

## Office of Refugee and Immigrant Assistance

Economic Services Administration | Community Services Division

### LIMITED ENGLISH PROFICIENT (LEP) PATHWAY EMPLOYMENT SERVICES REQUEST FOR APPLICATIONS

### QUESTION & ANSWERS

1. Is this application to be filled out by new and existing contractors?

Yes, this competitive application is for both existing contractors and new organizations interested in applying to provide services.

2. In Attachment B. Section 3 of the RFA asks for:

For each of your employment programs, please list the following for the past three years:

- The annual unduplicated number of clients served by program.
- The number or percentage of participants successfully completing services and becoming employed.
- Any other significant outcome(s) you would like to share.

Should an organization include the requested data for LEP Pathway Employment programming, all ORIA employment-related programming or all employment related programming regardless of it is state/ORIA funded?

Question 3b is intended to capture the full scope of your organization's employment programs and services regardless of funding or funder. This should also include information for all consortium members that will be providing employment services. Because this is an open application, not all applicant organizations will have an LEP Pathway program, so it gives all organizations an opportunity to reflect their full scope of employment services, their capacity, and their employment outcomes. Ideally, the information in 3.b will reflect the information provided in 3.a. where applicants provide an overview of their organization's employment programs.

A consortium that currently provides LEP Pathway services, may choose to combine their numbers rather than reflect them separately by partner agency. If a program is

unable to provide data from a non-DSHS funded employment program for the prior three years, they may choose to leave that information out of the response to 3.b.

3. The 'Request for Application Section C: Instructions Regarding Content, Format and Submission of Applications' states that information located in other parts of the application will not be considered in evaluating the response to that question. Can you please confirm if, rather than including in a response that the evaluator is requested to "Please see additional information in Response X", applicants should repeat information that is also found in other sections of the application if the information also applies to this question?

- *Use of Attachment B, Applicant Narrative Form, assures that the applicant responds to specific questions in the proper order. In awarding points, evaluators will not be obligated to search through the applicant's answers to questions other than the one being reviewed in order to locate text that is responsive to the question being reviewed.*

Each response has a specific point value and will be rated independently from other responses. While it is not expected that an organization copy and paste a full response from a previous answer, the response should fully answer the question. It may make reference to more detailed information in a previous response. The intent behind this particular instruction is to ensure that applicants do not make assumptions that the evaluator will remember or reflect on prior answers or existing knowledge of an applicant's services.

4. On page 13, Section C #7, there is this statement "Attachment C, English Language Training and Education Services Annual Budget, must be submitted in Microsoft Excel as an unprotected file." Should this read LEP Pathway Employment Program Annual Budget?

Yes, this should read LEP Pathway Employment Program Annual Budget and has been corrected in the document entitled "DSHS ORIA LEP Pathway- Employment Request for Applications\_ Updated 4.21.23".

5. On page 16, Section D #7 it says, "The selection process will determine which applicants provide the best value in providing high quality English language training and education services that respond to the needs of refugee and immigrant communities in Washington State." Should this read providing high quality employment services?

Yes, this should read LEP Pathway Employment Program Annual Budget and has been corrected in the document entitled "DSHS ORIA LEP Pathway- Employment Request for Applications\_ Updated 4.21.23".

6. We have an employee that will be involved in this contract who worked for DSHS as a case manager more than 15 years ago. They worked for 3 years for DSHS. Would we need to include their information in the response to this question on Attachment B, 1 A.?

No, if an employee has not worked for the state in the last three years, you do not have to include their information in this section.

7. We do not have an indirect rate, but cost allocate all of our expenses. Can we use this methodology for our budget?

Yes, you may use a cost allocation method to determine indirect costs.

8. Our subcontractor(s) have never completed a budget, but have fixed rate costs for services. Can we utilize a fixed rate cost for them in our budget and list it under the subcontracting line item? If not, can they do a very rough budget with very general budget category estimates?

If you have a fixed rate for costs for determining payment to subcontractors, you may use it for budgeting purposes.

9. Our organization is exploring the possibility of providing services in more than one county. Do we submit a single application and budget that addresses all areas would it require separate applications and budgets?

You will only need to submit a single application and budget, even if you are proposing services in multiple counties.

10. For attachment E, contractor intake form, do we do the online portion with DES now or wait to see if we are awarded the grant?

Organizations do not need to do the online registration with the Department of Enterprise Solutions (DES) until funding has been awarded.

11. On that Attachment E at the bottom it has a supporting documentation checklist, which ones are expected of a non-profit to submit? It is a bit unclear.

Here is the list:

- Copy of your W-9 - Request or Taxpayer Identification Number and Certification
- Copy of statement showing non-profit 501(c) status (if applicable)
- List of partners, members, directors, officers, and board members (not applicable to sole proprietors)
- Copy of your Washington State Master Business License or proof of exemption
- List of any contracts you have had with the state that have been terminated for default, including a brief explanation (if applicable)
- List of Additional Addresses (if applicable)

- List of Additional Staff (if applicable)
- Copy of your Certificate of Insurance (if applicable)

All applicant organizations contracting with DSHS ORIA will be required to submit all of the applicable documents listed above prior to receiving a contract. These may be submitted at the time of application or upon notification of award and offer of a contract with DSHS ORIA.