

# Office of Refugee and Immigrant Assistance

Economic Services Administration | Community Services Division

## Notice of Funding Opportunity: Support for Arriving Refugees and Humanitarian Immigrants

### OPEN APPLICATION

The Washington State Department of Social and Health Services' Office of Refugee and Immigrant Assistance is accepting applications from nonprofit organizations interested in serving recently arrived refugees and humanitarian immigrants. Applications will be accepted from Nov. 28, 2022 through Jan. 27, 2023, and will be reviewed and awarded as they are received.

#### 1. Purpose and Background

Over the past year, Washington state has seen a significant increase in the number of people seeking refuge in our local communities. Our local refugee resettlement agencies welcomed 2,332 people through the traditional U.S. Refugee Admissions Program. Washington also supported the federal Operation Allies Welcome by welcoming 3,237 Afghan humanitarian parolees resettling in local communities during the last federal fiscal year. As local community partners supported these newest arrivals, Washington started welcoming Ukrainians fleeing war and seeking safety through the Uniting for Ukraine sponsorship program. DSHS estimates that 10,589 recently arrived Ukrainians have received cash, food or medical assistance in Washington between January and September 2022, with nearly 4,000 Ukrainians arriving in April 2022.

The purpose of this funding is to expand Washington's capacity to serve growing numbers of refugees and immigrants arriving in our local communities. Any qualified organization is welcome to submit a proposal. With this open application, the Office of Refugee and Immigrant Assistance is seeking to fund organizations that propose innovative solutions to support Washington's new neighbors through culturally responsive and linguistically appropriate services. These services may include providing information and referrals, accessing basic needs supports, navigating social services and other systems and offering community and cultural orientations. Organizations may also propose other innovative services to fill a gap within a local community. Applications will be reviewed by a panel every two weeks starting Dec. 1, 2022. The panel will make recommendations to fund organizations through an ongoing process. Organizations approved by the panel will receive a contract through DSHS to provide direct client services.

#### 2. About the Office of Refugee and Immigrant Assistance

Washington's Office of Refugee and Immigrant Assistance is part of the Community Services Division within the Economic Services Administration at the Washington State Department of Social and Health Services. Established in the early 1980s, Washington created one of the first offices of its kind in the country designated to support refugee resettlement in local communities across the state. ORIA envisions a place where refugees and immigrants thrive, lead healthy lives and contribute to their communities. This vision supports the administration's goal of working towards a Washington without poverty and injustice. ORIA works to transform the lives of refugees and immigrants by providing resources for services that help them succeed.

ORIA helps to improve the resettlement process for individuals and families coming to Washington and offers client services through a variety of programs and services in four core areas: refugee health and wellness, employment and training, immigration assistance and naturalization services, and whole family services. Every year, the Office of Refugee and Immigrant Assistance contracts with more than 70 providers across Washington state to offer culturally responsive and linguistically appropriate services. These providers include refugee resettlement agencies, nonprofit organizations, ethnic community-based organizations, state agencies, health clinics and colleges. For more information about these programs and services, please review this [one-pager information sheet](#).

### 3. Funding

The Office of Refugee and Immigrant Assistance will braid federal and state resources to fund organizations to provide direct client services. A portion of the funding will come from \$19.9 million in general state funds appropriated to DSHS for state fiscal year 2023 by the Washington State Legislature through the [Engrossed Substitute Senate Bill 5693](#). These funds must be used to serve people who have arrived after July 1, 2021 and are eligible for federal refugee assistance. In addition, the department has received federal funding provided through the Office of Refugee Resettlement to support Afghan and Ukrainian humanitarian parolees as well as other eligible communities. Services and funding provided through general state dollars must be completed by June 30, 2023, and federal funding can be used to provide services to eligible community members through September 30, 2025.

Given the braided funding and the significant need in the community, the office is looking for organizations that are able to initiate services immediately. Contracts may be limited to up to one year, depending on the funding available. ORIA seeks to award contracts ranging from \$25,000 up to \$250,000, and will prioritize funding applications that submit realistic budgets with appropriate justifications for services.

### 4. Timeline and Process

Applications from qualified organizations may be submitted to the Office of Refugee and Immigrant Assistance between Nov. 28, 2022 and Jan. 20, 2023. The office will establish a panel of evaluators to review the applications every two weeks. The panel will make funding recommendations, and the office will begin contract negotiations to establish new services.

