

**CALIFORNIA  
DEPARTMENT OF SOCIAL SERVICES  
REFUGEE PROGRAMS BUREAU  
REFUGEE SCHOOL IMPACT FUNDING**

# **Request for Qualifications**

*Issue Date: August 3, 2016*  
*Submission Deadline: August 31, 2016 at 5:00 P.M.*  
*Request to: Qualified California School Districts*

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**1. OVERVIEW OF THE REQUIREMENTS:**

**Background**

The Refugee Act of 1980 established a Refugee Resettlement Program (RRP) in the U.S., which allows individuals to enter the country legally with refugee status and receive specified cash assistance and social services. A refugee is an individual who is unable to return to his/her country of origin because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. The term “refugee” is used in this application to encompass all eligible populations served by the federal refugee program. For additional information on all eligible population groups visit the ORR website at the following link: [www.acf.hhs.gov/programs/orr/](http://www.acf.hhs.gov/programs/orr/). Through the Refugee Act of 1980, Congress created the ORR to supervise the state implementation of federal RRP benefits and services granted to refugees. In California, the RPB has been designated by the Governor as the state agency that oversees the counties’ provision of RRP benefits and services. In impacted counties, a county refugee coordinator (CRC) is designated to plan and coordinate the delivery of these services. The RPB collaborates with many stakeholders including resettlement agencies (RAs), which provide refugees with resettlement assistance for their first 90 days in the country; service providers, which offer employment training and social adjustment services; ethnic community-based organizations (ECBOs) that have a governance board comprised primarily of former refugees; and community-based organizations (CBOs) that have formed to support and address the many needs of refugees.

- a) The California Department of Social Services (CDSS) Refugee Programs Bureau (RPB) is pleased to announce the availability of funding from the United States (U.S.) Department of Health and Human Services (DHHS), Office of Refugee Resettlement’s (ORR) Refugee School Impact (RSI) program for the 2016-2018 grant project period. The RSI funding is local subvention monies available for direct services to refugee school-aged children.

The ORR funding announcement has been released and California will receive \$1,000,000 in RSI funding for Federal Fiscal (FFY) Year 2017; an additional \$1,000,000 in RSI funding is anticipated in FFY 2018. The RSI funding is offered as a two-year grant with two annual budget periods that will begin on October 1, 2016 and end on September 30, 2018. Funding for school districts in the subsequent year will be contingent upon satisfactory performance in the first year. Award amounts are anticipated to range from \$50,000 and \$255,000 per school district annually.

- b) In accordance with federal requirements, the CDSS invites school districts that have been impacted by significant numbers of new refugee children arrivals over the last three years to apply for the RSI funding. The primary focus of this grant is to help

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newly arrived refugee children adjust in the local school systems so they will achieve success in academic performance and social adjustment. As determined by arrival data<sup>1</sup>, the counties of Alameda, Los Angeles, Orange, Sacramento, San Diego, Santa Clara and Stanislaus have been impacted by significant numbers of new refugee children for the last three years. Only school districts in these counties, and whose school districts have more than 100 new arrivals, are eligible to apply for the RSI funding.

- c) The goal of the RSI funding is to provide additional resources to impacted school districts that have received significant numbers of refugee students to address the obstacles confronting these children so that they may succeed in their academic endeavors. The purpose of the RSI program is to:
- i. Provide supplemental educational programs and social services to refugee students who have been in the U.S. three years or less that will assist them to improve their academic performance and social adjustment to schools. The RSI funds are to assist school districts plan, design, implement, and evaluate supplementary instructional and social adjustment support services targeted toward newly arrived refugee students so that grade level promotional and graduation requirements may be met.
  - ii. Enhance the quality of the educational and social adjustment services of school districts offered to refugee students by establishing and/or expanding collaborative relationships with organizations already providing assistance and/or support to refugee children and their families.
  - iii. Increase the number of refugee students who meet grade level requirements in language arts and mathematics.
  - iv. Improve the level of English language acquisition among refugees.
  - v. Improve overall academic performance among refugee students.
  - vi. Improve school attendance rates.
  - vii. Ensure that RSI programs and services are only provided to eligible populations.

