

Office of Refugee and Immigrant Assistance

Economic Services Administration | Community Services Division

NOTICE OF FUNDING OPPORTUNITY WASHINGTON MIGRANT AND ASYLUM-SEEKER SUPPORT *Updated June 3, 2024*

The Washington State Department of Social and Health Services' Office of Refugee and Immigrant Assistance (ORIA) is accepting applications from qualified organizations interested in providing services through the Washington Migrant and Asylum-Seeker Support Project. **The application deadline is 5 p.m., June 13, 2024.**

A. PROJECT REQUIREMENTS

1. Purpose

The Washington State Department of Social and Health Services' (DSHS) Office of Refugee and Immigrant Assistance (ORIA) is seeking qualified organizations to participate in the Washington Migrant and Asylum-Seeker Support Project, also referred as the WA MASS Project. The purpose of this pilot project is to build a statewide network of organizations that are coordinated to respond to the specific and immediate needs of recently arrived migrants and asylum-seekers. Funding for this project is provided by the Washington State Legislature and is available for state fiscal year 2025 (July 1, 2024, to June 30, 2025).

ORIA is seeking proposals for organizations that can provide the following services:

❖ **Seeking one Provider to serve as the Hub:**

- Newcomer Reception and Navigation Hub

❖ **Seeking Multiple Providers to serve as Spokes:**

- Migrant Housing Services
 - Emergency Shelters and Hotels
 - Transitional Housing Subsidies
- Immigration-Related Legal Services
 - One lead organization to coordinate immigration legal assessment and coordination of services.
 - Multiple organizations to provide basic legal orientation and education and direct client assistance.
- Culturally Responsive Case Management Services

2. Background

Washington has a long history of welcoming refugees and asylum-seekers. As record high numbers of people have crossed the U.S. Southwest border since 2022, local communities across the state have also seen growing numbers of migrants and asylum-seekers. Unlike people who are eligible to receive federal refugee resettlement benefits and services, people seeking asylum lack access to federally funded programs and assistance that

support resettlement in local communities. While some migrants may have family or friends that help newcomers resettle in Washington, there is no single federal, state, or local government responsible for this coordination.

The lack of a coordinated system to welcome newcomers into Washington has created gaps and inequities in accessing services and supports needed to rebuild their lives in their new communities. As is happening in cities and communities across the country, many newcomers are entering into the homeless crisis response system seeking shelter and safety. The housing and homeless crisis response system in Washington is already over capacity, and emergency shelters across the state are filled nightly. This system is unequipped to respond to the specific barriers and root causes that make newcomers vulnerable to experiencing homelessness.

One of the biggest barriers to helping individuals and families that have recently arrived in the United States is the lengthy and timely process of applying for an immigration pathway, such as asylum or Temporary Protective Status, to receive federal work authorization. In addition, ensuring language access for multiple languages requires additional resources, skills, and training for housing and homeless crisis response service providers who do not specialize in serving newcomers. In addition to culturally and linguistically appropriate housing supports, newcomers to our communities need access to an array of targeted services meant to meet their basic needs. Organizations that specialize in providing these services to refugees and immigrants have been overwhelmed by the overall growing number of newcomers arriving to Washington.

In addition to seeing increasing numbers of migrants and asylum-seekers arriving in Washington over the past two years, Washington's federally funded refugee programs have grown by 377% in two years. In 2021, organizations contracted with the Office of Refugee and Immigrant Assistance provided services to 5,507 individuals, and in 2023, that number grew to 26,297. These organizations are often called to also serve migrants and asylum-seekers but have been struggling to meet the service demands and capacity as well. There has also been a lack of federal, state, and local funding to serve the growing numbers of people who are ineligible for federally funded refugee services.

In response to the community need, the Washington State Legislature passed [Substitute House Bill 2368](#) in 2024, which expands the legal authority for the DSHS Office of Refugee and Immigrant Assistance to coordinate statewide efforts to support the economic and social integration and basic needs of immigrants and refugees arriving and resettling in Washington and to provide services to people who are ineligible for federal refugee resettlement services. In addition, the Legislature appropriated \$25,250,000 to DSHS ORIA for state fiscal years 2024 and 2025 to expand support services for individuals newly arriving to the U.S. and to Washington who do not qualify for federal refugee resettlement services. With this funding, ORIA launches Washington's Migrant and Asylum-Seeker Support Project.

