

REQUEST FOR APPLICATIONS FOR

The Pennsylvania Refugee Health Promotion Program

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Procurement and Contract Management
Room 832 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

20-20

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**REQUEST FOR APPLICATIONS FOR
THE PENNSYLVANIA REFUGEE HEALTH PROMOTION PROGRAM**

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to: RA-pwrfaquestions@pa.gov	Potential Applicants	November 14, 2022 12:00 P.M. EST
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website (http://www.emarketplace.state.pa.us) no later than this date.	DHS	November 22, 2022
Please monitor this website for all communications regarding this Request for Applications (“RFA”).	Potential Applicants	Ongoing
Application shall be received by the Issuing Office at: RA-PWRFAQUESTIONS@PA.GOV , as provided in Part I, Sections I-10 and I-11.A , and in Part III .	Applicants	December 13, 2022 12:00 P.M. EST

PART I
GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“DHS” or “Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for **Pennsylvania Refugee Health Promotion (“RHP”) Services** (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information to be included; a description of the services to be provided; requirements that Applicants shall meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFA shall be Eric McCoy, RA-PWRFAQUESTIONS@PA.GOV, the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Overview of Project.** The Office of Refugee Resettlement (“ORR”) within the U.S. Department of Health and Human Services (“DHHS”) provides funding to states to help refugees and other qualifying refugee immigrant populations pursuant to Section 411 of the Immigration and Nationality Act, 8 U.S.C. § 1521. The Department operates the state Refugee Resettlement Program in accordance with Section 412 of the Immigration and Nationality Act, 8 U.S.C. § 1522, and the requirements outlined in 45 C.F.R. Part 400, Refugee Resettlement Program.

Refugees arrive in the United States after long periods of displacement in, or from areas adjacent to conflict zones. Some refugees suffer poverty, disease, hunger, and loss of all that is familiar. As a result, refugees are at higher risk for trauma-induced mental health issues, chronic diseases, and have a worse nutrition status than the other U.S. populations. Newly-arrived refugees additionally face difficulty in navigating the U.S. health system and risk worsening health conditions without appropriate public health interventions following resettlement in the United States.

DHS’ Bureau of Employment Programs operates the Pennsylvania Refugee Resettlement Program (“PA RRP”), which coordinates all refugee programs through grant agreements with state and community agencies in Pennsylvania.

DHS has designated five primary service regions in the Commonwealth to work in tandem with refugee resettlement agencies located within the following primary service areas:

- **Region 1** – Allegheny region, which includes Allegheny, Greene, Fayette, Washington, Somerset, Bedford, Blair, Cambria, Indiana, Armstrong, Butler, Lawrence, Beaver, and Westmoreland Counties.
- **Region 2** – Central Pennsylvania, which includes Dauphin, Cumberland, Fulton, Franklin, Huntingdon, Centre, Mifflin, Juniata, Perry, Adams, York, Lancaster, Lebanon, Northumberland, Clearfield, Potter, Cameron, Clinton, and Tioga Counties.
- **Region 3** – Philadelphia region, which includes Bucks, Chester, Delaware, Montgomery, Berks and Philadelphia Counties.
- **Region 4** – Northeast Pennsylvania region, which includes Lehigh, Lackawanna, Northampton, Carbon, Schuylkill, Monroe, Pike, Wayne, Luzerne, Wyoming, Susquehanna, Bradford, Sullivan, Lycoming, Montour, Columbia, Snyder, and Union Counties.
- **Region 5** – Northwest Pennsylvania region, which includes Erie, Crawford, Mercer, Venango, Clarion, Jefferson, McKean, Elk, Forest, and Warren Counties.

The Department has structured the services required by this RFA into two separate Commonwealth wide Lots as described below. Applicants may submit applications for both Lots but shall submit separate applications for each Lot.

The Department is seeking Applicant(s) who can provide the following services:

- A. Lot 1 - RHP** – The federal government operates the Refugee Health Promotion Program to enable refugees to develop awareness of, understand, and control their own health, thereby preventing injury and illness; and to live a lifestyle of optimum health that empowers them to become self-sufficient, productive members of society through health promotion services and wellness activities for refugees and other ORR eligible populations. The Department seeks Applicant(s) to perform critical public health interventions across Pennsylvania that address the currently understood health concerns and explore new areas of need; to provide healthcare case management, healthcare navigation, health literacy and wellness classes, and positive health behavior promotion; and to establish collaborative relationships with community partners and to assist existing partners in improving health programming to benefit refugee populations of all ages and backgrounds; including Afghan and Ukrainian Humanitarian Parolees (per **Appendix I**, ORR Policy Letter 22-02 and **Appendix L**, ORR Policy Letter 22-13).
- B. Lot 2 – Refugee Mental Health Initiative (“ReMHI”)** - The Department seeks Applicant(s) to build capacity within communities to address the mental health needs of refugee populations and assist refugees to overcome personal trauma stemming from the hardships they have faced in their journeys as refugees, including help overcoming stigmas associated with mental health care and creating opportunities for social engagement to reduce isolation. This includes providing assistance to existing partners in improving mental health programming to benefit refugee populations of all ages and backgrounds; including Afghan and Ukrainian Humanitarian Parolees (per **Appendix I**, ORR Policy Letter 22-02 and **Appendix L**, ORR Policy Letter 22-13).

I-4. Objectives.

A. General. The objective of this RFA is to help refugees, as well as other eligible populations who meet the criteria for funding, achieve optimal health and self-sufficiency in meeting health goals through an array of physical, mental, social, and behavioral health services incorporating refugee health literacy, access to health, and emotional wellness services following arrival to the United States.

B. Specific. The Department's specific objective is to secure the services as described below:

Lot 1: The Department's objectives for RHP are to strengthen and support the ability of a refugee individual and family to achieve and maintain optimal health.

Lot 2: The Department's objectives for ReMHI are to address the refugee communities' mental health wellness needs, as well as individuals' mental health needs through directed public health programming.

