

# Contracting with ORR: Considerations as You Craft Your Proposal



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# Paths to Engage in Expanding UC Licensed Provider Beds



Key Dimensions	Path 1: Become a Direct UC Provider	Path 2: Become a Subrecipient to a UC Provider	Path 3: Provide Key Support Resources
Who is eligible?	State licensed shelter and child/youth residential care providers or state or county governments interested in becoming a direct UC provider.  <i>Providers can pursue Path 1 &amp; 2 concurrently.</i>	State licensed shelter and child/youth residential care providers who are interested in providing services for a temporary period as a subrecipient to a current UC provider that is a direct grantee.  <i>Providers can pursue Path 1 &amp; 2 concurrently.</i>	Businesses, organizations, and associations with support resources that UC providers need to be able to expand bed capacity ( <i>buildings; bi-lingual staff; licensed child care workers; case management</i> ).
What would this mean?	A state licensed shelter or foster care provider establishes a direct grantee relationship with the ACF Office of Refugee Resettlement (ORR).	A state licensed shelter or foster care provider establishes a time limited subrecipient / subcontractor relationship directly with a current UC provider to provide beds for UC to respond to the current influx.  <i>Note that providers may be interested in joining a umbrella contractor as a subrecipient (see Path 1 option b).</i>	Entities/organizations identify resources they have available in need to enable expanding bed capacity: <ul style="list-style-type: none"> <li>Licensed child / youth care workers</li> <li>Bi-lingual child / youth care workers</li> <li>Case management (virtual, in person)</li> </ul>
Who is this best suited for?	State licensed shelter or foster care providers who would like to establish a direct relationship <ul style="list-style-type: none"> <li>(a) grant (multi-year) OR</li> <li>(b) contract (up to one year)</li> </ul>	State licensed shelter or foster care providers who would like to establish a time limited subrecipient / subcontractor relationship AND who have capacity, staff, and/or support resources available to bring beds online safely and quickly.	National or locally focused businesses, organizations, and associations with support resources that align with the identified needs. Entities open to partnering or contracting with existing UC providers or subrecipients to enable additional staffed UC beds to become available.
What are the next steps?	Interested eligible providers review and submit an application based on best fit to the Office of Refugee Resettlement (ORR): <ul style="list-style-type: none"> <li><b>(a) grant (up to one year) using the single source application materials (provided in association documents)</b></li> <li><b>(b) contract (up to one year) using link to application materials provided below</b></li> </ul>	<ul style="list-style-type: none"> <li>Interested eligible providers will be included on a list of interested subrecipients shared with current UC direct grantee providers</li> <li>Existing UC providers will seek out interested providers to engage in subrecipient or subcontract agreements and submit a proposal for ORR review</li> </ul> <i>Core eligibility will be assessed by completing linked form and provided to current UC grantees.</i>	Entities with resources in need will be routed to the right party for review and next steps. <ul style="list-style-type: none"> <li><b>For staffing and other resources:</b> providers will be directed to the ACF contracting process for consideration</li> <li>There are existing open contract solicitations for a key group of required services: <ul style="list-style-type: none"> <li><a href="#">Direct Care Services</a></li> <li><a href="#">Child Advocate Services</a></li> <li><a href="#">Case Management Services</a></li> </ul> </li> </ul>
Action to take	<ul style="list-style-type: none"> <li><b>(a) grant</b> - Complete single source application and submit to ORR. Application materials provided in associated documentation.</li> <li><b>(b) contract</b> - <a href="#">ORR-UC-Shelter and Foster care services</a></li> </ul>	Complete <b>Interested Provider Survey:</b> <a href="https://orrresponse.force.com/s/">https://orrresponse.force.com/s/</a>	Complete <b>Interested Provider Survey</b> for staffing and other services that do not fit within the current open contract solicitations: <a href="https://orrresponse.force.com/s/">https://orrresponse.force.com/s/</a>

# Next Steps:

## [Follow PATH 1 on the chart](#)

**Step #1 (optional).** Please fill out this ORR survey, which will prompt you to share information about your organization's resources and ability to meet the present needs in support of the effort to expand licensed beds for unaccompanied children. The survey will help you understand the best path or option for considering if this is a fit for your organization's capabilities, resources, and interests. Although this is not required for those who wish to contract directly with ORR, it will let ACF know of your intentions to apply.

