**School's Out™ Washington**

# Refugee School Impact Program

October 10, 2024

# RSIP Grant Orientation

- Upcoming Events

- Contract Details

- Eligibility Documents

- Outcomes & Measures

- Online Platforms

- Q & A

# RSIP Upcoming Dates

| | |
|---|---|
| **Nov. 4<sup>th</sup> and 5<sup>th</sup>** | • SOWA Bridge Conference |
| **Nov. 4th 3:00 - 4:30 PM** | • RSIP Grantee Gathering @ Bridge |
| **Oct. 30th** | • Installment 1 Due |
| Nov 21st 10:00 am –Noon | • Student Eligibility Orientation (virtual) |

# Bridge Conference Details

- **Bridge Conference: Nov 4 – 5, 2024 in Tacoma, WA**
    - Workshops and networking opportunities to grow the youth development field
    - Email Sheona if still interested in a scholarship – event only, no hotel
- **Grantee Convening: Mon, Nov 4 from 3-4:30pm**
    - Opportunity for connection and mutual learning
    - You do not need to attend Bridge to attend convening
    - Email will be sent with more information
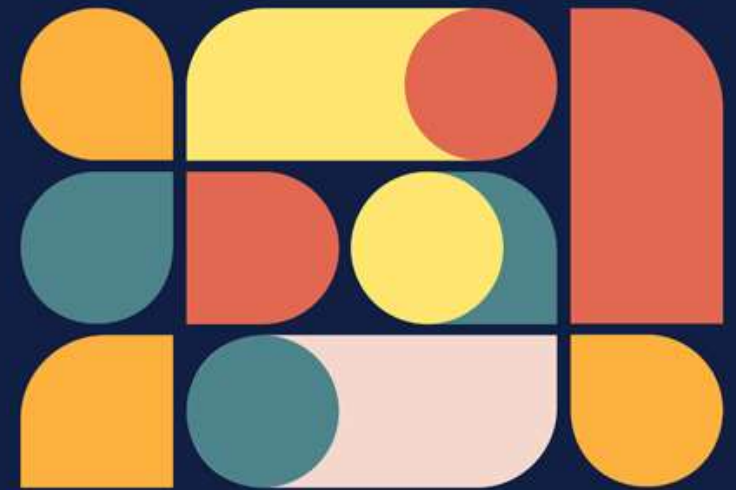
# RSI Program Goals & Priorities

- The central goals of the RSI program are to strengthen academic performance and facilitate social adjustment of school-age refugees.

