

# Office of Refugee and Immigrant Assistance

## Economic Services Administration | Community Services Division

**Request for Applications:  
Naturalization Services Program SFY 2024  
Questions & Answers  
March 23, 2023**

**1. What is the total number of grants ORIA plans to make and the range of expected awards?**

ORIA's Naturalization Services program receives \$2,545,000 in general state funding to invest in naturalization services. DSHS intends to award multiple contracts statewide. The number of contracts ORIA plans to award through this competitive process will depend on many aspects, such as number of quality proposals received, service quality and capacity, and service geographical locations. Applicants that demonstrate an ability to provide cost-effective services will receive greater consideration during contract negotiations.

**2. In question 4.h., how many clients does your organization have the capacity to serve annually?, could you clarify if this question is specifically referring to capacity under the DSHS ORIA funds or is this referring to overall capacity of the organization to provide naturalization services?**

This is referring to capacity under the DSHS ORIA funds. Application narratives and budget should reflect the organization's capacity to serve the proposed number of clients with the proposed budget amount for the program.

**3. If we are an existing contractor with no name change and no other significant changes, we do not need to submit Attachment E. Is that correct?**

Complete applications must include Attachment E, Contractor Intake. Evaluations will be done by non-ORIA individuals, and they will not know if an applicant is a new or existing ORIA contractor.

**4. Would we be able to submit a Contractor Update form instead of the New Contractor Intake Form with our application since we are a current recipient of ORIA funds?**

Complete applications must include Attachment E, Contractor Intake. Evaluations will be done by non-ORIA individuals, and they will not know if an applicant is a new or existing ORIA contractor.

**5. As a recipient of the City of Seattle’s New Citizen program, which is funded in part by the ORIA Naturalization Services program, are we eligible to apply for the Naturalization Services Program directly?**

Applicants can choose to apply on their own or be included as part of a consortium to provide services in a county, but not both in the same county. For example, an applicant cannot submit an application as a primary contractor in King County and be a consortium member for another primary contractor in King County. An applicant may submit an application as a primary contractor in Snohomish County and be a consortium member for another primary contractor in King County.

**6. Would a single applicant organization be expected to submit separate applications for each different geographical service region, or would the applicant organization submit one single application that encompasses multiple service areas?**

An applicant should submit one application referencing the different counties and communities it is proposing to serve.

**7. In question 1.a., do you employ or contract with any current or former state employees?, we had previously been told the period is within the past 10 years. Does this question include all former state employees regardless of when they were employed?**

Please include current state employees and former state employees that were employed with the state within the past 2 years.

**8. In question 2.h., programs, policies and activities of your organization that support human health and environmental sustainability in your business practice. Can you give an example? Does this include things such as recycling (environment) or COVID preventative measures?**

COVID preventative measures would apply.

**9. In question 2.a., are you a small business as defined in RCW 39.26.010? The RCW did not specify a small business as being either a for-profit entity or a non-profit entity. Does this include non-profit as well as for profit businesses?**

This includes non-profit businesses as well as for profit businesses.

**10. In question 2.b, veteran-owned businesses get extra points but not women and minority owned businesses even though this program would not be serving veterans but more likely to serve women and minorities. Is this a new practice?**

This question is not about whether applicant plans to serve veterans and/or women and minorities. This question asks if applicant is a certified WA Veteran owned business. This might be a new practice to give extra points for businesses owned by specific group members, but we truly appreciate your feedback and we will take this into consideration for future procurements.

**11. In question 5.c., Applicant's budget proposal – Leveraging other funds to provide naturalization services to refugees and immigrants.**

**Can leveraged resources be in-kind such as use of volunteers or only financial resources?**

Because this is the budget part of the application, we are referring to financial resources only.

**Do you define leveraging other funds to only include resources to specifically support or expand services for the ORIA Naturalization program and clients eligible under this RFP?**

ORIA defines leveraged funds as those that supplement the overall scope of your naturalization program. For example, if your organization receives funds that support naturalization services for Washington residents not receiving public assistance, then you would include those funds here. Matching funds are not required for the ORIA Naturalization services program, this information gives us a full scope of your organization's overall naturalization services

**Can leveraged resources be used to expand the naturalization program to provide similar services to non-ORIA eligible LPR's?**

ORIA supports organizations to utilize non-ORIA funds to serve those not eligible for the ORIA naturalization program. While this expands the scope of services for all Washington residents, clients supported under non-ORIA funds cannot be reported under this program or utilize staff whose salaries are allocated to this program full-time.

**12. Project Scope page 3, 2<sup>nd</sup> paragraph: Applicants must be able to work successfully in coordination with other organizations serving immigrants to ensure strong public/private partnerships. Can you provide more information about what is envisioned regarding public private partnerships?**

ORIA expects all applicants to be able to work collaboratively with other public or private organizations serving immigrants to show strong partnerships. If applicant has examples of strong partnerships, please share this information in question 4.d.