Washington State Department of Social & Health Services

Transforming lives

Office of Refugee & Immigrant Assistance

Refugee Youth Mentoring Program
Question and Answers from Information Session on July 9, 2019

The Washington Office of Refugee and Immigrant Assistance (ORIA) hosted an informational session on Tuesday, July 9, 2019 related to the new Refugee Youth Mentoring Program. Below are the questions and answers that stakeholders asked during that session.

1. *What are the eligibility criteria and who can apply?*

   As indicated on page 3 of the application, 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)

2. *Can we include letters of support? Will that go against the eight page limit?*

   Including Letters of Support is not a requirement and will not be considered in the overall points awarded by evaluators. If Letters of Support are submitted with the application, they will not count against the eight page limit, but again will not be considered by evaluators as part of the overall score.

3. *Do partners in the consortium need to be applying for funding to be included in the consortium?*

   Applications should reflect the total cost of the services. The narrative should reflect all services. If receiving points as a consortium, more than one organization should be receiving funds. Non-funded organizations may be included as in-kind/leveraged contribution, and that should be documented on the budget.

   A consortium will consist of two or more organizations that are both funded utilizing funds from the Refugee Youth Mentoring Program.

4. *Do you envision mentors being matched one-on-one with youth, or setting the program up so that a mentor works with a group of students in workshop formats?*

   ORIA believes that providers are the experts and would like applicants to propose either model or a combination of both. To be defined as mentoring, it is ORIA's expectation that any group activities would have a low mentee/mentor ratio, but is not defining what the ratio should be.

   For more information about best practices on mentoring for immigrant and refugee youth, please refer to the National Mentoring Resource Center: *"Mentoring for First-Generation Immigrant and Refugee Youth"* (December 2016).

5. *What if the agency is less than two years old but has the experience working with the community?*

If an organization has less than two years of experience and is interested in applying, please contact ORIA's Office Chief, Sarah Peterson at petersk@dshs.wa.gov. Partnering with another organization as a consortium is another option for meeting the minimum requirements.

6. *What is a minimum number of clients we have to serve during contract year?*

Applicant organizations should propose the number they can serve and a budget that supports the organization's ability to serve that number.

7. *Will you be sending out or posting all of the questions and answers?*

Yes, the Question and Answers information sheet will be posted on the ORIA website and shared via email with stakeholders.

8. *What will an authentic partnership look like and what is equity in such partnerships?*

For ORIA, a consortium is two or more organizations participating in shared activities to achieve a common goal. An authentic partnership and/or consortium is one where each of the participating organizations plays a critical role in supporting the overall program. This often means organizations offer complementary services or engage different communities. For the purposes of this application, an authentic partnership should also be reflected in actual compensation amounts budgeted for all participating organizations listed in the consortium.

Consortiums should identify a lead organization that will hold the contract with ORIA. This organization will be delegated to submit regular invoices and reports for payment. Prior to developing the contact, ORIA will work with all members of the consortium to determine the most equitable way to approach payment.

ORIA expects to work directly with all consortium participants on a regular basis to provide trainings and technical support, share best practices and conduct program evaluation.

9. *There are examples of "incentives", but is there any limitation to what we can propose as "incentive" for this program?*

Federal guidelines permit ORIA to establish an incentive policy that is implemented in a fair and consistent manner. Incentives may include but are not limited paying registration fees or tuition costs for educational, vocational, apprenticeships, and career development activities or providing donated goods such as computers. Applicants may propose a variety of incentives. Funded organizations will work with ORIA to finalize incentives and policies to include in the contract.

10. *Can you tell us a bit about what deliverables and reporting you will require?*

The details of deliverables are not available at this time. Organizations that serve clients funded through ORR dollars must report individual client demographic information and services provided, as well as maintain verification of immigration documentation, intake plans and other required documents on file for review. Further deliverables, such as regular reports, have not been finalized at this time. ORIA will work with funded organizations to discuss potential deliverables.

11. *If the organization did not have prior contract with DSHS is it eligible to apply this grant?*

Yes. New organizations are encouraged to apply to partner with ORIA either as primary applicants or by forming consortiums. ORIA seeks to include smaller, ethnic-community based organizations in this new project.

