

2016 NCP RFI INFORMATIONAL SESSIONS

3.11.2016 & 3.14.2016

QUESTIONS AND ANSWERS

1. Section IV. Agency Eligibility:

- A. Can the immigration attorney be contracted?
- Given the complex nature of immigration processes and services, and our desire to ensure that the highest quality of services are provided, it is critical that organizations have BIA accredited staff or an attorney on staff rather than contracting with an attorney.
- B. If our agency applies for BIA accreditation right now, would we be qualified to apply for the RFI?
- Yes if you successfully obtain BIA accreditation by May 1, 2016. Otherwise you will be disqualified.

2. Section V. Program Requirements:

- A. Are participants who are low-income City of Seattle residents but currently not receiving any State public benefits eligible for NCP?
- Yes.
- B. If participants reside outside of King County, are they eligible for NCP?
- Yes, if they are currently receiving State-public benefit such as SSI or Food Stamps.
- C. If we enroll participants who are not on State public benefit, can we help them obtain State public benefit and then put them through NCP?
- Yes.
- D. Under deliverables, what is N-336 and is it required?
- It is not required. Form N-336 is filed when an agency would like to appeal a negative decision on an application for naturalization. It is a tool for agencies to use if this approach is more effectual than reapplying for naturalization. The deliverables section highlights various milestones and outcomes in NCP. Milestones are tools to help agencies achieve the four NCP outcomes/payment points.
- E. What are the four NCP outcomes/payment points?
- Naturalization Completion
 - N-648 Disability Waivers
 - Outreach Screened & Enrolled
 - Outreach Naturalization Completion
- F. Who are Outreach Participants?
- The definition can be found in the 2016 NCP Contract Template on the RFI website. Outreach Participant means:
 1. Refugees who arrived in the United States on or after August 22, 1996, who are currently receiving SSI, have been in the U.S. for at least 4 years and have not naturalized; or

2. Refugees receiving ABD; or
3. Lawful Permanent Residents who are currently receiving ABD and have not met the federal forty (40) work quarters to qualify for SSI.

3. Application Cover Sheet:

- A. Can you define “significant collaboration?” Do agency referrals meet the definition?
 - No. Significant Collaboration means you have a MOU or a formal agreement with another agency to carry out specific tasks and goals.
- B. Would you like us to attach an MOU if we have one with another agency?
 - Yes.

4. Format Instructions:

- A. If we submit the application over email, would you like it in one PDF file or in multiple files?
 - Yes. One PDF file is preferred.
- B. The timeline says the last day to submit questions is March 21. Can we come to you with a draft before March 21 for assistance with reviewing the application materials?
 - Since this is a highly competitive process, we are unable to provide technical assistance on the application. However, you may be able to get assistance from the Nonprofit Assistance Center that provides support in submitting proposals for organizations that need this kind of assistance.

5. Application Proposed Narrative:

- A. What is the difference between bullet 2 under Agency Capacity of Section B and bullet 4 under Budget of Section C?
 - Bullet 2 under Agency Capacity will help us determine that you have sound financial management practices with adequate administrative and account procedures and controls in place. Bullet 4 under Budget will help us determine that you have the necessary policies and processes in place to ensure that funds are safeguarded.
- B. Is there an expectation of how many clients an agency will be serving?
 - No. It is up to the agency to propose how many clients they will serve and naturalize given the amount requested.
- C. Are the Proposed Program Budget and Personnel Detail Budget a part of the 15-page limitation to the narrative portion?
 - No.
- D. Regarding the Personnel Detail Budget, how do we properly fill it out if I currently work full time but I only dedicate half a time to citizenship?
 - This is citizenship program specific so only include the staff and hours assigned for citizenship program.
- E. Will our proposed deliverables be final when we are awarded the grant?

- No. They are subject to change during contract negotiation between May 16 and June 15, 2016.

6. RFI Reviewing Panel

- A. Have you considered asking someone who provides direct naturalization service to serve on the panel, maybe someone in Snohomish County or Pierce County?
 - We wanted to avoid including someone in the field who may have special connections with prospective applicants.
- B. Are you planning to black out the names of the agencies while reviewing the applications?
 - No.
- C. Regarding the ethnic makeup of this panel, the first reviewer is Caucasian and the latter two are Asian. We have programs serving Russians, Latinos, Ethiopians, people from all walks of life. Will you consider striving for more diversity on the panel, perhaps adding a couple more reviewers?
 - All of the reviewers were selected using the following criteria:
 - Expertise and knowledge of citizenship and civic engagement.
 - Experience in working across immigrant and refugee communities.
 - Deep understanding of the barriers faced by immigrants and refugees in accessing services and engaging in civic processes.
 - Ability to make informed decisions without bias towards any one community or group.
 - Commitment to building capacity in immigrant and refugee serving organizations.
 - We will explore the possibility of adding more reviewers from additional communities that meet the criteria described above, who are not currently affiliated with agencies that could be potential applicants.