- Services may be provided to ORR-served youth within the first five years of their arrival but **youth who have been in the United States for one year or less should be a priority.**"
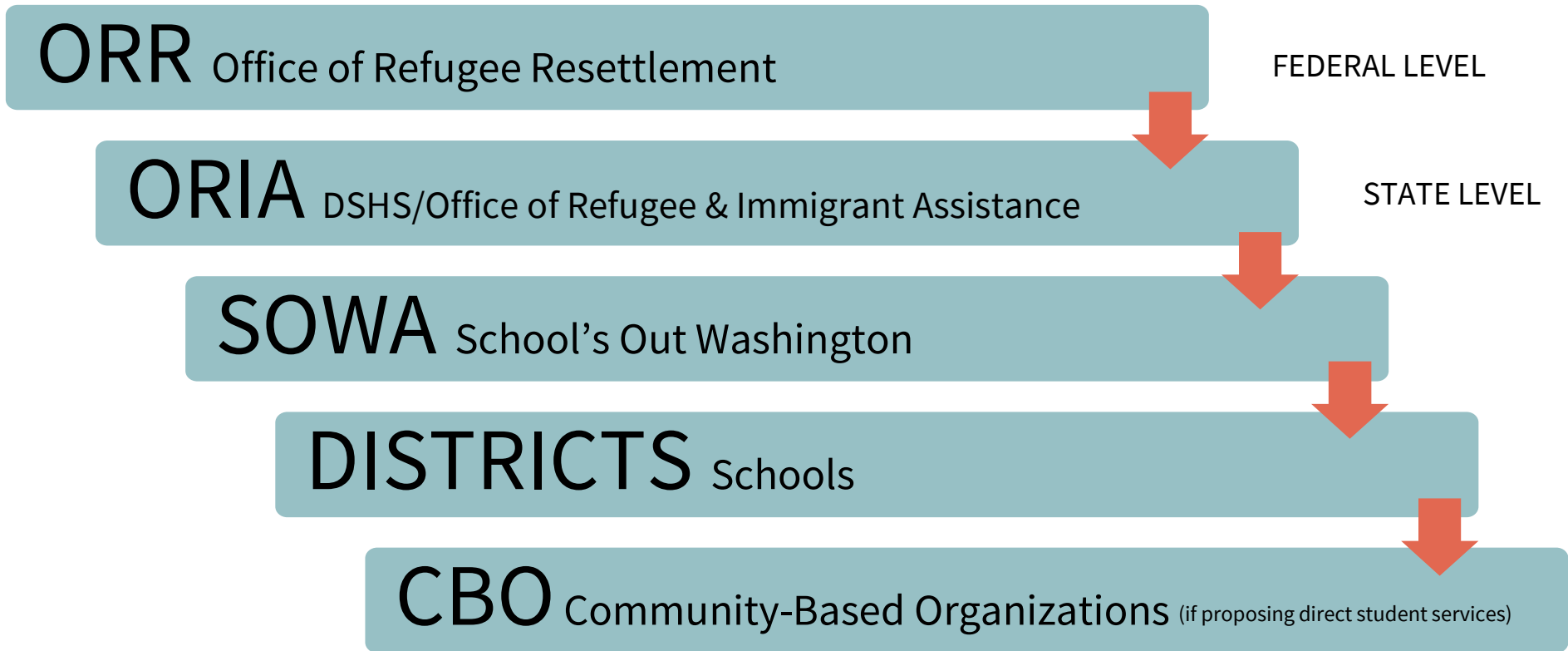
  -ORR Refugee School Impact Social Services Set-Aside

# WA State Refugee School Impact Subgrant Goals

- To ensure refugee students' high academic performance and successful school integration.

- To strengthen the skills, knowledge, and competence of refugee parents, schools, and community-based organizations to support refugee students.