12. *Will this pay a program coordinator? And how much ORIA will allocate for the coordinator?*

ORIA has left the design of the program open to applicants to propose a menu of services, target numbers and a budget for the cost of services. It is anticipated that the cost of a program coordinator or a portion of a program coordinator's time will be included in most budgets.

13. *On the budget template, do you expect a combined budget for a consortium? Or do you expect the budget for the lead organization with a line-item for "subcontractor" amount?*

ORIA would like to see a combined budget for the consortium that illustrates what each member of the consortium will be doing and how each participating organization will be compensated. Please include projected staff time for each member of the consortium and the cost associated with that service. Indicate when funding from other sources is being leveraged to cover projected costs.

14. *Does ORIA want to see one budget that includes the total expenses of the consortium?*

Yes, the budget should reflect the total costs of the proposed program. If other outside funds will be used to cover some program costs, the applicant should add an additional column to include other funding sources.

15. *Is this open enrollment or is this more cohort system?*

There is no requirement around enrollment, so applicants may propose either.

16. *Would paying for tuition and books for the first quarter of college classes qualify as an incentive?*

Yes

17. *For the salaries section, do we need to list out all the positions a consortium anticipates to compensate for, or is this section only relevant to the lead organization?*

List all positions (or portions of positions) that will be funded using Refugee Youth Mentoring funds.

18. *Is the focus of this mentorship more educational or occupational/vocational?*

It could be either or both. ORIA is open to innovation from applicants.

19. *Can youth in this program be co-enrolled in the LEP Pathway or other ORIA programs?*

If clients are co-enrolled in more than one program, the services need to be clearly distinct. Clients may not be receiving duplicate/similar services. For example, a client may not receive case management through both PRIME and Refugee Youth Mentoring. However, a client may attend an LEP Pathway ESL class and receive 1:1 mentoring through the Refugee Youth Mentoring Program.

20. *Am I correct in understanding that you envision awarding one, larger amount of funding to 1 awardee (which could consist of multiple orgs in a consortium)?*

ORIA has made no decisions related to the number of awards to be made.

21. *How long after program completion do we need to track data?*

There is no expectation that ORIA will request ongoing tracking post completion of the program. Contracted providers will be required to track data through the end of the contract period.

22. *What is the anticipated payment model for this program?*

ORIA is currently in the process of designing the payment and contract model.

23. *Will you send out these slides?*

Yes

24. *Can you apply as both a lead in a consortium and also as a member of a different consortium?*

Organizations may apply as part of more than one consortium, but due to the limited funding, will only fund an individual organization through one contract.

25. *Is there any way for us to know who is interested in applying, to explore partnerships?*

Unfortunately, ORIA is unable to share a list of possible organizations interested in exploring partnerships.

26. *Is there an estimate on how many proposals will be accepted?*

No. ORIA will look at applications and proposed budgets to see how to best invest the ORR funding.

27. *Do you expect to allocate funding by county according to the number of refugees living in that area?*

No, ORIA will not allocate funding according to the proportion or refugees living in that area. For the purposes of this new project, ORIA will take into consideration the proposed number of clients, the cost of the program, and the overall number of eligible people in that community.

28. *Is ORIA planning to negotiate on a competitive application before approving or denying it?*

ORIA expects to receive a number of applications and will determine final funded organizations using a data driven process. In order to make final funding decisions, ORIA reserves the right to conduct site visits to determine successful applicants.

29. *How does this coordinate with the Refugee School Impact Program (RSIP)?*

ORIA intends to utilizes this funding to target refugee youth ages 18-24, while the majority of RSIP participants are younger. As long as the services are not duplicated, it is possible that a youth could potentially engage in both RSIP and Refugee Youth Mentoring Program.

30. *What is ORIA's plan for putting together the review panel to ensure expert input and community voices? Without giving out too much information.*

ORIA is looking towards community members, funders and organizational partners that have experience with refugee and immigrant service provision as well as youth programming and mentoring programs to assist with the review process.

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