



## Office of Refugee and Immigrant Assistance Funding Opportunity Refugee Youth Mentoring Program

A welcoming community involves supporting all people to fully realize their contributions to society. People who arrive as refugees and humanitarian immigrants bring different skills and strengths that contribute to our communities. Refugee youth often experience unique road blocks and barriers to fully participating and thriving in our community's educational and social systems. By designing specialized programs and services to remove these obstacles, refugee youth in our communities will be able to build healthy and prosperous lives.

With this application, Washington's Office of Refugee and Immigrant Assistance (ORIA) will invest \$425,000 for the Refugee Youth Mentoring Program. The Refugee Youth Mentoring Program will serve as a one-year pilot program with the opportunity to be extended contingent on continued federal funding.

### 1. What is the Refugee Youth Mentoring Program?

Funded by the federal Office of Refugee Resettlement, the goals of the Refugee Youth Mentoring program are to promote positive civic and social engagement and support individual educational and vocational advancement. To accomplish these goals, ORIA is looking to partner with one or more community-based organizations or a consortium of organizations that will match eligible youth with positive adult mentors who will provide youth with personalized interaction.

As part of the potential grant opportunities, ORIA seeks partners that can offer the following services:

- Perform an initial assessment of the needs and goals of the youth.
- Develop a plan to meet those needs through educational, vocational, and social activities.
- Provide case management, documenting services provided and the progress of each youth.
- Recruit and train mentors on how to support refugee youth.
- Screen potential mentors to see if the person has a criminal history or a history of child abuse.
- Provide ongoing support and oversight for refugee youth and mentors.

### 2. Service Eligibility

Washington's Refugee Youth Mentoring Program is targeting individuals between the ages of 18 and 24 that have been in the United States less than four years. Eligible youth must provide acceptable documentation for one of the following immigration statuses: Refugees, Asylees, Cuban and Haitian entrants, Iraqi and Afghan Special Immigrant Visa (SIV) holder, Amerasians, and victims of human trafficking.<sup>1</sup>

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<sup>1</sup> ORR-eligible individuals as per: [ORR Policy Letter 16-1](#), 45 CFR 400.43, 45 CFR 400.111, and 45 CFR 400.208.

### **3. Service Activities**

Grantees will have the option to provide diverse activities through the Youth Mentoring Program, some suggested areas include:

- Developing social and life skills.
- Helping youth to learn American culture while maintaining and celebrating youth's cultural heritage.
- Providing opportunities for social engagement with peers.
- Providing information about opportunities to participate in civic and community services activities.
- Supporting youth in learning English, math, and other skills.
- Providing academic support and assisting with transitions in schools.
- Helping youth with career development.
- Supporting youth in developing health and financial literacy.

### **4. Optional Incentives**

Grantees have the option develop incentives to encourage youth participation. Grantees who choose to offer incentives will be required to develop a written incentive policy to ensure the program is implemented fairly. The incentive policy must define incentive activities and maximums and outline documentation requirements.

Incentives may include, but are not limited to:

- Paying registration fees or tuition costs for educational, vocational, apprenticeship, and career development activities
- Providing donated goods such as computers or tablets

### **5. About the Washington Office of Refugee and Immigrant Assistance**

The Washington Office of Refugee and Immigrant Assistance (ORIA) coordinates and implements the state plan for refugee resettlement (under 45 CFR 400.5) and facilitates services for low-income immigrants across the state. ORIA's overarching goal is to promote economic security and integration for refugees and immigrants in communities in Washington. To achieve this goal, ORIA braids funds from the federal Office of Refugee Resettlement with other federal and state dollars to invest over \$25 million into local communities. These funds provide an array of services to refugees and immigrants through partnerships that ORIA has with more than 60 local organizations that specialize in providing culturally relevant and linguistically appropriate services.

Programs and services are available from the moment a refugee<sup>2</sup> arrives or gains status in the United States, and can continue for up to five years after arrival when most are eligible to become U.S. citizens. The focus is on helping refugees and immigrants to secure progressive employment opportunities, access specialized health services, and gain community integration supports, such as intensive case management or assistance applying for naturalization. ORIA's programs focus on five key areas: Health and Wellness; Employment and Training; Immigration and Naturalization

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<sup>2</sup> For the purposes of this document, the term refugee applies to individuals who are unable to return to their home country due a well-founded fear of persecution based on their race, religion, ethnicity, membership in a particular group, or political opinion. They are resettled through the federal U.S. Refugee Admissions Program. For ORIA's services, the term "refugee" also refers to Asylees, Victims of Human Trafficking, Amerasians, Cuban-Haitian entrants, and Special Immigrant Visa holders from Iraq and Afghanistan.