# Funding Distribution Refugee School Impact Program (RSIP) School Districts

**ORR** Office of Refugee Resettlement

FEDERAL LEVEL

**ORIA** DSHS/Office of Refugee & Immigrant Assistance

STATE LEVEL

**SOWA** School's Out Washington

**DISTRICTS** Schools

**CBO** Community-Based Organizations (if proposing direct student services)

# Funding Distribution Afghan Refugee School Impact (ARSI) Ukrainian Refugee School Impact (URSI) Grantees

**ORR** Office of Refugee Resettlement

FEDERAL LEVEL

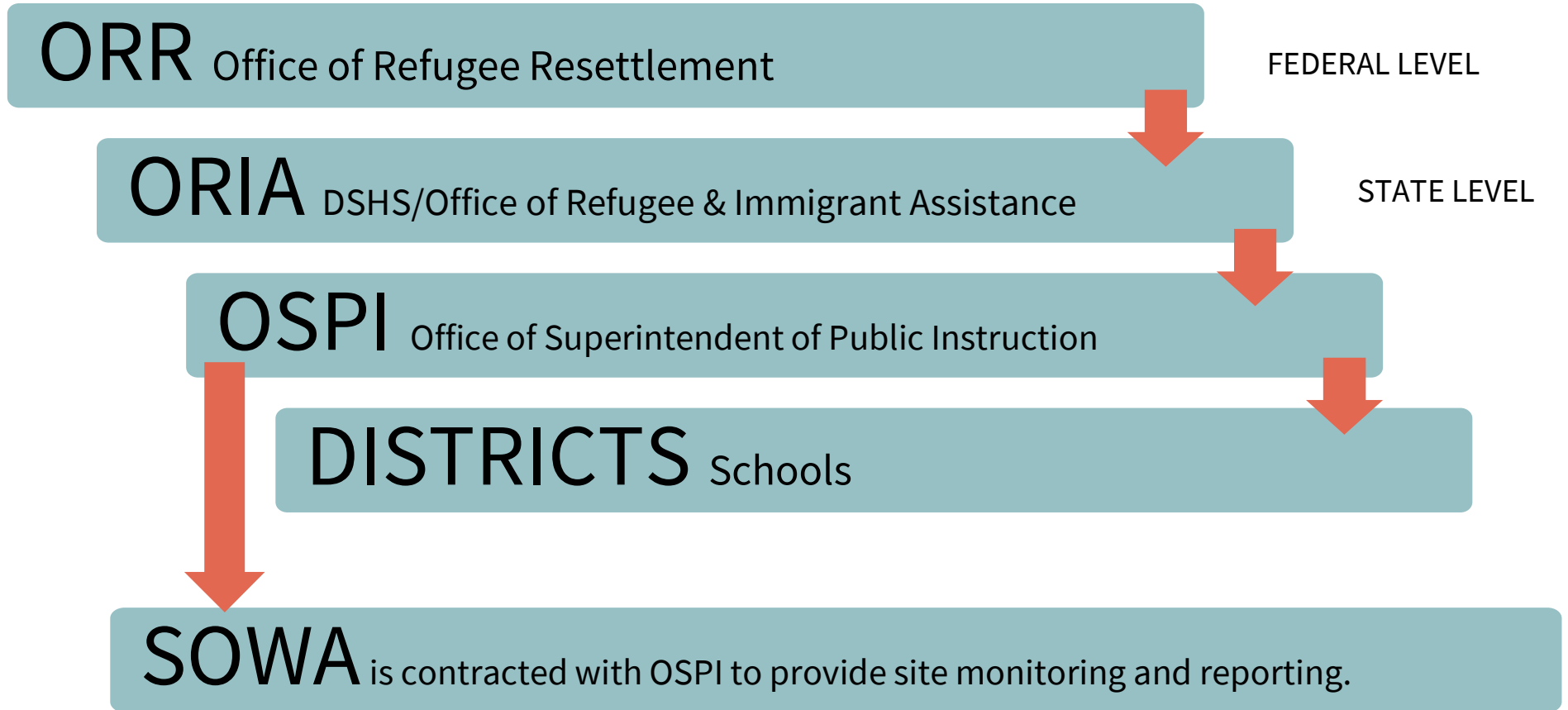**ORIA** DSHS/Office of Refugee & Immigrant Assistance

STATE LEVEL

**SOWA** School's Out Washington

**CBO** Community-Based Organizations

# Funding Distribution OSPI Afghan S2S Grantees

**ORR** Office of Refugee Resettlement

FEDERAL LEVEL

**ORIA** DSHS/Office of Refugee & Immigrant Assistance

STATE LEVEL

**OSPI** Office of Superintendent of Public Instruction

**DISTRICTS** Schools

**SOWA** is contracted with OSPI to provide site monitoring and reporting.

# FUNDING RESTRICTIONS: RSIP, ARSI & URSI

- ==Administrative costs are limited== to *15% OR your organization's federally approved indirect rate.*

- ==May not duplicate activities already== funded through the general Refugee School Impact Program (RSIP) district-community partnerships:  (1) Activities must be different from general RSIP services; or (2) Serve individuals not already participating in general RSIP services.

- ==Funding *cannot* be used for:==
  ○ teaching a language other than English;
  ○ parents' English classes or job search activities;
  ○ participant stipends;
  ○ gift cards;
  ○ college application fees;
  ○ driver's license or permit fees;
  ○ case management and resource/referral services related to families' basic needs;
  ○ construction/renovation
  ○ lobbying.

# FUNDING REQUIREMENTS: RSIP, ARSI & URSI

All funded grantees will be required to:

- Implement at least one activity for children and youth

- Measure & report results on at least one child/youth outcome (corresponding to service implementation)

- Provide narrative reports

- Submit individualized student (and parent, if applicable) demographic data

- Submit copies of Department of Homeland Security immigration documentation verifying that participants are eligible

- Maintain Commercial General Liability Insurance or Business Liability Insurance (including coverage for bodily injury, property damage, and contractual liability)

- Comply with federal regulations

## S2S Districts:

1. In the Fall of 2024, SOWA will contact you to get an implementation/progress report.

2. SOWA will ask you to provide two Narrative Reports: (a) 1 for Oct-Mar, due in April; (b) 1 for Apr-Jun, due in July or October.