I-5. Type of Agreement. The Department intends to award multiple grant agreements as the result of this RFA. If the Department enters into any agreement, it will be a cost reimbursement agreement consisting of the **Grant Agreement** attached to this RFA as **Appendix Y**, and the attached **Payment Provisions (Rider 1)**, **Standard Grant Terms and Conditions (Rider 4)**, the **DHS Addendum to the Standard Grant Terms and Conditions (Rider 5)** and its attachments (**Attachments A and L**). **Rider 2, Work Statement**, will consist of **Part III** of this RFA and the selected application, and **Rider 3, Budget**, will consist of the selected Applicant's cost submittal.

If an Applicant is awarded more than one Lot, the Department will combine the awards into one Agreement with the Applicant that covers both awarded Lots.

The Department may enter into additional agreements with additional qualified Applicants in future years.

I-6. Rejection of Applications. DHS may, in its sole and complete discretion, reject any application received as a result of this RFA.

I-7. Incurring Costs. The Commonwealth and the Department are not liable for any costs incurred by the Applicant in the preparation and submission of its application, in participating in the RFA process or in anticipation of an agreement award.

I-8. Questions & Answers. If an Applicant has any questions regarding this RFA, the Applicant shall submit the questions by email (**with the subject line "RFA 20-20 Question"**) to the Issuing Officer named in **Part I, Section I-2** of the RFA. If the Applicant has questions, they must be submitted as they arise via email **no later than** the date stated in the Calendar of Events. The Applicant shall not attempt to contact the RFA Issuing Officer by any other means.

When questions are submitted after the date specified in the Calendar of Events, the Issuing Officer may respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. If the Department decides to respond to a non-administrative question after the date for receipt of questions, DHS will provide the answer to all Applicants through an addendum.

All questions and responses will be posted on the Department of General Services (“DGS”) website and are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-10** of this RFA.

- I-9. Addenda to the RFA.** If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx>. Each Applicant shall be responsible for monitoring the DGS website for new information or addenda to the RFA. DHS shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFA or formally issued as an addendum.
- I-10. Response Date.** To be considered for selection, electronic copies of applications shall arrive at the Issuing Office **on or before** the date and time specified in the Calendar of Events. Electronic copies of applications shall be submitted to RA-PWRFAQUESTIONS@PA.GOV. Applicants should allow sufficient time for electronic delivery. The Department will **not** accept hard copy applications or applications via facsimile transmission. The Department will reject any late applications.
- I-11. Application Requirements.**
- A.** To be considered, Applicants shall submit a complete electronic response to this RFA to the Issuing Office, using the format provided in **Part I-11.B**, providing **one complete copy of the Technical Submittal (along with all requested documents), one copy of the Cost Submittal, and one redacted copy of the Technical Submittal via email to RA-PWRFAQUESTIONS@PA.GOV**. The subject line of the email shall specify **“RFA 20-20 Application.”** Email attachments are limited to 10 MB, cumulatively, per email, and files may not be sent in any compressed format. Any attachments exceeding that limit shall be sent via separate emails, with each labeled as follows: RFA 20-20 Application Part X of Y (total number of emails).

Applicants may not provide any cost information in the Technical Submittal and may not reiterate technical information in the Cost Submittal. The Technical and Cost Submittals, along with all requested documents, must be in Microsoft Office or Microsoft Office-compatible format. The redacted version of the Technical Submittal must be in a Microsoft Office or Microsoft Office compatible format and redacts any information deemed as confidential, proprietary, or trade secret protected in accordance with **Part 1, Section 1-15** of this RFA.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each Application page should be numbered for ease of reference. An official authorized to bind the Applicant

to its provisions must sign the application. This requirement is satisfied if the official signs the Application Cover Sheet (**Appendix A**) and the Application Cover Sheet is attached to the Applicant's application. For this RFA, the application must remain valid for **120** days or until an agreement is fully executed, whichever is longer. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers, grant obligations.

By submitting an application, each Applicant specifically waives any right to withdraw or modify it, except as follows. An Applicant may withdraw its application by written notice received at the Department's email address for application delivery prior to the exact hour and date specified for application receipt. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new application or modification which complies with this RFA's requirements.

B. Application Format. Applicants should submit their applications in the format, including heading descriptions, outlined below. To be considered, the application should respond to all application requirements. Applicants should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the application. **All cost data relating to this application shall be kept separate from and not included in the Technical Submittal.** Applicants should not reiterate technical information in the Cost Submittal. Each application shall consist of the following two separate submittals.

1. Technical Submittal:

- a.** Applicants should format their responses as outlined below and address all requirements of **Part III. Do not include cost data, or the Payment Provisions, in the Technical Submittal.** The Technical Submittal shall include the following sections (40-page limit):
 - i.** Application Cover Sheet (**Appendix A**)
 - ii.** Table of Contents
 - iii.** Statement of the Project (One page maximum)
 - iv.** Project Narrative, which consists of the following sections (See page limit in **Part III, Section III.4**):
 - a.** Organization Capacity
 - b.** Logic Model
 - c.** Approach
 - d.** Results and Benefits
 - v.** Reports and Project Control
- b.** Complete, sign and include **Attachment L, Lobbying Certification Form** and, if needed, the **Disclosure of Lobbying Activities**;

- c. Complete, sign and include **Appendix S, Worker Protection and Investment Certification Form**; and
- d. Complete, sign and include **Appendix Q, Federal Funding Accountability and Transparency Act** form.

2. Cost Submittal, in response to **Part IV** of this RFA.

Applications should adhere to the following format:

- a. Pages should be 8.5 by 11 inches with right and left margins of one inch and be double-spaced.
- b. Applicant should use Arial or Times New Roman font with a type size of 12.
- c. Section headings, shown in this **Part I, Section I-11.B**, should be used.
- d. Include a page number and identification of the Applicant in the page footer of each page.
- e. Specifically reference materials provided in any appendix by page numbers in the body of the application.
- f. Exceptions for paper and font size are permissible for project schedule (Microsoft Project) or for graphical exhibits and materials in appendices which may be printed on white paper with dimensions of eleven by seventeen inches.

