not met and why Subrecipient was unable to meet them: Type Answer Here

FINANCIAL CONSIDERATION

Sub-recipient's financial stability and ability to comply with the grant's financial reporting requirements.

- 9) Does Subrecipient have a time and effort reporting system in place or maintain time cards to account for 100% of each employee's time (both salaried and hourly employees) broken down by time spent per funding source (or grant), with evidence of supervisory approval?
- Yes
- No
- If no, If no, explain how Subrecipient intends to document each employee's time by funding source: Type Answer Here
- 10) Does Subrecipient have an accounting system to track expenditure activity by funding source (or grant), with mechanisms to track multiple activities within the grant?
- Yes
- No
- If no, explain how Subrecipient intends to keep CDLE's grant segregated from other regular or grant activities of the Subrecipient: Type Answer Here

- 11) Does Subrecipient maintain time records (timesheets or personnel activity reports) for all employees when their effort cannot be specifically identified to a particular program or cost objective: for example, general administrative staff such as accountants?
- Yes
- No
- If not, does Subrecipient have an approved alternative system to account for time distribution of overhead salaries and when was it adopted? Type Answer Here
- 12) Does Subrecipient have a cost allocation plan that spreads all common costs, such as phone, rent, utilities, etc. among all funding sources based on a systematic metric; for example, FTE or square footage?
- Yes
- No
- If no, describe how the Subrecipient allocates common costs. Type Answer Here

MONITORING AND AUDIT RESULT CONSIDERATION

Results of Sub-recipient's previous audits or monitoring visits.

- 13) Has Subrecipient received an audit under the Single Audit Act/Uniform Administrative Requirements, 2 CFR Part 200, Subpart F (Government Auditing Standards)?
- Yes
- No
- If yes, provide a copy (electronic preferred) of its most recent audit report.
- 14) Has the Sub-recipient received an annual financial statement audit under Generally Accepted Auditing Standards (GAAS)?
- Yes
- No
- If yes, provide a copy (electronic preferred) of its most recent audit report.
- 15) Are there any outstanding audit findings from prior audits?
- Yes
- No
- If yes, identify the following:

- Number of Outstanding Control Deficiencies: Type Answer Here
- Nature of Outstanding Control Deficiencies: Type Answer Here
- Number of Outstanding Significant Deficiencies: Type Answer Here
- Nature of Outstanding Significant Control Deficiencies: Type Answer Here
- Number of Outstanding Material Weaknesses: Type Answer Here
- Nature of Outstanding Material Weaknesses: Type Answer Here

INTERNAL CONTROL CONSIDERATION

Sub-recipient's ability to safeguard its assets and resources, deter and detect errors, fraud and theft, ensure accuracy and completeness of accounting data, produce reliable and timely financial and management information, and ensure adherence to its policies and plans.

- 16) Has Subrecipient updated any of its policies and procedures within the last two years?
 - Yes
 - No
 - If no, please indicate when policies and procedures were last updated. Type Answer Here
- 17) Does Sub-recipient's accounting system allow it to segregate all assets, liabilities, revenues and expenditures by funding source, and produce a balanced trial balance by funding source or grant?
 - Yes
 - No
 - If no, explain how the Subrecipient intends to segregate this grant from its other activities. Type Answer Here
- 18) Does Subrecipient have an active oversight committee/board, and is it provided financial reports and information on a regular basis?
 - Yes
 - No
- 19) Does Subrecipient have fidelity bond insurance coverage (or any other form of insurance coverage) to protect itself from fraudulent acts of its employees, at a minimum all employees who handle cash?
 - Yes
 - No

IMPACT CONSIDERATION

Potential impact of Sub-recipient's non-compliance to the overall success of the program objectives.

- 20) This grant will be disbursed on a cost reimbursement basis. Does the sub-recipient have sufficient liquid assets, including cash, to allow it to manage its finances between the time costs are incurred and reimbursed?
- Yes
- No
- If no, explain how Subrecipient intends to cover its costs prior to receiving reimbursement. Type Answer Here
- 21) Has Sub-recipient had any significant changes in its key personnel (e.g. Controller, Executive Director, Accounting Manager, Program Manager, etc.) or its time keeping or accounting systems in the last year?
- Yes
- No
- If yes, explain the changes. Type Answer Here
- 22) Does Sub-recipient have any potential conflicts of interest in accordance with the State of Colorado which includes any potential or actual situations where any employee's objectivity, professional judgment, professional integrity or ability to perform work related to procurements is compromised by financial, personal or familial interests (see 2CFR §200.112)?
- Yes
- No
- If yes, explain the potential conflict of interest. Type Answer Here

Please Sign and Date below, electronic signatures are acceptable.

Executive Director (or authorized delegee)
Signature

Date

Financial Director Signature

Date

Attachment C - Grant Funding Sources

Please list ALL grant funding sources your organization currently has under an Active Federal Agreement, State of Colorado Grant Agreement, or Local Agreement and their purpose below.

1. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

2. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

3. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

4. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

5. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

6. Grant Name: _____

Purpose: _____

Source: _____ Performance End Date: _____

*Please attach additional sheets if necessary

Attachment D - Sponsoring Division/Applicant Questionnaire

Application Questions

Mandatory Requirements

Page Limit: 1 page total, use 12-point font, 1.5-spaced with space after each paragraph. The response must follow the same order as the application, e.g., 1, 2, 3, etc.

The purpose of this section is to establish the minimum requirements for a Grant award from CRSP.

Please respond with an affirmative statement and explanation of how your organization meets the following minimum mandatory requirements.

1. Is the organization able to serve all populations eligible for services under [45 C.F.R. 400.43](#)?
2. Is the organization able to demonstrate that it can equitably serve all ORR-eligible populations regardless of age, ability, ethnicity, language, religion, gender identity, sexual orientation, national origin, and/or race?
3. Is the organization a public or private nonprofit or for-profit organization operating in Colorado, including community-based organizations with or without 501(C)(3) status, school districts, public housing authorities, resettlement agencies, or institutions of higher education with at least two years of demonstrated experience serving ORR-eligible or other newcomer populations in Colorado?
4. Is the organization able to demonstrate data collection and outcome reporting capabilities that support the goals and purposes of this RFA?
5. Is the organization able to demonstrate financial tracking and reporting capabilities necessary to fully meet the fiscal requirements of federal funding? Funds can only be used to serve ORR-eligible participants in their first 60 months after arrival.
6. Is the organization able to provide legal services statewide with emphasis on the Front Range?

Program Specific Services

Page Limit: 1-3 pages (not including attachments), use 12-point font, 1.5-spaced with space after each paragraph. Response must follow the same order of the application, e.g., 1, 2, 3, etc.

The purpose of this section is to serve as a basis for establishing clear program activities for a resulting agreement's Statement of Work (SoW).

1. Describe how the organization will complete the required activities outlined in the Outcomes tab in Attachment E-1.
2. Does the organization have demonstrated experience providing pro bono legal services? If yes, please describe.
3. Does the organization have demonstrated success in determining ORR-eligibility requirements in populations served? See ORR's website, [ORR Populations](#), for more information. If yes, please describe.
4. Does the organization have past experience providing legal services to ORR-eligible populations? If yes, please describe.
5. Does the organization have a demonstrated ability to serve all immigrant populations? If yes, please describe.
6. Does the organization have demonstrated ability to adjust services being provided due to shifting federal policies and priorities. If yes, please describe.
7. What activities, if any, are needed to build the program's capacity before services can begin, and how much time will be required before being able to begin providing services?
8. What existing and/or planned community partnerships will be leveraged in support of this program?

Background and Qualifications

Page Limit: 1-3 pages (not including attachments), use 12-point font, 1.5-spaced with space after each paragraph. Response must follow the same order of the application, e.g., 1, 2, 3, etc.

The purpose of this section is to determine the ability of the organization to successfully serve ORR-eligible populations with the proposed program.

Respond to all questions below.

1. How does the organization's experience, background, knowledge, expertise, or other qualities make it well-positioned to deliver the proposed activities?
2. List the organization's current programs (active in FFY2026) that serve newcomers.
3. What is the intake process for accepting referrals into the program? Describe the process for enrolling participants, including the collection of enrollment information and signatures and use of waitlists.
4. Using the "Key Staff Contacts" on Attachment E-1: Budget Template, list all staff funded by the program. Attach an organizational chart of the proposed program staffing plan, resumes, and job descriptions for key personnel, including the languages they speak.

Evaluation

Page Limit: 1-2 pages (not including attachments), use 12-point font, 1.5-spaced with space after each paragraph. Response must follow the same order of the application, e.g., 1, 2, 3, etc.

All provider organizations are required to participate in any evaluation activities for CRSP. Program providers are also required to participate in CDLE performance-based program analysis to identify positive trends and opportunities for improvement.

The purpose of this section is to demonstrate that proposals have monitoring and evaluation methods that encompass data collection, output, and outcome measurement tools, and overall program performance.

Respond to the following questions below:

1. Describe how the organization collects outcomes and data on clients or program participants. List the type of software or system used.
2. List the staff who are or will be responsible for the collection and reporting of data.
3. Describe the organization's internal controls for checking the accuracy of data.
4. Describe any past programmatic successes in showing pre- and post-program outcomes.

Finance

Respond using Attachment B or the included attachments.

The purpose of this section is to demonstrate the organization's fiscal health, including financial controls.

1. Complete the Budget and Budget Narrative tabs in Attachment E-1: Budget, and Attachment E-2: Budget Narrative.
2. Attach a full organizational budget.
3. Attach the organizations' federally negotiated indirect rate agreement, cost allocation plan, and any additional supporting documentation, if applicable.
4. Attach the most recent year-end financial statement.
5. Attach a list of the Board of Directors and other information about Governance.
6. Attach a Certificate of Good Standing from the Secretary of State's website.
7. Attach a signed copy of the organization's W9.