3. Project Design and Scope

The Washington Migrant and Asylum-Seeker Support Project will utilize a hub and spoke model to ensure coordination across all service areas and to provide customized care to walk along-side each newcomer in navigating supports and services as they rebuild their lives in the United States. Attachment F provides a visual concept for the hub and spoke model.

This is a pilot project designed to provide up to one year of services for migrants and asylum-seekers, and it will provide six core areas of services, including reception and navigation services, emergency shelter, transitional housing, culturally responsive case management services, immigration-related legal services, and education, employment, and training services.

a. Newcomer Reception and Navigation Hub

The DSHS Office of Refugee and Immigrant Assistance will contract with a single organization to establish the Newcomer Reception and Navigation Hub. This Hub will create a centralized and coordinated system for migrants and asylum-seekers to receive information and be connected to on-going support services. Services offered through the Hub will be available virtually and in-person, 24 hours a day, seven days a week.

The primary organization may choose to subcontract with organizations that function as satellite hubs and will be expected to coordinate and partner with organizations funded by the Office of Refugee and Immigrant Assistance to provide additional services.

The selected organization will be responsible for accomplishing the following activities and objectives:

- i) Provide virtual and in-person services at key locations across the state. ORIA will work with the selected organization to establish key locations to offer services. One example is to partner with the Port of Seattle to open a reception hub at SeaTac International Airport.
- ii) Establish a dedicated electronic database for capturing and tracking newcomers connected to the WA Migrant and Asylum-Seeker Support Project. This database may not be accessible to all contracted service partners, but the Hub will serve as the connection to access that information. Spoke organizations will provide information with the Hub to track and coordinate services across multiple organizations. Personally identifiable information must be protected.
- iii) Develop a standardized intake and emergency triage process to assess for immediate basic needs. This initial process will determine the level of supports needed to stabilize the newcomer situation. The first triage will explore unstable housing situations and make referrals to emergency housing options.
- iv) Create and catalogue available resources both funded through the WA MASS project and others as needed by newcomers. The triage system will need to prioritize eligible people based on a criterion provided by ORIA.
- v) After basic needs are met, the Hub will conduct a deeper assessment of the individual and household to identify immigration documentation and status, ongoing needs and available resources. Once the comprehensive assessment is complete, the Hub will develop a plan to connect the individual to needed services and referrals.

The Hub will employ resource navigators that assist all newcomers with navigating the following resources to:

- Assist with enrollment in available cash, food, and medical assistance programs.
- Respond to any urgent health needs.
- Schedule appointments for immigration-related legal assistance in collaboration with lead organization.
- Make a referral to appropriate long-term case management services.
- Provide relocation services to individuals or households who are looking to move to another community within Washington or to another state.
- Connect newcomers to spoke providers to meet basic needs (e.g. housing, food, transportation, etc.)
- Provide long-term rental subsidies for newcomers.

The Hub will centralize all referrals and reporting for any client or contracted organization participating in the project. The Hub will track outcomes for individuals and households after the first 30-days, 90-days, and quarterly for up to 12 months. Partner organizations would provide updates about progress with specific clients to the Hub. The successful bidder that serves as the Hub will have the ability to establish a usable database system quickly.

b. Migrant Housing Services

The goal of the Migrant Housing Services is to provide emergency shelter and transitional housing services to eligible individuals and households who are seeking federal work authorization. To accomplish this goal, ORIA is seeking applications from multiple partners across the state who can offer cost-effective and innovative solutions to providing up to nine months of housing supports to eligible individuals and families.

Within this hub and spoke model, the services will follow each individual and household. All people placed in migrant housing services will be referred to case management services. Some case management may be co-located at housing sites, while others may be more flexible to offer services wherever a migrant is placed in housing. ORIA is looking for proposal that cover a wide range of housing options.

i) Emergency Shelters and Hotels

To prevent individuals and households from being unhoused, ORIA is looking for multiple, cost-effective solutions to provide short-term, initial housing to newcomers. The Newcomer and Reception Hub will triage all cases and make referrals for eligible individuals and households to available emergency housing for up to 90 days. To do this effectively, the Hub will need a variety of resources across the state to help connect people to immediate places to stay.

This funding cannot be used for capitol purchase. All services must be linked directly to an individual or household. Funds can be used to cover leasing hotel rooms to be made available for emergency situations. Applicants must provide full-time, round the clock, on-site staffing that is culturally responsive and linguistically appropriate. Applicants must be able to describe how they will provide access to culturally appropriate food for the duration of someone's stay. Successful organizations will provide coordination for food services, workshops, and collaborations with other service providers.