Assistance; and Whole Family Services. The Refugee Youth Mentoring Program supports ORIA's vision to help all members of the refugee family receive the support they need to thrive in Washington's communities.

## **6. Community Engagement**

In April 2019, ORIA held six different community listening sessions to assist in the development of the Refugee Youth Mentoring Program. Approximately 130 participants attended, representing a diverse cross section of refugee communities and service providers. Each session began with an opportunity for participants to share what current services are being offered, what are some best practices and what strengths exist in the community and should be supported. The participants also discussed challenges and unmet needs in the community. The information gathered during these listening session was integrated into the development of this application, and will continue to inform the implementation of the program. ORIA is grateful to all those who participated.

## **7. Funding Timeline and Process**

The application for the Refugee Youth Mentoring Program opens on Thursday, June 27, 2019 and closes on Wednesday, August 7th at 5:00 pm. ORIA will select a review panel that includes representatives from diverse perspectives. The review panel will conduct an evaluation of the applications beginning August 8, 2019 through August 18, 2019. Based on the panel analysis, ORIA reserves the opportunity to conduct formal interviews and site visits with selected applicants. Interviews will be tentatively scheduled to take place the week of August 26, 2019 through August 30, 2019. In selecting successful applicants, ORIA will take into consideration the recommendations and scores of the panel and the interviews and site visit.

- June 27, 2019 – Application open
- July 9, 2019, 1:00 pm – Information Session
- August 7, 2019, 5:00 pm – Application submission deadline
- August 8, 2019 – August 18, 2019 – panel review of the applications
- August 26, 2019 – August 30, 2019 – potential interviews and site-visits by ORIA
- September 13, 2019 – Successful Applicants notified
- September 27, 2019 – Contracts signed

## **8. Applicant Minimum Qualifications**

Successful applicants must meet the following qualifications:

- Be able to provide services that are culturally relevant and in the appropriate languages.
- Possess a current State of Washington business license.
- Have at least two years of experience providing services to refugees and immigrants.
- Have a minimum of three years serving youth between the ages of 18 and 24.
- Have the minimum hardware and software requirements to be able to contract with DSHS. Minimum hardware requirements include a computer with internet access. Minimum software requirements include Office 2010 (or higher) and Internet Explorer Version 10 (or higher)

## **9. ORIA Priorities**

ORIA intends to award contracts to an applicant or multiple applicants that meet the minimum qualifications, fulfill all the service requirements, and reach diverse communities. The contract will begin no later than September 30, 2019 and will end on September 29, 2020. The contract may be extended at the sole discretion of ORIA, contingent on the availability of federal funding.

ORIA is committed to investing in smaller, ethnic community-based organizations that can offer these services. ORIA welcomes applications from all organizations, and reserves the right to conduct interviews and site-visits prior to making funding decisions.

ORIA believes that not all organizations need to provide all services. By partnering with different organizations, a consortium or coalition may bring in organizations that offer complimentary services. For instance, one organization may excel at providing case-management services and another may have developed a high quality mentoring program. By partnering, they can offer the best programs joined together. Additional points will be given to organizations that submit applications for complimentary services in consortiums or coalitions.

## 10. Information Session

ORIA will be conducting one information session held by WebEx on Tuesday, July 9, 2019 from 1:00 pm to 3:00 pm. The information session will be conducted via WebEx:

JOIN WEBEX MEETING

<https://watech.webex.com/watech/j.php?MTID=m46292b889adf0406838ba269a200c80e>

Meeting number (access code): 807 159 155 Meeting password: refugeeyouth2019

JOIN FROM A VIDEO SYSTEM OR APPLICATION

Dial [sip:807159155@watech.webex.com](tel:sip:807159155@watech.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

JOIN BY PHONE

+1-415-655-0001 US Toll; Toll Free, +1-855-929-3239

## 11. Applications Submission Instructions

Applications must be received no later than 5:00 pm on **Wednesday, August 7, 2019**.

Please send VIA E-MAIL, Subject line: DSHS – ORIA Refugee Youth Mentoring Program – [Organization Name] to [ORIAInfo@dshs.wa.gov](mailto:ORIAInfo@dshs.wa.gov).

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.
- Respond to all of the questions.