The Department may request additional information, which, in the Department's opinion, is necessary to verify that the Applicant's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFA.

The Department may make investigations as deemed necessary to determine the ability of the Applicant to perform the Project, and the Applicant shall furnish all requested information and data. The Department may reject any application if the evidence submitted by, or investigation of, such Applicant fails to satisfy the Department that the Applicant is properly qualified to carry out the obligations of the RFA and to complete the Project as specified.

I-12. Economy of Preparation. Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet requirements of this RFA.

I-13. Alternate Applications. The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.

I-14. Discussions for Clarifications. Applicants may be required to make an oral or written clarification of their applications, or both, to the Department to ensure thorough mutual understanding and Applicant responsiveness to the requirements of this RFA. The Department will initiate requests for clarifications. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.

I-15. Application Contents.

- A. Confidential Information.** The Commonwealth does not require, and is not requesting, that Applicants include confidential proprietary information or trade secrets as part of Applicants' submissions. Except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that its application cannot be evaluated properly without including such information shall submit a signed written statement described in Subsection C below and shall provide a redacted version of its application in accordance with **Part I, Section I-11.A** of this RFA, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use.** All material submitted with the application shall be the property of the Commonwealth and may be returned only at the Department's option. Regardless of whether any particular application becomes part of an agreement, the Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of an agreement. Notwithstanding any Applicant's copyright designations contained on the applications, the Commonwealth shall have the right to make copies and to distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure.** After the award of a grant, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application contains confidential proprietary information or trade secrets, the Applicant shall provide a signed written statement to this effect with the submission in accordance with 65 P.S. § 67.707(b) in order for the information to be considered exempt from public records requests under 65 P.S. § 67.708(b)(11). Please see **Appendix R** of this RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement, if applicable.

I-16. Best and Final Offers ("BAFOs").

- A.** While not required, the Department may conduct discussions with Applicants for the purpose of obtaining BAFOs. To obtain BAFOs, the Department may do one or more of the following, in any combination and order:

 1. Schedule oral presentations;
 2. Request revised applications; and
 3. Enter into pre-selection negotiations.
- B.** The following Applicants will **not** be invited by the Department to submit a BAFO:

1. Those Applicants, which the Department has determined to be not responsible or whose applications the Department has determined to be not responsive.
2. Those Applicants, which the Department has determined from the submitted information, do not possess the capability, experience, or qualifications for good faith performance of the grant agreement.
3. Those Applicants whose raw score for their Technical Submittal is less than 75% of the total amount of raw technical points allotted to the technical criterion.

The Department may further limit participation in the BAFO process to those remaining responsible Applicants that the Department has, within its discretion, determined to be within the top competitive range of responsive applications.

C. The Evaluation Criteria found in **Part II, Section II-4** of this RFA, shall also be used to evaluate the BAFOs.

D. Price reductions offered shall have no effect upon the Applicant's Technical Submittal.

I-17. Notification of Selection. The Department will notify each Applicant of its selection or non-selection for grant award, after the Department has determined, taking into consideration all of the evaluation factors, the application that is most advantageous to the Department.

I-18. Prime Applicant Responsibilities. The grant will require the selected Applicant to assume responsibility for all services offered in its application whether it produces them itself or by sub-grant. The Department will consider the selected Applicant to be the sole points of contact with regard to all agreement matters.

I-19. News Releases. Applicants shall not issue news releases, Internet postings, advertisements, or any other public communications pertaining to this Project without prior written approval of DHS, and then only in coordination with DHS.

I-20. Restriction of Contact. From the issue date of this RFA until the Department selects an Applicant(s) for award, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If DHS later discovers that the Applicant has engaged in any violations of this condition, DHS may reject the offending Applicant's application or rescind its grant agreement. Applicants shall not distribute any part of their applications beyond the Issuing Office. An Applicant who shares information contained in its application with other Commonwealth personnel or consultants or competing Applicant personnel may be disqualified.

I-21. DHS Participation. Selected Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project, except as otherwise stated in this **Section I-21**. The selected Applicants will have access to one DHS Human Services Program

Specialist (“HSPS”). This HSPS will be the selected Applicant’s primary contact and resource for issues related to the PA RRP as well as any general questions.

- I-22. Term of Agreement.** The term of the agreement will commence on the Effective Date and will be for a period of one year. Subject to the performance of a selected Applicant and other considerations, DHS may extend the Agreement on the same terms and conditions for up to four additional one-year periods. DHS will fix the Effective Date after the grant has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant for any service or work performed or expenses incurred before the Effective Date.
- I-23. Applicant’s Representations and Authorizations.** By submitting its application, each Applicant understands, represents, and acknowledges that:
- A.** All Applicant’s information and representations in its application are material and important, and the Department will rely upon the contents of the application in awarding the agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.
 - B.** The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
 - C.** The Applicant has not disclosed the price, the amount of its application, nor the approximate price(s) or amount(s) of its application to any other firm or person who is an Applicant or potential applicant, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events.
 - D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than its application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
 - E.** The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
 - F.** To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in

any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public agreement, except as the Applicant has disclosed in its application.

- G.** To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.
 - H.** The Applicant is not currently under suspension or debarment by the Commonwealth, and has not been precluded from participation in any federally funded health care program by any other state or the federal government. If the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
 - I.** The Applicant has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services or the specifications for the services described in the application.
 - J.** Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Department information concerning the Applicant's Pennsylvania taxes, unemployment compensation, and workers' compensation liabilities.
 - K.** Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, no legal and valid agreement exists, in law or in equity, and the Applicant shall not begin to perform.
 - L.** The Applicant is not currently engaged and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.
- I-24. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts this RFA, the Applicant accepts full responsibility to ensure that no changes are made to this RFA. If a conflict exists between a version of this RFA in the Applicant's possession and DHS's version of this RFA, the Department's version shall govern.