Individuals and households referred to emergency housing will be connected to case management services provided by a partner organization funded through the WA MASS Project.

ii) Transitional Housing Subsidies

In addition to emergency housing options, the WA Migrant and Asylum-Seeker Support Project will offer transitional housing subsidies to provide housing options for newcomers for up to six months of assistance. ORIA is looking for a single or multiple entities to provide long-term rental subsidies. Long-term housing subsidies will be coupled with case management services and access to immigration-related legal services.

iii) Other Innovative Solutions

ORIA is looking for innovative partners that can offer cost-effective solutions to housing newcomers. These can be dedicated properties that would be subsidized through this effort. ORIA welcomes proposals that may include models for organizing host homes or co-housing options. The WA MASS Project is a pilot with only one year of funding. We are looking for innovative solutions to address the current housing challenges experienced by arriving migrants and asylum-seekers.

c. Immigration-Related Legal Services

Assisting migrants and asylum-seekers in navigating the federal immigration system is critical to stabilize the economic situation for individuals and households. Without timely access to a legal assessment and legal assistance, many individuals experience lengthy delays in being able to access federal work authorization. With this proposal, ORIA is looking to fund multiple organizations that will establish a coordinated system to ensure newly arriving migrants and asylum seekers have access to legal assistance to assess their cases and begin process.

ORIA is looking for one organization to serve as the lead for immigration-related legal services spoke in this model. This organization will coordinate with the Hub and conduct initial intake to assess legal needs and assist in coordinating a centralized calendar to scheduling appointments with a network of legal service providers. This lead organization may also provide other services permitted under this funding opportunity, including education and outreach and direct client assistance.

In addition, ORIA is seeking proposals from organizations that can provide basic legal orientation and education about immigration and offer direct client assistance. Direct client assistance consists of consultation with eligible individuals to determine immigration-related legal assistance, assistance with submitting immigration-related forms, representing clients, and responding to immigration-related inquiries, and other assistance as required to support the clients. Direct legal services should prioritize short-term services that promote the timely access to federal work authorization. This may include submitting applications for asylum.

Organizations proposing to provide direct legal assistance must have either a) an active status as a “recognized organization” with the U.S. Department of Justice, Office of Legal Access Program (OLAP) and have at least two years of experience providing immigration-related legal services or b) a full-time licensed attorney on staff that has at least two years of experience representing immigrants in federal immigration proceedings.

d. Culturally Responsive Case Management Services

To support the hub and spoke model, ORIA seeks multiple organizations to provide culturally responsive and linguistically appropriate case management services for migrants and asylum seekers. Successful organizations will have three to five years of experience working with refugee and immigrant communities and demonstrated success in working with individuals to remove specific barriers to find a pathway toward economic stability and integration into local communities.

Case Management Services for Migrants and Asylum seekers will require organizations to conduct the following services:

- A. Receive and accept referrals from Newcomer Reception and Navigation Hub.
- B. Develop a self-sufficiency plan that establishes goals and a timeline.
- C. Identify existing and available resources and supports, including community and family members.
- D. Track and navigate services for individuals and households.
- E. Provide customized education and support services.
- F. Collaborate with housing partners to identify potential long-term housing options.
- G. Connect with identified provider to offer rental subsidies.

e. Education, Employment, and Training Services

Having access to English language classes and other supports that help migrants and asylum-seekers navigate employment opportunities in the United States is important to achieving economic stability. Migrants and

asylum-seekers that are receiving DSHS cash assistance are eligible to participate in [LEP Pathway Program](#), and those receiving DSHS food assistance are eligible to participate in the [FAP Employment and Training Program](#). For both programs, ORIA partners with organizations to help people prepare for work by learning English, job preparation, skills training, gaining work experience, and other supports. ORIA will be expanding services through existing partners and contracts. Currently, applications for these programs are not being accepted.

4. Funding Source and Funding Restrictions

The Washington State Legislature appropriated \$25,250,000 provided solely to the Office of Refugee and Immigrant Assistance to expand support services for individuals newly arriving to the U.S. and to Washington who do not qualify for federal refugee resettlement services. With this funding opportunity, ORIA seeks to invest up to \$20,000,000 into programs and services during the 2025 state fiscal year, which begins on July 1, 2024, and ends on June 30, 2025.

Funds will be distributed to successful applicants based on the prioritization of needs gathered from the listening sessions conducted by ORIA and the geographic distribution of the population of migrants and asylum seekers from Washington’s public assistance data.