Attachment E - Project Budget and Narrative

Please submit an itemized budget as an Excel file and budget narrative as a Word document and explain each line item for DIRECT COSTS covering the timeline of the Grant Program.

*Please utilize the provided linked budget template for your program's budget submission. The link also includes a sample budget and narrative instructions for your reference.

NOTE: (The link contains a sample budget and narrative as an example of a constructed line item budget and narrative per line item in the budget, but for a different grant program example)

[Attachment E-1: Budget](#)

[Attachment E-2: Budget Narrative](#)

[Example Direct Cost Line Item Budget and Narrative](#)

**You will need to make a copy of the template in order to edit the Budget Template and Narrative example for your application submission's Budget. You must export Line Item Budget as an Excel file, and the Narrative as a Word document for your application's submission docs to this Attachment E.

***Travel expenses shall only be reimbursed at the State's current mileage rates, which is \$0.65/mile effective 1/1/2026.

Attachment F - Sample State of Colorado Grant Agreement

See Separate Document - Titled “Attachment F - Sample Agreement” in Word Format.

Attachment G - Agreement Certification Form

RFA KONA_2027_15270_Refugee_legal_Services

I, on behalf of the applicant identified below, hereby certify I have read a copy of the sample agreement attached to the RFA and understand the terms and provisions contained in that contract. I further hereby certify it is the applicant's intent to comply with each and every term and provision contained in the sample agreement and propose no modifications to the sample agreement except as provided as redlines (tracked changes) in the sample agreement Word Document included as Attachment E. Any proposed alternative language, if any, should be included in the redlined attachment.

I understand the modification(s) proposed in the sample agreement, if any, are offered for discussion purposes only and the State of Colorado reserves the right to accept, reject, or future negotiate any and all proposed modifications to the sample agreement.

Company Legal Name: _____

Authorized Signature: _____

Signatory's Full Name: _____

Signatory's Title: _____

Date of Signature: _____

Attachment H - Conflict of Interest Disclosure

Applicants should state whether there are, or potentially could be, actual or perceived organizational or other conflicts of interest with the State of Colorado, CDLE, or CDLE employees with regard to: this RFA, Applicant's submission to this RFA, Applicant's staff, or Applicant's proposed subcontractors. Attach additional pages if necessary.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

PCS reserves the right to make a non-responsive determination on an Applicant's application or cancel the award of a successful Applicant's application if there is a conflict and/or a perceived conflict disclosed from any other source.

Is your company registered with the Colorado Secretary of State (circle one):

YES

NO

If "Yes" please provide a copy of the Certificate of Good Standing

Attachment I - M/WBE Self-Certification
Minority and Women-Owned Businesses (M/WBEs)
Self Certification
Mark with X if applicable

In an effort to track levels of participation by women and minorities doing business with the State of Colorado, the following information is requested. Please indicate the appropriate category of ownership for your company. "Owned" in this context means a business that is at least 51 percent owned by an individual(s) who also control(s) and operate(s) it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management. If your business is jointly owned by both men and women or is a large publicly held corporation, please check the box labeled "Not Applicable."

GENDER INFORMATION:

- ☐ Female Owned
- ☐ Male Owned
- ☐ Not Applicable

OWNER ETHNICITY INFORMATION:

- ☐ African American
- ☐ Asian/Pacific American
- ☐ White (non-Hispanic)
- ☐ Hispanic American
- ☐ Native American
- ☐ Not Applicable
- ☐ Other

SMALL BUSINESS INFORMATION:

A small business is defined as: a business organized for profit, is independently owned and operated, and has 25 or fewer full time equivalent employees. Are you a small business?

- ☐ YES
- ☐ NO

Attachment J - Applicant's Checklist

Applicants should ensure all documentation requested is provided with the RFA submission prior to the RFA submission deadline. Applicants may use this checklist as a guide.

Application Documents Checklist

- ☐ Attachment A: CDLE RFA Cover Sheet and Signature Page (Status: **Required**)
- ☐ Attachment B: Financial Risk Assessment Questionnaire (Status: **Required**)
- ☐ Attachment C: Grant Funding Sources (Status: **Required**)
- ☐ Attachment D: Sponsoring Division Specific Questionnaire / Work Plan (Status: **Required**)
- ☐ Attachment E: Project Budget and Narrative (Status: **Required**)
- ☐ Attachment F: Requested Agreement Changes (Status: If Applicable)
- ☐ Attachment G: Agreement Certification Form (Status: **Required**)
- ☐ Attachment H: Conflict of Interest Disclosure (Status: **Required**)
- ☐ Attachment I: M/WBE Self Certification (Status: **Required**)
- ☐ Company W-9 (Status: Requested)
- ☐ SDVOSB Certification (Status: If Applicable)
- ☐ CO Secretary of State Cert of Good Standing (Status: If Already Available)