### Interested Provider Survey

**Step #2.** Providers who desire to partner directly with ORR should review and submit corresponding materials based on best fit for the applying organization:

- **Grant (up to one year)** – using the [single source application materials](#), submit a single source application based on the guidance materials.

Please submit your application along with the required forms listed in the attachment to Peter Thompson, Director of the Office of Grants Policy, at [Peter.Thompson@acf.hhs.gov](mailto:Peter.Thompson@acf.hhs.gov), with a copy to [Elizabeth.Leo@acf.hhs.gov](mailto:Elizabeth.Leo@acf.hhs.gov) and [Ashley.Alexander@acf.hhs.gov](mailto:Ashley.Alexander@acf.hhs.gov). The required forms are available at [grants.gov](https://www.grants.gov). Please download, fill out, and return the required forms along with your application.

- **Contract (up to one year)** – access the contract solicitation and submit according to the instructions in the Request for Quote (RFQ) for ORR Shelter and Traditional Foster Care Services. Proposals will be reviewed and accepted on a rolling basis, and the contract opportunity will remain open through July 30, 2021. \*NOTE – this is an expedited process specifically for providers interested in contracting to provide Shelter and/or Foster Care Services for up to one year (renewal or continued service through the future [forecasted grant](#) opportunities may be possible).

Access the Contract Solicitation [HERE](#)



# Key Elements of a Proposal

*Live Q&A for Providers Applying to  
Contract with ORR*

Dana Anderson, VP, Refugee and Immigrant Children's Services

Kelly Berger, VP of Special Operations

Lorie Davidson, Director of Children & Family Services

# Objectives

Learn budget assumptions for this program

Review the ORR Hiring Process

Learn additional considerations when writing the narrative

Discuss additional considerations for shelter programs vs Transitional Foster Care Programs (TFC)

# Budget Assumptions



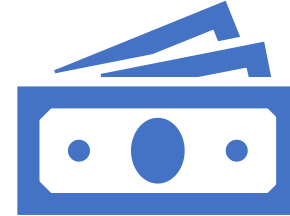
## Calculating number of UC served per year

Number of beds

ALOS

Budgeted vs Per Capita

Daily Rates



## Costs to consider

Calculating travel

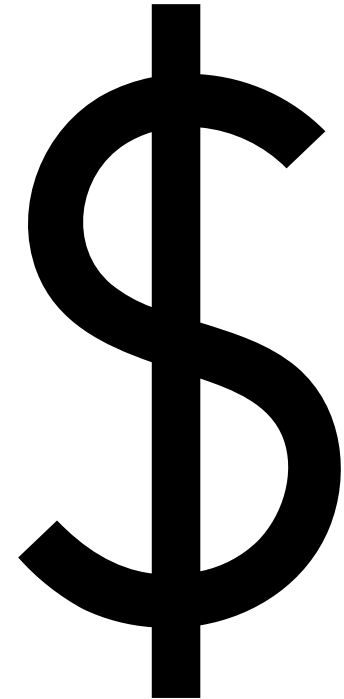
Clothing allowance

School and recreational supplies

Transportation expenses

# Additional Budget Assumptions

- Personnel costs
  - Signing and retention bonuses
  - Compensation for language ability
  - Internal equity issues
  - Staffing patterns and ratios
- Educational and office space
  - Minor A&R
  - Start up costs



# ORR Hiring Process

## Key positions

- Level 1 vs Level 2 positions

## ORR mandated requirements for all staff

- Background checks: FBI and CA/N
- Age requirement
- CPR and First Aid
- PREA check