To support the statewide implementation of the WA MASS Project, ORIA aims to invest resources in partners and providers statewide, specifically focused on services in the following counties: Clark, Benton-Franklin, King, Pierce, Snohomish, Spokane, and Yakima counties. Other areas that demonstrate a significant need of supports will be considered equally.

Support Services Areas	Proposed Percentage	Number of Organizations
Emergency and Transitional Housing Services	45 - 50%	Multiple Direct Service Providers
Newcomer Reception and Navigation Hub	20 - 23%	One Primary Organization
Immigration-Related Legal Services	12 – 20 %	One Lead Organization Multiple Direct Service Providers
Culturally Responsive Case Management Services	10 - 15%	Multiple Direct Service Providers
Education, Employment and Training Services	5.0%	Current or Existing Providers Only

The investment of funds and the proposed percentages will depend upon the proposals received from organizations that are able to implement this pilot project in a timely manner.

5. Participant Eligibility and Prioritization

This project is intended to assist people who have recently arrived in the United States and Washington and who are ineligible for federal refugee resettlement services.

WA MASS services will be available to people who meet each of the following eligibility criteria:

- Be a non-citizen that entered the U.S. for the first time after Jan. 1, 2022, and
- Do not qualify for federal refugee resettlement services and benefits, and
- Have been placed in removal proceedings because they were apprehended in the U.S. or at a port of entry without proper documentation, and
- Have an income below 200% of the federal poverty level.

a. Definitions of Refugee

According to U.S. law, a refugee is an individual that has fled their home country and cannot return because they have a well-founded fear of persecution due to their race, religion, national origin, membership in a social group, or political opinion. Refugees apply for and are granted a stable immigration status by the Department of Homeland Security and are admitted into the United States under that status.

U.S. Congress has determined that several other immigration statuses qualify for federal refugee resettlement services, including someone granted asylum, Cuban and Haitian entrants, Iraqi and Afghan Special Immigrants, Amerasians, and others. For more information about those individuals who are eligible for federal refugee resettlement benefits and services, please refer to the [U.S. Office of Refugee Resettlement Policy Letter 16-01](#). These individuals are not eligible for WA MASS services.

b. Definition of Asylum-Seeker and Migrants

An asylum seeker is a person who has left their country and is seeking protection from persecution, but who has not yet been recognized as a refugee. To be granted asylum in the United States, an asylum-seeker must be physically present in the United States and demonstrate that they are seeking protection from persecution in their home country due to race, religion, nationality, membership in a particular group, or political opinion.

Asylum-seekers have different pathways to submit applications to the federal government based on how they entered the United States. Affirmative asylum applications may be processed with the United States Citizenship and Immigration Service if someone has not been placed in removal proceeding before an immigration judge. Defensive asylum applications are processed by Immigration Judges within the Department of Justice's Executive Office of Immigration Review. This is the pathway for people that have been apprehended in the United States or at a U.S. port of entry trying to enter proper documentation and have been placed in removal process. For more information, please refer to the [U.S. Citizenship and Immigration Services website on Obtaining Asylum in the U.S.](#)

The Department of Homeland Security defines a migrant as someone who leaves their country of origin to seek permanent or temporary residence in another country. Many new migrants are entering the U.S. via the Southwest border and are being apprehended by the U.S. Customs and Border Patrol without the proper documentation to enter the country lawfully. As a result, they are placed in removal proceedings with a Notice to Appear in front of an Immigration Judge with the Executive Office of Immigration Review.

c. Documentation and Prioritization

All contracted service providers will be asked to verify immigration documentation for each participant in the program. That information will be report to both the Hub and to ORIA. Given the significant number of migrants and asylum-seekers arriving at the Southwest border and traveling to Washington, the WA MASS Project may require services to be prioritized for those most in need, including pregnant Individuals, adults with dependents under the age of 18, and individuals with significant medical conditions.

6. Washington's Coalition for Welcoming Newcomers

The Washington Migrant and Asylum-Seeker Support Project will be a client-centered program that focuses on coordinating efforts across multiple service sectors. To do this effectively, all contracted services providers will be expected to participate in a coalition of organizations to support this work. ORIA is looking for organizations that can collaborate and partner effectively with the Hub organization and other organizations selected to administer other services. This coalition will encompass representatives from the organizations selected to provide contracted services as well as other representatives from Washington's Intergovernmental Task Force

on Asylum Seekers. In addition, ORIA will be establishing and facilitating a steering committee to support the implementation of this project in a way that aligns with the community needs. Representatives from the impacted community will be appointed to serve on the steering committee.