DATE	ACTIVITY
Nov. 14, 2022	Post Open Application
Nov. 21, 2022	Questions and Answers received posted to DSHS website
Nov. 22, 2022, 3:00 pm	Information Session on the Open Application
Nov. 28, 2022	Applications can be submitted on an on-going basis
Nov. 28, 2022 – Jan. 30, 2023	Review Panel meets to review submitted applications every two weeks
Jan. 27, 2023	Last day to submit applications
Feb. 17, 2023	All applications reviewed and awarded.
Feb. 17, 2023	ORIA Contract Orientation for all new awardees

## 5. Applicant Minimum Qualification

Applicants must meet the following qualifications:

- Have a current State of Washington business license,
- Be registered with the federal government as either a nonprofit charitable organization with a 501(c)3 status, have the appropriate federal employer identification number, or submit under an appropriate fiscal sponsor that has a federal tax identification number, and
- Have a minimum of two years of experience providing services proposed.

## 6. Client Eligibility Requirements

Organizations contracted to provide services will be required to determine eligibility to serve only refugees and immigrants who have arrived in Washington state on or after July 1, 2021, and who are eligible for federal refugee resettlement services. Federal resettlement services are available to people with the following immigration statuses:

- Refugees admitted under [§ 207 of the Immigration and Nationality Act \(INA\)](#)
- People granted asylum [under § 208 of the INA](#) after July 1, 2021
- Cuban and Haitian entrants
- Amerasians
- Certified victims of human trafficking
- Special Immigrant Visa Holders from Iraq and Afghanistan
- Afghan Humanitarian Parolees (See [ORR Policy Letter 22-01](#) and [22-02](#))
- Afghan Special Immigrant Conditional Permanent Residents
- Ukrainian Humanitarian Parolees (See [ORR Policy Letter 22-13](#))

For the purposes of this application, the term “refugee” refers to the individuals with any of the above immigration status as defined by federal law.

## 7. Objectives and Scope of Work

Through this open application, the Office of Refugee and Immigrant Assistance seeks to identify and contract with organizations that can reach the growing number of refugees and immigrants arriving in Washington that need assistance rebuilding their lives to achieve economic stability and integration into our local communities. ORIA will accept proposals that identify needed services outlined below and will also consider new and innovative services. Organizations may propose one or more of these services. If the organization is an existing ORIA provider, the proposal needs to reflect new services not included under other contracts.

- **Outreach Services:** Activities designed to familiarize new community members with available services, explain the purpose of the services and facilitate access to these services. ORIA seeks proposals that identify the trusted messengers for the proposed community to be served and integrate them into the community by accessing different programs and services. Outreach activities could include welcome centers, vaccination clinics, open houses, home visitors and many others.

- **Information and Referrals Services:** Initial short-term assessment of the person or families and a referral to the appropriate resources.
- **Community and Cultural Orientation and Education Activities:** People new to the United States, Washington, and our local communities need orientation to acquire the vital knowledge and skills needed to adapt to their new lives. As newcomers go through the different stages of integration, they experience different needs and have different capacities to retain and contextualize information. Orientation to some aspects of society may be more meaningful later in their resettlement when newcomers have a frame of reference and experience to base it on. This also creates greater opportunities to learn by doing, and is an ongoing process.

The Office of Refugee and Immigrant Assistance is looking for organizations to offer culturally responsive post-resettlement community orientation programs and activities. These activities could be on-going support groups dedicated to learning about the cultural characteristics, systems and resources of Washington's local communities. Topics could include standards and costs of living, "Know Your Rights" and relationships to law enforcement, housing rights and responsibilities, public education, ways to learn or practice English, how to use public transportation, how to establish a banking account, or access to healthcare services amongst many other lessons. Programs should include a skill-based learning approach, focused on people doing and experiencing, and should focus on involving people from refugee and diaspora communities to deliver orientation programs.

- **Support Services and Resource Navigation:** ORIA seeks organizations able to develop programs that assist newly arriving refugees with navigating and accessing the different resources needed to achieve economic stability and integration. This includes helping people to apply for DSHS public benefits programs, ensuring sufficient access to foods and other basic needs, and connecting newcomers to necessary resources and services.
- **Other Services:** ORIA welcomes organizations to submit proposals that offer other services to newly arriving communities. Proposals should identify an unmet need, and not duplicate current ORIA-funded services, and describe the program proposed to address it.

## 8. Washington's Priorities

Over the past year, more than 15,000 newcomers have resettled in Washington's local communities, including Afghans and Ukrainians. Each person and household has a distinct pathway and set of experiences and needs. The Office of Refugee and Immigrant Assistance is seeking to strengthen the capacity of local receiving communities to welcome these newcomers and ensure that they have access to needed services and supports. As this is an urgent and emerging need, the office will give priority to organizations that have capacity to begin contracts in January 2023. Because of the blended funding model, ORIA anticipates contracts continuing for up to a year with the possibility of expanding beyond that time period, depending on funding.