PART II

CRITERIA FOR SELECTION

- II-1. Mandatory Responsiveness Requirements.** To be eligible for selection, an application shall:
- A. Be timely received from an Applicant (see **Part I, Section I-10**); and
 - B. Be properly signed by the Applicant (see **Part I, Section I-11.A**).
- II-2. Technical Nonconforming Applications.** The two Mandatory Responsiveness Requirements set forth in **Section II-1** are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the application.
- II-3. Evaluation.** The Department has selected a committee of qualified personnel to review and evaluate the Technical Submittals of the timely submitted applications that are eligible for selection. The Department will provide written notice of its selection for negotiations to the responsible Applicant whose application is determined to be the most advantageous to the Commonwealth as determined by the Department after taking into consideration all evaluation factors.
- II-4. Evaluation Criteria.** The following criteria will be used in evaluating each application:
- A. **Technical:** The Department has established the weight for the Technical criterion as **75%** of the total points. Evaluation will be based upon the Applicants responses to the following:
 - **Statement of the Project - Maximum Points: 75**
This includes the Applicant's understanding of Commonwealth's needs that generated the RFA, the objectives of the RFA, and of the nature and scope of the work involved.
 - **Organizational Capacity - Maximum Points: 110**
This includes, but is not limited to, the competence and sufficiency of the personnel and staff who would be assigned to the Project by the Applicant.
 - **Logic Model - Maximum Points: 110**
This includes, but is not limited to, a diagram reflective of the design and management of the proposed project. The model should target the identified objectives and goals of the program and should include inputs, outputs, population, and activities.
 - **Approach - Maximum Points: 265**

This includes, but is not limited to, the Applicant's technical approach for completion of all services by this RFA, if it is responsive to all requirements and tasks of the RFA, and if it meets the Project's objectives.

- **Results or Benefits Expected - Maximum Points: 190**
This includes, but is not limited to, expected outcomes by the proposed project and the scoring tool utilized to track and mark achievements.

The final Technical scores are determined by giving the maximum number of technical points available to the application with the highest raw technical score. The remaining applications are rated by applying the formula located at:

https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx

- B. Cost:** The Department has established the weight for the Cost criterion for this RFA as **25%** of the total points. The cost criterion is rated by giving the application with the lowest total cost the maximum number of Cost points available. The remaining applications are rated by applying the formula located at:

https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx

- II-5. Applicant Responsibility.** To be responsible, an Applicant shall submit a responsive application and possess the capability to fully perform the agreement requirements in all respects and the integrity and reliability to for the good faith performance of the agreement.

For an Applicant to be considered responsible and eligible for selection for BAFO or selection for negotiations:

- A.** The total raw score of the Technical Submittal of the application shall be greater than or equal to **75%** of the **available raw technical points**.

Further, the Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

II-6. Final Ranking and Award.

- A.** After any BAFO process is conducted, the Issuing Office will combine the evaluation committee's final technical scores and the final cost scores, in accordance with the relative weights assigned to those areas as set forth in **Part II, Section II-4**.

- B. Lot 1.** The Department will award an agreement to the highest-scoring Applicant within Lot 1. The Department intends to award at least one agreement in Lot 1 for Commonwealth wide services. If the Department has funds remaining or receives additional funding after making the initial award, the Department may award remaining funds to the next highest-scoring Applicant(s) in Lot 1.

- C. Lot 2.** The Department will award and agreement to the highest-scoring Applicant within Lot 2. The Department intends to award at least one Agreement in Lot 2 for Commonwealth wide services. If the Department has funds remaining or receives additional funding after making the initial award, the Department may award remaining funds to the next highest-scoring Applicant(s) within Lot 2.

- D.** The Department has the discretion to reject all applications or cancel the RFA, at any time prior to the time an agreement is fully executed, when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the RFA file.

PART III

TECHNICAL SUBMITTAL

III-1. Statement of the Project. (One-page limit)

State in succinct terms your understanding of the Project and the services required by this RFA. The Applicant's response should demonstrate that the Applicant fully understands the scope of services to be provided, the Applicant's responsibilities, and how the Applicant will effectively manage the grant.

Applicant Response

III-2. Requirements.

A. General Requirements for All Lots.

Applicants must demonstrate their ability to comply with the following general requirements within the scope of the Technical Submittal.

1. The selected Applicant(s) shall comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, by providing all persons with limited English proficiency with meaningful access to its services, including but not limited to the translation of material into other languages, as identified in collaboration with DHS Office of Income Maintenance.
2. The ORR stresses the importance of advancing equity consistent with the Racial Equity and Support for Underserved Communities (E.O. 13985) in all programming. Programs should use an equity lens when developing new programming so that all ORR-eligible populations, regardless of race, religion, gender identity, sexual orientation, disability, or other characteristic(s), receive fair treatment, access, and opportunity; identify and eliminate barriers that may prevent the full participation of some groups; and practice inclusion through purposeful collaboration and engagement with ethnic communities to inform service design and delivery.
3. The Applicant shall comply with **Appendix M**, ORR Policy Letter 22-14 with regard to services provided to the LGBTQ+ population.
4. The selected Applicant(s) shall comply with all federal and state laws related to the use and disclosure of information, including information that constitutes Protected Health Information as defined by the Health Insurance Portability and Accountability Act ("HIPAA") and its regulations. Applicant(s) shall also comply with the Business Associate Addendum, **Rider 6**.