7. Project Requirements and Outcomes

As required per Washington state law, the WA MASS Project uses a performance-based contracting model to measure the effectiveness of all providers.

For WA MASS Project, performance measures include:

- The total number of unduplicated participants.
- The number of participants in emergency housing.
- The percentage of participants that transition from emergency housing to long-term housing.
- The number of people who receive immigration-related legal services.
- The percentage of that participate in legal services who obtain employment authorization document.
- The percentage of people served who successfully achieve self-sufficiency.
- The number of organizations collaborating with the Hub and serving the participants.

All organizations contracting with ORIA will be expected to verify immigration documentation and collect personally identifiable information for each participant served and share that information with ORIA and with the Hub. DSHS will also require narrative reporting for all contacted organizations.

8. Applicant Minimum Qualifications

ORIA is accepting applications from both public and private entities, including city and county governments and other organizations interested in partnering to launch this pilot program.

To be qualified to have a contract with DSHS, all applicants and their subcontractors, if applicable, must meet the following minimum criteria:

- a. Have a current Washington State business license.
- b. Be registered as a nonprofit charitable organization with a 501(c)3 status or have a federal employer tax identification number.
- c. Have at least two years of experience within the past five years providing services to noncitizen migrants, asylum-seekers, and/or refugees.
- d. Have the requisite electronic hardware and software to communicate with DSHS and to provide invoices, participant data, supporting documentation and other information through DSHS' secure email system. Minimum hardware requirements include a computer with internet access. Minimum software requirements include Microsoft Windows and Microsoft Office.
- e. Have a service location and space that is accessible to noncitizen migrants with disabilities and conveniently located near public transportation.
- f. Have interpretation and translation services to serve eligible participants in their primary language and in culturally appropriate ways. Qualified applicants must have the capacity to provide culturally responsive and linguistically appropriate services. Applicants are encouraged to have staff that reflect the populations they intend to serve.

Applicants failing to demonstrate in their applications that they meet these minimum qualifications will be considered non-responsive and will be disqualified from further consideration.

9. Consortiums

Applicants may only submit one application. ORIA will accept applications from consortiums that can demonstrate how they will collaborate and coordinate with the hub and other organizations contracted to provide spoke services.

10. Multiple Service Areas

Applicants may be interested in applying to provide more than one type of service. While this is not prohibited, ORIA will expect providers to successfully demonstrate the ability to build capacity within a limited period in all contracted service areas. Only one organization will be contracted to serve as the Hub, and that organization is not likely to receive contracts for spoke services.

11. Period of Contract Performance

ORIA intends to award multiple contracts for the services described in this Notice of Funding Opportunity. The period of performance under the contract shall be July 1, 2024, through June 30, 2025. Amendments and expansion of services are contingent upon the receipt of additional state or federal funding.

B. APPLICATION PROCESS

1. Application Timeline

The application schedule set forth below outlines the tentative schedule for important events relating to this Notice of Funding Opportunity.

Application Process and Contracting Timeline	
Date	Activity
May 23, 2024	NOFO Release Date
May 29, 2024	Virtual Information Session at 1 p.m. Preregistration required by completing this form .
May 29, 2024	Questions may be sent via email by 5 p.m.
May 31, 2024	Responses to questions posted on website
June 13, 2024	Applications due by 5 p.m.
June 14 - 21, 2024	Evaluation of Applications (three or more Evaluators)
July 1, 2024	Announcement of Successful Applicant(s)
July 1, 2024	ORIA notifies unsuccessful Applicant(s)
July 2 - 19, 2024	Contract Negotiations
August 1, 2024	Estimated start date of contracts resulting from NOFO

2. Posting of the Notice of Funding Opportunity Documents

ORIA will post this Notice of Funding Opportunity, and all documents and announcements relating to this Notice of Funding Opportunity, on the DSHS ORIA webpage at <https://www.dshs.wa.gov/esa/csd-office-refugee-and-immigration-assistance/opportunities-funding>.

3. Communications regarding Notice of Funding Opportunity

Upon the posting of this Notice of Funding Opportunities, all communications concerning this request must be directed to this email address: orianofo@dshs.wa.gov. Please note in the email subject line that this is regarding the application. ORIA may disqualify any organization that communicates with anyone in DSHS in any other way regarding this Notice of Funding Opportunity.