3. We will also conduct one Site Visit before the end of the contract period. More details on the next slide.

4. We will also make trainings (including the Bridge Conference) and resources available to your staff.

Any questions outside of the above should be directed to Shannon Martin at OSPI.

# Site and Financial Monitoring

## RSIP, S2S, ARSI and URSI Grantees

Site visits are typically 30 mins to 1 hr and are an opportunity for SOWA to see your student programing in person or virtually. There is an accompanying interview (questions will be sent to you before meeting) that allows time for grantees to share in more detail about how things are going, what changes have been made, and what is going well.

The information from this site visit is compiled in a monitoring report that is shared with grantees to read, review, and correct if needed. Reports are then shared with DSHS or OSPI.

**These visits will typically be scheduled between November and August.**

## RSIP Grantees ONLY
Financial reports will be collected in April and October.

## ARSI and URSI Grantees ONLY
Financial reports will be collected in February, June and October.

CPIN, our financial monitoring partner, will review these reports and may ask clarifying questions or request additional financial records. Based on their review, they will provide SOWA with a report.

**A few words from…**
Washington State Office of Superintendent of Public Instruction (OSPI)

**Kristin Percy Calaff, Ph.D.**
Executive Director of Multilingual & Migrant Education

**Shannon Martin**
Multilingual Education Program Supervisor

Questions about anything
we have covered so far?

# District Installments

- **1.3 Documentation: DUE Oct 30, 2024**

  - Document dependent, once 1.3 a – j has been received and reviewed, we will process your installment 1 payment (approx. 50%). This installment is earned over the course of the year by serving a required #.

- **2.3 Documentation: DUE Apr 4, 2025**

  - Document dependent, once 2.3 a – f has been submitted, you will be paid approx. 5% for paperwork.
  - AND Eligible Student dependent, you will be paid at a per unit rate for any students served above the student number required for the 1st Installment.

- **3.3 Documentation: DUE Oct 3, 2025**

  - Document dependent, once 3.3 a – g has been submitted, you will be paid approx. 5% of your contract amount.
  - AND Eligible Student dependent, you will be paid at a per unit rate for any new students not previously counted/paid in Installments 1 and 2.

# ARSI/URSI Installments

**1.3 Documentation: DUE Oct 30, 2024**

- Document dependent, once 1.3 a – k has been received and reviewed, we will process your 1st Installment (approx. 50%). This installment is earned over the course of the year by serving a required #.

**2.3 Documentation: DUE Feb 7, 2025**

- OPTIONAL, Eligible Student dependent, If you serve more students than the number required for the 1st installment, you will be paid at a per student unit rate.
- REQUIRED, YTD Financial Report.

**3.3 Documentation: DUE Apr 4, 2025**

- Document dependent, once 3.3 a – f has been submitted you will be paid approx. 5% of your contract.
- AND Eligible Student dependent, you will be paid at a per unit rate for any new students.

**4.3 Documentation: DUE June 6, 2025**

- OPTIONAL, Eligible Student dependent, you will be paid at a per unit rate for any new students.
- REQUIRED, YTD Financial Report

**5.3 Documentation: DUE Aug 8, 2025**

- OPTIONAL, Eligible Student dependent you will be paid at a per unit rate for any new students.

**6.3 Documentation: DUE Oct 3, 2025**

- Document dependent, once 6.3 a – g has been submitted you will be paid approx. 5% of your contract.
- AND Eligible Student dependent, you will be paid at a per unit rate for any new students.