5. The selected Applicant(s) shall require the submission of Criminal History and Child Abuse Background Checks for individuals working as volunteers or employees whose duties involve direct contact with children. The selected Applicant(s) shall maintain an original copy of the required information. In no case shall the selected Applicant(s) hire or maintain a volunteer or an employee where the Commonwealth has verified that the volunteer or employee is named in the central register as the perpetrator of a founded report of child abuse or if their criminal history record information precludes their employment by law.
6. The selected Applicant(s) is responsible for following record retention procedures for all applicable federal, state, and local government agencies.
7. The selected Applicant should focus on outcomes and data analysis to facilitate the Department and ORR in identifying the impacts of this funding to enable adjustment to priorities and address gaps if needed.
8. The selected Applicant(s) shall establish and maintain all archived files in an accurate, secure, and confidential manner and for the required period of time, as mandated by applicable federal, state, and local rules and regulations. Client information that is being maintained for audit and is not in active use shall be stored in a secure manner. Stored files shall be kept in a dry, secure location and marked such that client information can easily be retrieved if necessary. Unless otherwise directed, grantees shall store all program-related material for seven years or until audited. When disposing of client-related information, the documents shall be appropriately destroyed.
9. To increase accessibility, selected Applicant(s) shall offer services at a variety of times, including during the day, during the evening, during the weekend, or online.
10. Selected Applicant(s) shall also:
 - a. Provide services in accordance with **Appendix J**, ORR Policy Letter 22-06 Refugee Mental Health Initiative within the Refugee Health Promotion Program, and ORR Dear Colleague Letter **Appendix K**, 22-08 Refugee Health Promotion Mental Health FY 2022 Funding;
 - b. Give priority to individuals applying for services in their first or second year after arrival in the U.S.; the Department anticipates that most new arrivals to Pennsylvania in the next federal fiscal year will continue to come from Afghanistan, Ukraine, the Democratic Republic of the Congo, and Bhutan. Selected Applicant(s) shall be able to serve these populations as well as all new arrival groups;
 - c. Provide services in accordance with the National Culturally and Linguistically Appropriate Services Standards (“CLAS Standards”);
 - d. Develop and track SMART outcomes: **s**pecific, **m**easurable, **a**chievable, **r**elevant, and **t**ime-bound annual program outcomes for all RHP and ReMHI activities;

- e. Provide services that address refugee health needs identified in an evidence-based manner;
- f. Provide for childcare for participants' children, when necessary for participation in a health promotion program;
- g. Provide translation and interpreter services, when necessary for participation in health promotion programs;
- h. Actively work to reduce barriers that prevent a refugee from participating in the health promotion programs;
- i. Provide examples of, or references to scientific literature to demonstrate that the proposed program is 'evidence-based'; and
- j. Prevent duplication of services through formalized collaboration and cooperation. Applicant(s) shall identify how they will collaborate with the local resettlement and other agencies, health clinics, and community-based organizations that provide services to refugees to provide seamless, coordinated services that are not duplicative and lead to self-sufficiency.

B. Federal Eligibility Requirements for All Lots. The selected Applicant(s) shall identify how they will comply with all federal eligibility requirements applicable to the services included in its application. Eligibility for refugee funding is limited to a person who is a refugee or entrant as defined by the ORR in 45 CFR §§ 400.40-400.44 Immigration Status and Identification of Refugees. Eligibility can be determined as found in **Appendix N**, ORR State Letter 10-02, **Appendix I**, ORR Policy Letter 22-02, and **Appendix L**, ORR Policy Letter 22-13 if any of the following are met:

1. Eligible Populations include all individuals eligible for services under ORR's Refugee Resettlement Program (see **Appendix O**, ORR Policy Letter 16-01) within five years after arrival;
2. Paroled as a refugee or asylee under section 212(d)(5) of the Refugee Act of 1980 (8 U.S.C. § 1182(d)(5));
3. Admitted as a refugee under section 207 of the Refugee Act of 1980 (8 U.S.C. §1157);
4. Granted asylum under section 208 of the Refugee Act of 1980 (8 U.S.C. § 1158);
5. Cuban and Haitian entrants, in accordance with requirements in 45 CFR Part 401 Cuban/Haitian Entrant Program;
6. Certain Amerasians from Vietnam who are admitted to the U.S. as immigrants pursuant to section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in section 101(e) of Public Law 100–202 and amended by the 9th proviso under Migration and Refugee Assistance in title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Public Law 100–461 as amended);
7. Admitted for permanent residence, provided the individual previously held one of the statuses identified Special immigrants of Iraqi or Afghan nationality, and Certified Victims of Trafficking; and
8. Individuals may concurrently participate in more than one type of ReMHI or RHP Program.

For a comprehensive list of eligible statuses and required documentation, please [click here](#).

C. Lot 1 Specific Requirements. Refugee Health Promotion. ORR prioritizes refugee health literacy, access to health, and emotional wellness services for newly arrived refugees and eligible populations for up to 60 months after arrival. In addition to ORR’s objectives, Applicants shall demonstrate their ability to provide health priorities set in the World Health Organization’s Framework of Priorities and Guiding Principles to Promote the Health of Refugees and Migrants, any health guidelines set forth by the Centers for Disease Control (“CDC”), The National Healthy People 2030 guide, and the Pennsylvania Department of Health State Health Improvement Plan (“DOH SHIP”) 2020:

1. The Framework of Priorities and Guiding Principles to Promote the Health of Refugees and Migrants ensures that the health of migrants and refugees are adequately addressed in order to achieve the 2030 Sustainable Development Goals. [Promoting the health of refugees and migrants: draft framework of priorities and guiding principles to promote the health of refugees and migrants: report by the Secretariat \(who.int\)](#).
2. Healthy People 2030 provides a set of selected objectives called Leading Health Indicators to communicate high-priority health issues and activities to address these issues. <https://www.healthypeople.gov/2020/Leading-Health-Indicators>.
3. The PA Department of Health SHIP 2020 identified State Health Priorities as the following: https://www.health.pa.gov/topics/Documents/SHIP/2015-2020_PA_SHIP.pdf.
 - a. Health Priority 1: Obesity, physical inactivity, and nutrition.
 - b. Health Priority 2: Primary care and preventive services.
 - c. Health Priority 3: Mental health and substance abuse.
4. Applicant shall provide services that are evidence-based public health practices that have shown promise in improving the area of health focus of the intended program, including unique and untraditional interventions.
5. Applicant shall provide services which focus on an individual, families, or a specific demographic (i.e., age, gender, sexual orientation, religion, country of origin, or health condition) that has a demonstrated need for any specific intervention. Examples of types of interventions include but are not limited to outdoor physical activity and nature walks for elderly; trauma-informed art therapy for female survivors of domestic violence; interfaith support groups for victims of Female Genital Cutting (“FGC”); child development and medical first aid course for new moms; nutritional wellness classes; or similar interventions.