ORIA considers all oral communications unofficial and non-binding on ORIA. Applicants should rely only on written statements issued by ORIA.

4. Questions and Answers

Applicants may send questions concerning this Notice of Funding Opportunity to ORIA at orianofo@dshs.wa.gov. ORIA will respond to all questions but may consolidate the questions as needed.

Questions received by 5 p.m. on May 29, 2024, will be included in a question and answer document posted on the DSHS ORIA webpage at <https://www.dshs.wa.gov/esa/office-refugee-and-immigrant-assistance> on May 31, 2024.

5. Virtual Information Session

ORIA will be hosting a virtual information session at 1 p.m. on Wednesday, May 29, 2024. Registration in advance is required. Please complete this [form to register](#).

6. Minority & Women's Business Enterprises (MWBE) and Veteran-Owned Business Enterprises

In accordance with the legislative findings and policies set forth in RCW 39.19, 43.60A.200, 39.26.240 and 39.26.245, the state of Washington encourages participation by veteran-owned business enterprises and Minority-Owned and Women-Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority and Women's Business Enterprises (OMWBE). While the state does not give preferential treatment, it does seek equitable representation from veterans, minority and women's business communities.

Participation by veteran owned and MWBE contractors may be either on a direct basis in response to this Notice of Funding Opportunity or as a subcontractor to a primary contractor. However, no preference will be given in the evaluation of Applications, no minimum level of MWBE or veteran-owned business participation shall be required, and Applications will not be evaluated, rejected, or considered non-responsive on the basis of veteran-owned and MWBE contractor participation.

Applicants may contact the Office of Minority and Women's Business Enterprises (OMWBE) at <http://omwbe.wa.gov/> and/or the Department of Veterans Affairs at

<http://www.dva.wa.gov/program/veteran-owned-business-certification> to obtain information on certified firms for potential subcontracting arrangements or for information on how to become certified. Nothing in this section is intended to prevent or discourage participation from non-MWBE firms or non-veteran-owned businesses.

7. Auxiliary Aids and Limited English Proficient (LEP) Services

ORIA will provide access to this Notice of Funding Opportunity document to individuals with disabilities and Limited English Proficient individuals. Please contact ORIA at ORIANOFO@dshs.wa.gov to request more information and assistance.

If an individual believes that the Department has discriminated against them based on a protected status, please contact the DSHS Investigations Unit for the Nondiscrimination Policy Brochure and complaint process. The brochure can be found at <https://www.dshs.wa.gov/sites/default/files/publications/documents/Non-discrim%2022-171.pdf>

8. Cost to Prepare Application

ORIA will not be liable for any costs incurred by organizations in preparing, conducting a site assessment or submitting a response to this Notice of Funding Opportunity.

9. Joint Proposals

Organizations submitting a joint application must designate a lead organization or primary applicant. The primary applicant will be the sole point of contact through the Notice of Funding Opportunity process. If selected as the successful applicant, the primary applicant shall sign the contract and any amendments and will be liable and responsible to ORIA for all performance under the contract.

10. Withdrawal of Applications

After an application has been submitted, applicants may withdraw their application by notifying ORIA at orianof@dshs.wa.gov.

11. Ownership of Applications

All materials submitted in response to this Notice of Funding Opportunity become the property of ORIA, unless received after the deadline in which case the application shall be returned to the sender. ORIA shall have the right to use any of the ideas presented as part of the process in any manner as it deems appropriate or beneficial, regardless of whether it is contained in an application that results in selection for a contract.

12. Announcement of Successful Applicant(s)

ORIA shall notify the successful applicant(s) on or near July 1, 2024. All announcements of successful applicants are subject to satisfactory negotiation with ORIA.

Applicants may request a debriefing conference to orianof@dshs.wa.gov to discuss information regarding the review and/or evaluation of their application.

13. Ethics, Policies and Law

This Notice of Funding Opportunity, the evaluation of applications, and any resulting contract will be made in conformance with applicable Washington state laws and policies.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. Applicants should familiarize themselves with the requirements prior to applying. Applicants must include, in their application, information regarding any current or former state employees who are employed by, or subcontracted with, the applicant.

C. HOW TO APPLY

Applicants shall submit their application documents to ORIA at ORIANOFO@dshs.wa.gov by **5 p.m., June 13, 2024**.