# Installments, Billing and Payments

- To avoid over taxing our team and to ensure better document tracking, we will no longer accept documents on a rolling basis. **Installment paperwork must be received by the date listed on your contract for any billing to occur.**
- Billing will be sent in the months of Oct and Nov 2024, Feb, Apr, Jun, Aug, and Oct 2025 ONLY

- Billing is submitted to the state at the end of installment months
  - Because we no longer have a specified student number to reach, we will bill for any eligible students over the fronted or previous installment student number.
- We will also pay the approx. 5% document incentive for installment 2 & 3 RSIP installment 3 & 6 ARSI/URSI

- Payments will be made to grantees in the month following paperwork submission
- SOWA typically receives payment from the state 30 days after billing.
- Payments to grantees is sent via ACH or check within 3 business days after we receive funds from the state.

# Grantee Changes to Activities, Outcome Measures & Budget

- Grantees will complete a change request form instead of filling out an Exhibit A template.
  - SOWA will generate an Exhibit A document from these responses.

- The change request forms were included in your contract email. HYPER LINK
  - They are prepopulated with your proposal activities. They can't be saved once started. You can skip over blank activities, add new activities or delete irrelevant activities.

- Throughout the grant cycle grantees will need to fill out a change request form for any significant changes to their activities, budgets or outcome measures.
  - If changes are approved, an amended Exhibit A will be issued.

- Changes include:
  - Adding or dropping a student service/program, Significant change in activity content, Significant change in your budget allocations, Choosing a new measure or outcome

| | |
|---|---|
| Total Contract Amount | $120,000 to serve 40 students |
| **INSTALLMENT 1 Payment:** | **$62,100.00 to serve 23 students** |
| For Installment 2, a demo form and document for 22 eligible students is submitted. They need 23 to cover installment 1 | |
| **INSTALLMENT 2 Payment:** | **($2,700 x 0) = $0** |
| For Installment 3, the grantee submits all paperwork and has 10 NEW eligible students, giving them **32 total**. They will be paid 5% of the total + $2,700 (per student cost) x 9 (# above 1st pymt required number & what was paid in 2nd installment, if any) | |
| **INSTALLMENT 3 Payment:** | **$6,000 (5%) + ($2,700 x 9) = $30,300** |

| | |
|---|---|
| For Installment 4, a demo form and document for 3 NEW eligible students is submitted. Giving them 35 student in total | |
| **INSTALLMENT 4 Payment:** | **($2,700 x 3) = $8,100** |
| For Installment 5, grantee does not submit. | |
| **INSTALLMENT 5 Payment:** | **($2,700 x 0) = $0** |
| For Installment 6, the grantee submits all paperwork and has 10 NEW eligible students, giving them **45 total.** They will be paid 5% of the total + $2,700 (per student cost **UP TO 40 students)** x 5 additional students | |
| **INSTALLMENT 6 Payment:** | **$6,000 (5%) + ($2,700 x 5) = $19,500** |

Grantee would be paid the full amount of their contract contingent on review of the final financial report including encumbrances