D. Lot 2 Specific Requirements. Refugee Mental Health Initiative.

ORR prioritizes ORR-eligible individuals who have the most pressing, persistent, or underserved mental health needs and to increase health literacy, access to mental health

and wellness services for newly arrived refugees and eligible populations for up to 60 months after arrival.

1. Within the scope of the application, Applicant(s) must demonstrate the prioritization of mental health needs identified by local refugee health clinics following the completion of refugee mental health screening in accordance with the CDC's domestic and overseas medical screening guidance for health providers who may see refugees during the resettlement process.
2. Within the scope of the application, Applicant(s) must demonstrate how they will provide timely referrals to assist refugees in living more productive and healthier lives post resettlement. Within the framework of the RHP program as delineated in **Appendix H**, ORR Policy Letter 20-05, Applicant(s) approach must be client-centered, trauma-informed, strengths based, and culturally & linguistically appropriate.
3. Within the scope of the application, applicants must demonstrate how services will focus on an individual, families, or a specific demographic (i.e., age, gender, sexual orientation, religion, country of origin, or health condition) that has a demonstrated need for any specific intervention. Examples of types of interventions include but are not limited to trauma-informed support groups, peer-to-peer mental health counseling, art therapy, yoga classes, or similar interventions.

E. Monitoring Requirements for Lots 1 & 2. For those services included in its application, a selected Applicant shall comply with all federal and state programmatic monitoring requirements, including but not limited to 45 CFR § 400.28 relating to maintenance of records, reports, and the Refugee State Plan (**Appendix P**).

1. At a minimum, PA RRP and RHP staff will monitor the selected Applicant(s) on an annual basis following the end of the federal fiscal year. The PA RRP and RHP will review case records and reports and will conduct staff and client interviews and home visits, if deemed necessary.
2. Monitoring will involve the following:
 - a. A review of the Applicant's annual service and state plans, work statement, budget, objectives, and planned outcomes and progress towards each goal;
 - b. An assessment of how services were provided;
 - c. Identification of promising practices; and
 - d. Observation of trends for further analysis and information sharing.

F. Corrective Action for Lots 1 & 2. If Applicants do not meet the expected outcomes as detailed within the scope of the application, the deficiency will be noted and a plan for meeting the outcomes will be developed by the selected Applicant(s) and the state program assigned advisor. The State Refugee Coordinator and Program Coordinator will approve corrective actions for outcome deficiencies

G. Lobbying Certification and Disclosure of Lobbying Activities (Lots 1 & 2). This Project will be funded, in whole or in part, with federal monies. Public Law 101-121, Section 319, prohibits federal funds from being expended by the recipient or by any lower tier sub-recipients of a federal contract, grant, loan, or a cooperative agreement

to pay any person for influencing, or attempting to influence a federal agency or Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, or entering into any cooperative agreement. All parties who submit applications in response to this RFA shall sign the “Lobbying Certification Form,” (attached as **Attachment L**), and if applicable, complete the “Disclosure of Lobbying Activities” form (attached as **Attachment L**). The signed form(s) shall be included in the Technical Submittal.

H. Worker Protection and Investment (Lots 1 & 2). Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth shall certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal or quote. This form is attached as **Appendix S**.

III-3. Tasks.

- A. Tasks for Lots 1 and 2.** Within the scope of the application, the Applicant(s) must demonstrate or identify how it will accomplish the following:
1. Provide services designed to meet refugees’ needs, in keeping with the rules and objectives of the refugee program, except that English as a Second Language programs do not need to be designed specifically for refugees. Refugee specific health promotion services shall include, but are not limited to the following: Health education classes addressing any number of refugee health needs such as chronic disease education, prevention, and management; nutrition; addressing mental health issues; women’s health issues; and substance and alcohol abuse prevention;
 - a. Individual healthcare case management and healthcare navigation assistance;
 - b. Developing and disseminating evidence based, translatable, health promotion media and materials;
 - c. Health improvement training programs;
 - d. Program to address social determinants of health to reduce or remove barriers to access to health improvement and health services; and
 - e. Health Advocacy.
 2. Collaborate with agencies, academic institutions, health departments, and other organizations to support and improve the intended program.
 3. Reflect the ethnic diversity of refugees in the changing demography of the refugee population.
 4. Provide services to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee’s language and cultural background.

5. Participate in the local refugee quarterly consultations conducted by the PA RRP.
6. Collect and report data to the Program Advisor on asylees, refugees, and other eligible populations to support the overall mission of the refugee resettlement program.
7. Monitor and assess the success of services and make changes to services to improve outcomes when needed.
8. Review immigration documentation and screen clients to determine client eligibility for services. Applicant(s) must consider the priority groups when providing services.
9. Maintain an individual case file for each client. The selected Applicant(s) shall document all services provided from intake until the case is closed. At a minimum, selected Applicant(s) shall include in each client case file the following documents:
 - a. Client eligibility documentation;
 - b. Intake and assessment records;
 - c. Pre-and post-tests or evaluation records for any public health intervention;
 - d. Signed acknowledgement by the client of:
 - i. **Appendix T**, Authorization for Release of Information;
 - ii. **Appendix U**, Authorization to Document and Release Social Security Number;
 - iii. **Appendix V**, Client confidentiality;
 - iv. **Appendix W**, Declaration of Status; and
 - v. **Appendix X**, Grievance Procedures.
 - e. Additional required inclusions:
 - i. Interpretation or translation document;
 - ii. Case notes that include the date and name or initials of author, as well as evidence of supervisory review of case notes with name or initials every quarter. The federal fiscal year quarters are:
 - A. Q1 – October 1 through December 31
 - B. Q2 – January 1 through March 31
 - C. Q3 – April 1 through June 30
 - D. Q4 – July 1 through September 30
 - iii. Evidence of efforts to remove barriers to access to health care;
 - iv. Short and long-term goals;
 - v. Attendance records for provided training;
 - vi. Documentation of direct purchases made on behalf of client or childcare and transportation subsidies;
 - vii. Copies of any letters, post cards, or other correspondence with clients;
 - viii. Record of any pertinent information that affects the client’s participation or progress in employment and training services; and
 - ix. Documentation or verification of retention.