Each attachment represents a separate section of the application and should be submitted as a separate document when submitting the complete application. Failure to complete and submit all required documents, and to sign them if applicable, may result in the disqualification of an application. Applications should be typed in 12-point font and should be submitted in the following order with each section of the application clearly labeled.

1. Attachment A: Cover Sheet

All applicants must submit a completed Cover Sheet with the minimum contents, which include all of the required acknowledgments and information. The Cover Sheet must be signed by a legally authorized individual to bind the applicant contractually.

2. Attachment B: Applicant Narrative Form

Applicants must provide answers to all questions on the Applicant Narrative Form to demonstrate the satisfaction of administrative requirements qualifications, the proposed plan and budget to provide the services as outlined in this Notice of Funding Opportunity. The number of points allocated to each answer is indicated next to the question.

The Applicant Narrative Form is posted separately from this document in Microsoft Word format. **The total maximum page limit for the Applicant Narrative Form is 25 pages.** Applicants should not submit brochures, white papers, testimonials, or other pre-prepared materials in response to any of the questions unless specifically requested.

Applicants must submit complete, well-organized answers that address all the questions asked in the Applicant Narrative Form. Applicants should not assume that evaluators will be familiar with their businesses before conducting the evaluation.

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 to locate text that is responsive to the question being reviewed.

3. Attachment C: Program Annual Budget Spreadsheet

Applicant must describe the annual costs for providing proposed services for one year using Attachment C.

4. Attachment D: Certifications and Assurances

All applicants must submit the Applicant Certifications and Assurances form included as Attachment D, signed by an individual legally authorized to bind the organization contractually. Applicants may not alter the Applicant Certifications and Assurances form in their application. Submitting altered terms or requirements in the application may result in disqualification.

5. Attachment E: Contractor Intake Form

All applicants must complete and sign the New Contractor Intake Form (Form 27-043) attached to this Notice of Funding Opportunity as Attachment E. This form can also be downloaded in Microsoft Word format for ease of completion at <https://www.dshs.wa.gov/office-of-the-secretary/forms>.

6. Submission of Applications

Applications must be saved in an acceptable electronic format and emailed directly to ORIA at ORIANOFO@dshs.wa.gov. **Applications must be received by ORIA in their entirety by 5 p.m. PST on June 13, 2024.** The applicant's completed version of each of the Attachments A, B, C, D and E should be included as separate attachments.

Applicants assume all risks for the timely submission of the application. Applicants are responsible to ensure timely electronic receipt of their application by ORIA. ORIA does not assume responsibility for problems with the applicant's email or network. However, if DSHS email is not working properly, appropriate allowances will be made.

ORIA will not accept late applications, nor grant time extensions for individual applicants. ORIA will disqualify any applications and withdraw it from consideration if it is received after the application submission due date and time.

7. Acceptable Electronic Formats for Submission of Applications

Attachments A, D, E (Cover Sheet, Certification & Assurances, Applicant Narrative and Contractor Intake form) may be submitted in Microsoft Word or Adobe PDF format. Attachment B, Applicant Narrative Form, must be submitted as a Microsoft Word document. Attachment C, WA MASS Project Budget, must be submitted in Microsoft Excel as an unprotected file.

NOTE: DSHS cannot receive emails that are larger than 30MB. To keep file sizes to a minimum, applicants are cautioned not to use unnecessary graphics in their applications.

8. Alternative Submission Methods

Applicants wishing to request an alternative method for submitting their application must contact ORIA at ORIANOFO@dshs.wa.gov at least ten (10) calendar days before the application submission date. No alternative submission method will be accepted unless agreed to by ORIA in writing prior to the application deadline.

D. EVALUATION OF APPLICATIONS

1. Administrative Review

Applications will be accepted from the posting of this Notice of Funding Opportunity until 5 p.m. on June 13, 2024. Any application received after that date and time will not be reviewed.

All applications will be reviewed by ORIA to determine compliance with administrative and minimum qualification requirements and instructions specified in this Notice of Funding Opportunity.

ORIA may reject an application as nonresponsive at any time for any of the following reasons:

- Incomplete application
- Submission of an application that proposes services that deviate from the scope and technical requirements set forth in this document.
- Failure to meet the minimum applicant qualifications or to comply with any requirement set forth in this Notice of Funding Opportunity document, including attachments.
- Submission of incorrect, misleading, or false information

Applicants are responsible for all errors or omissions contained in their applications. Applicants will not be allowed to alter application documents after the deadline for application submissions. ORIA reserves the right to contact any applicant for clarification of application contents. ORIA reserves the right to waive minor administrative irregularities contained in any application. ORIA may contact any applicant for clarification of the application.