The office considers it a best practice for partnering organizations to hire staff from the refugee and immigrant communities that are receiving the services. This ensures cultural sensitivity and supports language access. ORIA will prioritize applicants that utilize this model, and is dedicated to partnering with ethnic community-based organizations that are led by refugee and immigrant communities. We encourage organizations to collaborate with other community partners, and will accept proposals from consortiums.

## 9. Application Review Process

Applications will be reviewed and awarded on a rolling basis as received. Organizations may submit applications beginning Monday, Nov. 28, 2022. ORIA will close the application on Jan. 27, 2023. If a need for community partners continues, we may extend the deadline.

A panel of evaluators identified by the Office of Refugee and Immigrant Assistance will meet regularly to review applications and make funding recommendations. The frequency of the reviews depends upon the volume and pace of applications submissions. The office cannot guarantee that contracts will be funded at the requested amount. ORIA will conduct contract negotiations with selected organizations.

## 10. Information Session

The Office of Refugee and Immigrant Assistance will be hosting an information session on Tuesday, Nov. 22, 2022 from 2:00 pm to 3:00 pm. To attend this session, [please register in advance at this link](#). After registering, you will receive a confirmation email containing information about joining the meeting.

If you have questions about the open application process, please submit them to [oriainfo@dshs.wa.gov](mailto:oriainfo@dshs.wa.gov).

## 11. Application Submission Instructions

Please send via email to [oriainfo@dshs.wa.gov](mailto:oriainfo@dshs.wa.gov) with the following subject line: Open Application for Services for Refugees – [Organization Name].

All applications must:

- Be submitted via email only.
- Be a document with no less than one inch margins, using Times New Roman or Calibri 12-point font.
- Be limited to eight pages, single spaced, excluding the cover sheet.
- Respond to all questions in the same order with the same headings.
- Submit the attached cover sheet.
- The budget must be attached separately in Microsoft Excel.
- All documents should be submitted as a PDF.

## 12. Application Requirements

Please respond to the following questions in your application.

### A. Proposed Community Need and Services

1. Identify the refugee and immigrant community your organization proposes to serve. Please describe the geographic area (city/county), the estimated number of people, the languages spoken, and any specific cultural aspects important for the services you propose to offer.
2. Describe the unmet needs that your services will address.
3. Identify which service(s) your organization proposes to offer to address those needs.
4. Describe how your organization will implement that proposed service.
5. Describe how your organization will ensure language access for the specific community served.

6. Indicate how your organization will ensure that services are culturally responsive and linguistically specific to the clients being served.

B. Organizational Capacity and Experience:

1. Describe your organizations experience in providing services to the proposed community.
2. Identify the number of full- and part-time staff dedicated to work on this contract.
3. If your organization will need to hire additional staff, describe your plan to build staff capacity and timeline.
4. Please identify the specific staff members that will be working on this project. .
5. If your organization will be subcontracting with other organizations, please identify the organization(s), describe the services they will be providing, and include a budget for subcontracted work.

C. Project Schedule

1. Identify how long it will take your organization to provide these services.
2. Describe the goals and outcomes will you be seeking to achieve in that period of time.
3. Describe the timeline indicating how your organization will implement the proposed services.

D. Outcomes and Performance

1. Estimate how many people your organization proposes to support through each proposed service for up to one year of service.
2. Describe the goals and outcomes your organization proposes to accomplish. Provide specific goals that can be measured within a reasonable period of time. *For example, ORIA proposes to provide outreach services to 250 Ukrainians within six months. Out of the 250 Ukrainians, 75% will report having connected with one resource in the community.*
3. Describe how you will collect and track client information, services and outcomes and maintain client confidentiality.

E. Budget

1. Please complete and submit the attached separate Excel spreadsheet that is included as a separate attachment.
2. The budget should estimate the accurate costs needed to accomplish the proposed services. ORIA will prioritize organizations with budgets that accurately track costs and expenses.

**Notice of Funding Opportunity: Support Arriving Refugees and Humanitarian Immigrants  
 Application Cover Sheet**

Name and address of applicant organization:	
Name and email of Executive Director:	
Name and email of Primary Contact:	
Federal Tax ID or EIN of applicant organization:	
Annual Organization Budget:	
Proposed Program Budget:	
(Complete Budget Worksheet)	
Proposed Service(s):  Please check one or more box that applies to your proposal.	<input type="checkbox"/> Outreach <input type="checkbox"/> Information and Referral <input type="checkbox"/> Community Orientation and Education <input type="checkbox"/> Support Services and Resource Navigation <input type="checkbox"/> Other Services: Please specify below <hr/>
Date proposed to start services:	
Authorized Signature of Applicant/Lead Agency: <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 to funding.</i>  Name and Title of Authorized Representative: _____  Signature of Authorized Representative: _____  Date: _____	