## **2. REQUEST FOR QUALIFICATIONS (RFQ)**

Participating school districts must demonstrate that they meet all of the following qualifications:

- a) Have numerical data demonstrating 100 or more newly arrived refugee students in the school district

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<sup>1</sup> California Department of Social Services, Refugee Programs Bureau

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- b) Possess an assessment tool to:
  - i. Identify the process for determining the eligibility of refugee students.
  - ii. Have a plan to protect the student's confidential information.
- c) Able to propose an educational plan that will include activities, language, academic, cultural, and emotional services to meet the needs of the refugee students and their families.
- d) Have or will hire qualified staff to complete the objectives of the RSI Program
- e) Develop an effective plan to recruit and outreach the refugee community to maximize the number of refugee students participating in the RSI program
- f) Have a collaboration with the County Refugee Coordinator, at least one Resettlement Agency, and three additional refugee service providers; in addition, have an effective plan on how this collaboration will improve the school district's RSI program
- g) Present an evaluation method of collecting and documenting RSI Program effectiveness and accomplishments
- h) Have a plan to capture statistics that demonstrate improvement in refugee student scores in: English language proficiency, mathematics, language arts, and/or high school graduation rates
- i) Have an evaluation plan and interventions that accomplish the program goals
- j) Present a proposed budget that shows correlation between the proposed expenditures and program activities

## **2.1 Inquiries:**

For questions please contact the Refugee Programs Bureau. You can reach Heriberto Camarena, at (916) 654-7250 or by email [Heriberto.Camarena@dss.ca.gov](mailto:Heriberto.Camarena@dss.ca.gov); or Amy Sullivan, at (916) 657-3624 or by email [Amy.Sullivan@dss.ca.gov](mailto:Amy.Sullivan@dss.ca.gov).

## **2.2 Closing Date:**

The RFQ survey must be completed and submitted on or **before 5:00 p.m. on August 31, 2016**. Surveys received **later than 5:00 p.m. on August 31, 2016** will not be reviewed and considered for funding.

## **2.3 Review and Selection:**

All submissions will be reviewed by the RPB. The RPB will verify that the school district is located in Alameda, Los Angeles, Orange, Sacramento, San Diego, Santa Clara or Stanislaus County and will review responses against the mandatory minimum qualifications; responses not meeting all of the minimum qualifications will not be considered for the RSI award. In the case that there are multiple school districts that

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respond to this RFQ, who meet the minimum qualifications, and the total amount of funding exceeds the amount available, funding will be prorated.

**3. SERVICES:**

The RSI money may not be used to supplant educational instruction and services mandated under federal and state laws. Services and activities may include, but are not limited to, the following:

- a) Supplemental ESL instruction
- b) Development and use of school curricula that encourages optimum learning and acquisition of necessary skills
- c) After-school tutoring programs focused on helping refugee students understand and complete assignments
- d) After-school/summer programs that support remedial work or promote school readiness
- e) Orientation to refugees on the education system and school requirements, such as student attendance and performance
- f) Involvement of trained teachers/staff/administrators that are familiar with refugees culture and language
- g) Parental involvement programs
- h) Mentoring programs
- i) Interpreter services for parent/teacher meetings and conferences
- j) Services of bilingual/bi-cultural counselors and aides
- k) Staff training on refugee cultures and use of special teaching materials
- l) Utilization of modern technology deemed to improve English language acquisition and other school related skills
- m) Utilization of special educational materials to assist refugee students to learn
- n) Evaluation of the effectiveness/outcomes of the services provided

**4. SUBMISSIONS REQUIREMENTS:**

- a) Answer each question included on the RFQ survey located here: <https://www.surveymonkey.com/r/YWX7FVN>. A PDF of the RFQ survey is attached to assist you in preparing responses. All responses must be submitted electronically through the survey.
- b) Attach a letter confirming working relationship with the county refugee coordinator
- c) Attach a letter confirming working relationship with resettlement agencies
- d) Attach three letters confirming working relationship with refugee services providers  
Note: send all attached letters via email to Heriberto Camarena, Staff Service Analyst at [Heriberto.Camarena@dss.ca.gov](mailto:Heriberto.Camarena@dss.ca.gov)

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**5. CONFLICT OF INTEREST:**

The school district should disclose conflicts of interest, in writing, to the RPB who will consider the nature of the school district's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the school district needs to take to remedy the conflict of interest.

**6. LIMITATIONS:**

- a) It is mutually agreed that if a Budget Act of the current federal fiscal year (FFY) and/or any subsequent SFYs covered under this grant does not appropriate sufficient funds for the program, this funding shall be of no further force and effect. In this event, the RPB shall have no liability to fund or reimburse school districts whatsoever or to furnish any other consideration under this funding, and school districts shall not be obligated to perform any provisions of this funding.
- b) If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the RPB shall have the option to either cancel this Agreement with no liability occurring to the RPB, or offer an amendment to school districts to reflect the reduced amount.
- c) It is mutually understood that authority for the RPB to award grants and reimburse school districts for allowable expenditures is dependent upon the appropriation of funds within a federal Budget Act. As a result, funding will not be released to school districts until such authority has been given by the passage/signing of the Budget Act.

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