## Education and experience requirements

- Minimum Requirements by position
- Waiver request process



# ORR Hiring Process Continued

## Language requirements

- Bilingual staff in all key roles
- Translation Services

## Position approval process

- Steps of the process
- Timeline

## Onboarding and training requirements

- ORR training topics
- Organizational timeline
- Timeline

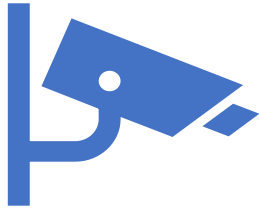
# Lessons Learned

- **Things to Consider:**
  - Include your ICR or use the 10% de minimis
  - Register on Sam.gov in advance
  - Ensure understanding of the federal procurement process
  - Talk to your auditors before submission
  - Rapid nature of youth turnover
  - 24/7 operations
  - Use dedicated staff when possible

# Grant Response Components *Shelter and TFC*

- Agency Information
  - History
  - Service Continuum
  - Contracts
  - Licensing/Accreditation
  - Location/Accessibility
- Management Structure
  - Org Charts/Reporting Structure
- Relationship with Stakeholders
- Agency Systems for QA/CQI
  - State Regulations
  - Accreditation Bodies
  - Investigations
  - Grievances
  - Performance Evaluations/Outcome Measurements
  - Record Keeping Systems

# Shelter Program Considerations



## Considerations for the service environment

- Security enhancements
- Visibility measures
- Video monitoring technology
- 24-hour line of sight and sound
- Compliance with Flores for structure of daily operations
- Sharing space with domestic services



## Considerations for state licensure

- Significant Incident Reporting
- Training requirements
- Supervision ratios

# Additional Shelter Program Considerations

- Accommodations for LGBTQ+ youth
- PSA Compliance Requirements
- Identified quarantine space
- Personnel structure
  - Majority bilingual staff
  - Case Managers / Clinicians
  - Support personnel
  - Medical coordination

# Lessons Learned

- **What we wish we knew:**
  - Support personnel built into the structure of your budget
  - 24-hour nature of service delivery – intakes, medical, case management, clinical services, personnel scheduling
  - Need for flexibility and being nimble, responsive to referral trends, policy changes, reporting requirements.
  - Rapid nature of youth turnover
  - Role demands for Case Management staff
  - Medical needs

# Transitional Foster Home Considerations

Youth populations served

Placement options available to youth

Agency history of foster care

Agency history regarding other vulnerable populations served

Other notable agency accomplishments

Site Rationale – why your community?

# Access to Community Services

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Immigration Court

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Immigration Legal Services

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Airports

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Fire/Police Departments

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Medical Services

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Mental Health Services

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Community Events/Recreational Opportunities



# Foster Home Capacity

- Timeline of beds coming on-line:

M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
0	1	2	4	6	6	8	8	10	12	14	15

# Additional Foster Home Considerations

State Licensure

Code Requirements

Security

Legal Relief

Minors Close to 18

Community Safety

- Recruitment/Marketing Events
- PR/Marketing
- State Licensing/FP training requirements
- Length of Time to recruit, license and train foster parents
- Additional Positions (recruiters, licensing specialist/foster parent training)

# Lessons Learned

- **What we wish we knew:**
  - Support personnel built into the structure of your budget
  - 24-hour nature of service delivery – intakes, medical, case management, clinical services, personnel scheduling
  - Need for flexibility and being nimble, responsive to referral trends, policy changes, reporting requirements.
  - Rapid nature of youth turnover
  - Role demands for Case Management staff
  - Medical needs
  - Length of time it takes to recruit, license and train foster parents
  - Number of foster homes needed, due to nature of foster care

# Q & A

## Additional TA opportunities:

**Webinar on Educational Services: Friday May  
14; 3:00 – 4:30 EST**

**Office Hours – no need to register, drop in and  
we can assist!**