

Bhutanese Community of Central Ohio Scope of Service

The present contractor, Bhutanese Community of Central Ohio (BCCO), will expand the reach and services offered under its current programs to address resource inequities and subsequent health disparities that have been exacerbated by COVID-19 and complete deliverables outlined in the Center for Disease Control and Prevention (CDC) work plan beginning August 1, 2022 and ending May 31, 2023.

Administration of this sub award to Bhutanese Community of Central Ohio (BCCO) will build organizational capacity by mobilizing a partner that specializes in serving women, and mentally and physically disabled individuals affected by refugee resettlement in underserved Columbus neighborhoods. BCCO will provide mental health care, workforce training, English as a second language classes and linkage to care and connections to resources supporting basic needs such as medical care, housing and social services. Their work will also gather community input to inform strategies to better reach this population and improve health and social service competency and relevance, particularly for individuals facing language and cultural barriers.

Activities and Deliverables

- Improve mental and physical wellbeing of serving women, mentally and physically disabled individuals affected by refugee resettlement by providing supportive resources and services.
 - Contractor will provide facilitated knowledge exchange and skill-building sessions, rooted in the principles of Asset-Based Community Development
 - Assist with developing interpersonal relationships and rebuilding social network.
 - Removing barriers to system navigation, strengthening ability to access resources.
 - Empower and encourage creative expression, confidence building, and attainment of personal income.
 - Employ remarkable personal resiliency to serve as mental health advocates on behalf of family members.
 - Develop greater skills in addressing personal physical and mental health needs
- Distribute resources and materials to individuals served through onsite programs
 - Contractor will provide skill building and learning opportunities through creative projects
 - Develop and disseminate culturally and linguistically responsive materials
 - Contractor will distribute COVID-19 mitigation tools supplied by CPH
- Monitoring
 - Program inputs, process data, and community feedback will be provided by the contractor through monthly program updates and quarterly reports.

- Indicators include but are not limited to: number of individuals served, number of resources/supplies distributed, number of referrals made, etc.
- Data will be collected directly through participant surveys and by staff during the project period.

Payment and Invoicing

The maximum amount to be paid according to this agreement shall not exceed \$80,475 unless additional funds are authorized. The contractor will invoice for the following expenditure-based payment plan:

Invoices with supporting documentation of purchases are to be submitted by contractor to CPH throughout the contract period. Expense categories include the following:

- **Contractual costs:** The contractor will utilize an amount not to exceed \$4,500 to contract with a Theory of Change Facilitator, whose expertise in asset-based community development will be leveraged to ensure that behavior change constructs are operationalized effectively by program lessons and activities.
- **Syllabus and course development:** The contractor will utilize an amount not to exceed \$3,250 to compensate for time, resources, and expertise required for the design and implementation of course curriculum and learning tools required to meet learning objectives.
- **Therapeutic activity materials:** For an amount not to exceed \$5,450, the contractor will use funds to purchase materials including supplies needed for basket weaving classes, print materials to facilitate ESL and other educational sessions, and materials to promote and advertise program activities and events.
- **Staff/personnel:** The contractor will utilize an amount not to exceed \$42,275 to employ one full-time staff person to provide advocacy, educational support, and care navigation support to program participants, and to assist in planning, coordination, and management of activities and services that the program provides. Use of contract funds shall only be used for salary and will not be used to cover fringe benefits.
- **Administration and program evaluation:** A total not to exceed \$5,000 will be used to cover administration of funds and related deliverables, as well as the infrastructure and expertise to monitor the program
- **Transportation van rental fee:** The contractor will utilize funds not to exceed \$10,000 in the rental of a van to transport participants without reliable transportation to-and-from program sites each day. At a rate of \$50 per day, the budget allows for the van to be rented 4 days each week for each of the 5 10-week cohorts.
- **Incentives:** For an amount not to exceed \$10,000. Incentives entail \$100 Visa gift cards to each of the 50 program participants for a total of \$5,000. Gift card incentives are intended to increase program participation and engagement and promote retention of participants, and are to be used to aid in the purchase of healthy food and personal care items. The remaining \$5,000 will be used for purchase of basket weaving materials by the contractor to create and provide DIY basket weaving toolkits to program participants to further promote engagement in the program.

Cash Handling Guidelines

Non-cash valuables (gift cards, bus passes, and diaper vouchers) that are not distributed immediately must be kept under lock and key.

1. An Inventory must be kept of all non-cash valuables, updated with each disbursement.
2. A Non-Cash Valuable Disbursement Log is required to record the disbursement of all non-cash valuables purchased. The log must contain the employee's name and signature of who is disbursing the valuable, the recipient's name and signature, and the disbursed valuable information (description and worth of valuable).
3. The responsible program will need to be able to reconcile all non-cash valuables purchased/disbursed.
4. The Fiscal department will conduct periodic audits to ensure programs have complied fully with the non-cash valuable handling requirements.

Proof of purchase and disbursement logs are to be included in their respective invoices.