- f. Interpret or translate in the client's language of origin, all documents requiring the client's signature, according to [Title VI of the Civil Rights Act](#), if they are unable to read and understand English. The interpreter shall sign the document to acknowledge that it was interpreted for the client and that the client understood the contents of the document.
- g. Applicants shall keep all documentation with the client's signature in the record in paper format but may scan or electronically store all other documentation.

10. Optional Services for Lots 1 & 2. (As defined by the ORR, 45 CFR § 400.155).

Applicants may propose to offer the following indirect services that address social determinants of health; however, the Department is more interested in services related to direct public health programs that aim to improve health behavior and health conditions. Applicants interested in providing RHP or ReMHI services shall explain the specific activities that will be provided. Other Services may ideally be incorporated into public health programs as supportive services.

- a. Information and referral services;
- b. Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services;
- c. Social adjustment services, including:
 - i. Emergency services, including, but not limited to assessment and short-term counseling to persons or families in a perceived crisis; referrals to appropriate resources; and the making of arrangements for necessary services.
 - ii. Health-related (physical, mental, behavioral) services, including, but not limited to providing information; referral to appropriate services; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
 - iii. Home management services, including but not limited to formal or informal instruction to individuals or families in management of medical bill management, nutrition, housing standards, tenants' rights, and other consumer education services;
 - iv. Transportation, when necessary for participation in a service other than an employability service;
 - v. Translation and interpreter services, when necessary for a purpose other than provision of program related health services;
 - vi. Case management services, when necessary for a purpose other than in connection with employment or participation in employability services; and
- d. Any additional services (upon submission to and approval by the Director of ORR) aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.

B. Additional Lot 2 Specific Tasks.

ReMHI activities must include at least one of the following:

1. Increasing Mental Health Literacy.

- a. Identify and conduct outreach to mainstream mental health providers versed in trauma-informed services to determine potential partners;
- b. Develop a refugee mental health training curriculum for mainstream providers to increase the pool of Mental Health First Aid (“MFHA”) instructors in the resettlement network by sponsoring certification training fees; and
- c. Conduct outreach and provide educational opportunities for ORR-eligible populations to learn about mental health and emotional wellness to decrease stigma about, and increase access to, services.

2. Coordinating Mental Health Care.

- a. Develop direct linkages between mental health service providers and refugee service providers to ensure a well-coordinated referral process.
- b. Develop and implement strategies to mitigate language barriers to mental health services (e.g., funding refugee community health workers to be trained in medical/mental health interpretation).

3. Organizing Wellness Groups.

- a. Host or facilitate community-based activities, targeted wellness group activities for specific interests and populations (e.g., meditation group, women’s sewing group).
- b. Other opportunities for relationship building amongst ORR-eligible populations to overcome feelings of isolation.

III-4. Project Narrative (40-page limit), consisting of:

- A. Organizational Capacity:** Describe the Applicant’s capacity and relevant experience in operating successful projects that address refugees as well as public health. Describe the Applicant’s expertise in providing services to the current newly arriving refugee populations and the services the Applicant agency provides. Describe the Applicant’s capacity to adjust to newly arriving refugee populations as necessary. Provide a list and description of key project staff, including their job duties and percentage of time to be charged to the grant, their professional background and work experience, and whether they have experience in providing services to the targeted newly arriving refugee populations. Include resumes for key project staff as appendices in the application.

ORR stresses the importance of employing a culturally diverse workforce. Wherever possible, the Applicant should further seek to employ bilingual and bicultural women.

Describe how the Applicant will meet the interpretation needs of the anticipated newly arriving refugee populations. If proposing to expand services, provide information showing the Applicant's capacity to do so.

Describe the steps the Applicant takes for the timely submission of reports and history of timely submission of reports. Provide data that shows that the Applicant meets or exceeds goals in providing services and also shows the Applicant's success in providing relevant public health programs. Provide the public health tools, data, and other evidence to support the need for the proposed health promotion program and show why it is considered a best practice. Include documentation to show why those public health tools, data, and evidence that the Applicant uses are appropriate. Describe any circumstances in which the Applicant has failed to meet goals and the steps the Applicant has taken as a result.

Provide a list of current members of the Applicant agency's Board of Directors. Provide a brief description of how the Board of Directors provides fiscal oversight for the agency; who is responsible; and the process for appropriate division of financial responsibilities.

The Applicant should also provide a copy of its FFY 2021-2022 strategic plan, including results. Provide an explanation for any unmet 2021-2022 goals and the steps the agency took as a result. Substantiate program success with any other data available. The Department will not count the report in the page count for the project narrative.

Applicant Response

- B. Logic Model:** Include a model that accurately depicts the resources, activities, outputs and outcomes, and impact of the Applicant agency's proposed project. Describe how the model promotes the stated objectives of the RFA.
- 1. Timeline:** Include a proposed timeline of the main activities and achievements as set forth in the logic model and as described in the approach section. In the timeline, Applicants should provide the trajectory of the project, with specific anticipated dates noting the date of project completion, or when goals will be met.