All applicants must submit evidence documenting the fiscal responsibility for the organization. This information does not count in the eight page limit. This can be completed by providing one or more of the following types of documents:

1. IRS Form 990 – if an applicant is a not-for-profit organization that completed an IRS Form 990, the applicant must submit it for the most recent year.
2. Organizations without IRS Form 990 may submit:
  - A certified financial audit, if available;
  - Most recent board-reviewed financial statements, if available;
  - Certified statement of assets and debts (balance sheet) and evidence of cash flow, including amounts in a checking account.
3. A letter from a fiscal sponsor or the board of directors documenting their fiscal capacity.

If an organization is unable to meet financial requirements related to the application but is still interested in applying or you have any other questions about the application, please contact Sarah Peterson at [sarah.peterson@dshs.wa.gov](mailto:sarah.peterson@dshs.wa.gov).

## 12. Refugee Youth Mentoring Application Questions

Please respond to the following questions in your application.

### A. Organizational Capacity

1. Please describe your organization's experience working with refugee and immigrant communities, particularly youth.
2. If you are applying as a consortium, please list the lead and partnering organizations and describe the experience of all partners.
3. Who will be working on this program and what are their qualifications?

### B. Target Community

1. Please describe the refugee youth you propose to serve. What ages will you target? Will your program focus on a specific nationality or ethnic group? If so, which one?

### C. Program Model

1. Describe your program model and where program activities will take place.
2. What activities will be included in your program that will promote positive civic and social engagement and/or support individual educational and vocational advancement?
3. How will you recruit eligible youth for your program? How many youth do you propose serving?
4. How will you determine the needs and goals of participating youth?
5. What challenges do you think youth may experience in participating? What will you do to help youth overcome these barriers?
6. Will you provide incentives to encourage youth participation in the program? If so, please describe the incentives you plan to utilize in this program and how you will implement this portion of your program.
7. How will you recruit, screen and train appropriate youth mentors? How will you conduct the required criminal background check?
8. What considerations will you use to match youth to mentors?
9. How will you provide ongoing support to youth/mentor matches?
10. How will you track data for reporting purposes?

D. Budget –

1. How much funding will your organization need to administer the Refugee Youth Mentoring Program?
2. Please incorporate a simple budget. A sample template is provided below. Other models are acceptable.

<b>Refugee Youth Mentoring Project Salaries</b>			
<b>Position Title</b>	<b>% FTE</b>	<b>Total salary allocated to project</b>	<b>Cost of Benefits</b>
Sample Youth Coordinator			
	<b>Total</b>		

<b>Refugee Youth Mentoring Project Budget</b>		
<b>Expenses</b>	<b>Total Project Cost</b>	<b>Notes</b>
Salaries (from tab 2)		
Rent		
Utilities		
Maintenance		
Insurance		
Telephone/IT		
Staff Transportation		
Participant Incentives		
Participant Transportation		
Project Supplies		
Background Checks		
Other- Specify		
Total Project Cost		

### 13. Application Evaluation Criteria

ORIA will recruit an evaluation team that consists of a diverse group of professionals, including community volunteers, state employees, and service provider representatives. Evaluators will review each application for the quality and complete responses to the questions. They will assess and score each application on the basis of the criteria established by ORIA.

1. Organizational capacity – 30 points
  - a. The organization demonstrates having worked with refugee and immigrant communities for a minimum of two to five years.
  - b. The organization provides evidence of having a minimum of three years working with youth, specifically ages 18 to 24 years.
  - c. The organization hires bicultural and/or bilingual staff.
  - d. The organization has a plan to provide services in an appropriate language.
2. Target Community – 10 points
  - a. The organization is able to describe the target group of people that they propose to serve, identifying specific cultural norms or customs to the country of origin.
  - b. The organization understands the different challenges facing immigrants and refugees.
3. Program Model – 50 points
  - a. The organization describes a clear program model to identify and recruit potential participants.
  - b. Program model is able to determine the needs of youth and offer case management services.
  - c. Program has a strong model to recruit and screen potential mentors, identifying potential bicultural or same cultural mentors. Prospective mentors' attitudes about immigration policy and immigrants should be taken into consideration.
  - d. Program recognizes the cultural importance of connecting with refugee families, in addition to youth.
  - e. Program has a clear approach to screening potential mentors.
  - f. Program clearly documents approach to matching mentors with refugee youth.
4. Consortium – 20 points
  - a. Organizations describe a clear model for working within a consortium to offer complimentary services.
  - b. Each organization provides a valuable contribution to the collaborative effort.
5. Budget – 10 points
  - a. Organization clearly outlines how to administer grant to pay for staff.
  - b. Organization indicates plan to use incentives.