If an application is deemed non-responsive, it shall be removed from further consideration. ORIA shall notify non-responsive applicant(s) of this determination and the supporting reasons. Applications found to be non-responsive will be disqualified from further evaluation and applicants shall be notified electronically in writing.

If an applicant meets all administrative and applicant qualification requirements and submittal instructions, ORIA shall continue with the evaluation.

2. Evaluation Criteria and Scoring of Applications

Following the administrative review, applications shall be evaluated, and points shall be awarded for the management and budget components of the application as applicable, based upon applicant's responses to the questions set forth in Attachment B, Applicant Narrative Form and Attachment C, Annual Budget Spreadsheet.

The maximum number of points available for each applicant is 100. The maximum number of points that may be assigned with respect to specific questions is set forth on Attachment B, Applicant Narrative form.

3. Application Evaluation Process

ORIA shall designate an evaluation team of at least three evaluators to review, evaluate and score the written question responses. These evaluators will be selected based on their qualifications, experience, capability, and background.

Evaluators shall assign scores up to the maximum points available. The applicant's points earned for each question will be added together to determine the applicant's total written evaluation points. Individual evaluator points will be totaled and the average points for each applicant will be calculated.

4. Evaluation Points to Small and Veteran-Owned Businesses

In accordance with [DES Policy 090-060](#) Supplier Diversity, ORIA shall consider awarding evaluation points to Veteran-Owned and/or Washington Small Businesses.

ORIA will evaluate applications for best value and provide an application preference point in the amount set forth in Attachment B, Applicant Narrative Form, to any applicant who certifies that they are Small Business (as defined in [RCW 39.26.010\(22\)](#)) or Veteran-Owned Business.

5. Applicant's References

Once the evaluations are completed, ORIA may request references from applicants to review past performance and validate information submitted in the application.

6. Selection of Successful Applicants

Applicants that receive the highest total number of points from evaluators will be presented to ORIA for consideration for a contract. ORIA will consider total funding available, and the funds requested by successful applicants to determine the total number of final contracts awarded.

The selection process will determine which applicants will build a strong network of organizations to serve as the Hub and the spoke areas of services. Selection of the successful applicants depends upon ORIA's assessment of multiple factors, including the applicant's qualifications, proven experience, reliability, quality of proposed services and deliverables, timeliness, cost, and potential impact.

ORIA may consider the following criteria in making final determinations:

- Ensuring services in diverse and/or underserved geographic areas in Washington state.
- Ability to serve diverse language and cultural groups.
- Realistic cost estimates that demonstrate efficiencies.

ORIA may also consider the past performance on prior contracts and may reject an application from any organization that has failed to perform satisfactorily under any previous contract with the state or another party. ORIA reserves the right to select an applicant whose application is deemed to offer the best overall value, and that is in the best interests of serving the immigrant and refugee community in Washington state.

ORIA will make the final determination as to which applicant(s), will be designated as apparently successful applicants by July 1, 2024. ORIA will notify successful applicants and unsuccessful applicants of its determination via email on July 1, 2024.

ORIA's decision will be subject to the execution of a contract satisfactory to ORIA within a reasonable period following the announcement of the successful applicant. In the event the parties are unable to reach agreement on the final details of a contract, ORIA shall have the option of negotiating with the next highest-ranked applicant.

E. Debriefing Conferences

No later than 5:00 p.m. on the third business day following the announcement of successful applicants, applicants may send an email to orianof@dsht.wa.gov to request a debriefing conference. Discussion at the debriefing conference will be limited to the following:

- If the applicant's proposal was rejected, the reason for its rejection.
- Evaluation and scoring of the application.
- Critique of the application based on the evaluation.
- Review of applicant's final score in comparison with the other final scores.

No comparisons between applications will be allowed during the debriefing conference, which shall be conducted by telephone and shall last for a maximum period of 30 minutes.

F. CONTRACTING PROCEDURES

1. Contract Execution

The successful applicant is expected to sign a contract with ORIA and to enter any subsequent contract amendments that may be required to address specific work or services.

ORIA reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this Notice of Funding Opportunity and the terms of the application submitted by the successful applicant.

2. Electronic Payment

The State utilizes an electronic payment in its transactions. The successful applicant will be required to register in the [Statewide Vendor Payment system](#), prior to submitting a request for payment under their contract. No payment shall be made until the registration is completed.