Applicant Response

- C. Approach:** The Applicant(s) shall describe the type of services to be provided, the scope and detail of the proposed work for these services, and the plan to accomplish the work, including how the Applicant will satisfy the general and specific work requirements, as well as the 'Tasks' section above. Applicants shall demonstrate how the Applicant will provide services to refugees meeting the program priorities. Applicant(s) shall demonstrate how the design reflects the ethnic diversity of newly arriving refugee populations and target population priorities. Applicants shall describe how the project is refugee specific and is culturally and linguistically compatible to a refugee's language and culture. Applicants shall discuss the need for services by providing information on the number of refugees in the community that fall within the

60-month criteria, the anticipated newly arriving populations, and how this will meet the priority population goal. As exact numbers of refugees in a community may not be available due to low arrivals or secondary migration, provide an explanation on how the estimated number of eligible refugees served in the community was determined.

1. Applicants shall:

- a. Outline partnerships with other agencies for referrals between the agencies, as may be necessary, and describe how the partnerships will provide seamless and coordinated services that are not duplicative. Describe the Applicant's history of partnering with resettlement and other agencies for the provision of seamless services to refugees. Provide evidence of activity in the local refugee task force or collaborative group. Attach agreements with partner agencies as appendices to the technical submittal. These agreements do not count towards the page limit;
- b. Clearly and logically develop and define program objectives. Provide a plan of action that includes reasonable strategies, activities, and relative timelines to meet the purposes of the programs for which an application is being submitted;
- c. Describe the local refugee demographics and the geographic location in relation to need for programs;
- d. Discuss how the project will address the social determinants of health and reduce barriers to improve access to health services and improve health knowledge;
- e. Discuss how each included task, activity, goal, and proposed achievement in the project meets the CLAS Standards to advance health equity;
- f. Describe the nature of services and methodology employed to strengthen and support the ability of refugees, remove barriers to access to healthcare, and achieve and maintain self-sufficiency in optimal health behaviors within one year. Demonstrate that the proposed project will meet the comprehensive program concepts; and
- g. Describe where refugees reside in the Applicant's community and how that relates to where services will be located. Describe whether the locations are in refugee communities and easily accessible.

Applicant Response

- D. Results and Benefits:** Applicants shall describe the anticipated outcomes and achievements of the Project. All proposed services to be delivered are subject to outcomes and performance measures as outlined in a logic model.

1. State the measures that will be used to determine the extent the project is achieving its stated objectives;
2. Describe how the proposed services will impact the individuals and families served;
3. Discuss the successes and challenges of the program and how the Applicant will build on those successes and address challenges;
4. Discuss how the objectives will help the target population achieve health behavior self-sufficiency within one year utilizing an evidence-based, validated evaluation tool. Applicant(s) shall cite any tools or literature referenced in the application;
5. Provide projections of the accomplishments to be achieved for each function or activity in terms such as the number of people to be served and the number of activities to be accomplished;
6. Describe the procedures for routinely and thoroughly assessing program performance; and
7. Provide an evidence-based evaluation criterion utilized by public health professionals to monitor and evaluate the type of program the Applicant is proposing.

Applicant Response

III-5. Reports. The selected Applicant(s) shall timely and accurately submit all required reports to accurately document client's activities. Failure to submit this information within the required timeframes or provide additional information as required will be regarded as a serious administrative failure and may result in the termination of a selected Applicant's Grant Agreement, a potential loss of funding, or both. Selected Applicant(s) will be required to submit the same report for Lot 1 and Lot 2.

A. Required ORR Reports. Evaluation of all proposed programs by selected Applicants will be based on semi-annual reports sent to the Pennsylvania State Refugee Coordinator to be included as part of the ORR-6. These reports will be tracked and compared to the outcomes and objectives proposed in the Results and Benefits section of applications. The selected Applicant(s) will be responsible for the following reports and report sections of state reports as required by the Department:

1. **Appendix D**, ORR-6 Schedule A Semi-Annual Program Performance Report;
2. **Appendix E**, ORR-6 Schedule D Quantitative Report;
3. **Appendix G**, ORR-6 Annual Service Plan;
4. **Appendix C**, ORR-5 Data Submission Worksheet; and
5. States are required to submit data for ReMHI enrollees, within ORR's State Arrival and Service Data Collection Process. Enrollment must be reported to the Department as required.

Applicant Response

B. Refugee Health Promotion and Refugee Mental Health Initiative Reports. The selected Applicant(s) shall comply with reporting requirements as detailed in 45 CFR § 400.28. At a minimum, selected Applicant(s) shall submit the following reports:

1. ORR-5 Refugee Data Submission Worksheet (**Appendix C**) – This report is due on the 15th of the month that follows the reporting month;
2. ORR-6 Schedule A Semi-Annual Program Performance Report (**Appendix D**) – This report is due on May 7th and November 7th; and
3. ORR-6 Schedule D Quantitative Report (**Appendix E**)- This report is due on May 7th and November 7th.

Applicant Response

PART IV

COST SUBMITTAL

IV-1. Cost Submittal. The information requested in this **Part IV** shall constitute the Cost Submittal. The Cost Submittal shall be submitted as a separate attachment and shall not be submitted as part of the Technical Submittal. The total proposed cost should be broken down into the components set forth in **Appendix B – Cost Submittal Worksheet**.

Applicants shall **not** include any assumptions in their Cost Submittals. If the Applicant includes assumptions in its Cost Submittal, the Department may reject the application. Applicants should direct questions about whether a cost or other component is included or applies to the Issuing Officer pursuant to **Part I, Section I-8** of this RFA. All Applicants will then have the benefit of the Department's written answer so that all applications are submitted on the same basis.

The Department will reimburse the selected Applicant for work satisfactorily performed after execution of a written agreement and the start of the grant agreement, in accordance with agreement requirements, and only after the Department has issued a notice to proceed.