# District Billing Example

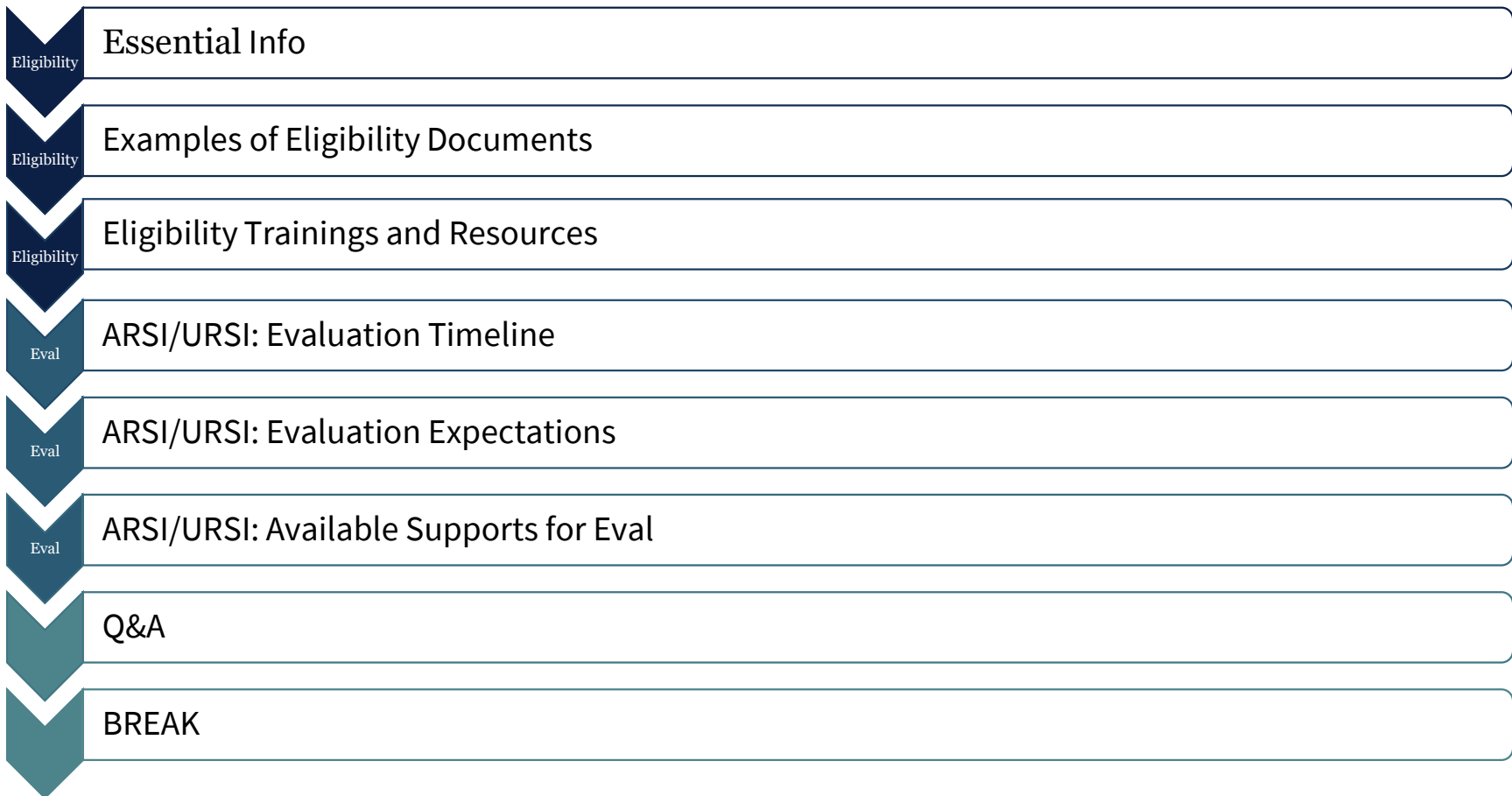| | |
|---|---|
| Total Contract Amount | $120,000 to serve 40 students |
| **INSTALLMENT 1 Payment:** | **$62,100.00 to serve 23 students** |
| For Installment 2, the grantee submits all paperwork and has 24 eligible students. They will be paid 5% of the total + $2,700 (per student cost) x 1 (difference from the number required for installment 1) | |
| **INSTALLMENT 2 Payment:** | **$6,000 (5%) + ($2,700 x 1) = $8,700** |
| For Installment 3, the grantee submits all paperwork and has 38 eligible students total. They will be paid 5% of the total + $2,700 (per student cost) x 14 (difference from the previous installment) | |
| **INSTALLMENT 3 Payment:** | **$6,000 (5%) + ($2,700 x 14) = $43,800** |
| In total the grantee would be paid $114,600 for serving 38 students. | |

Questions about anything
we have covered so far?

# Eligibility Documents & Outcomes and Eval

| | |
|---|---|
| Eligibility | Essential Info |
| Eligibility | Examples of Eligibility Documents |
| Eligibility | Eligibility Trainings and Resources |
| Eval | ARSI/URSI: Evaluation Timeline |
| Eval | ARSI/URSI: Evaluation Expectations |
| Eval | ARSI/URSI: Available Supports for Eval |
| | Q&A |
| | BREAK |

# Eligibility: Essential Info

Immigration documents proving ORR eligibility <u>are required</u> to be submitted for all clients served through this program

Digital copies of documents are to be submitted through Box

There are eligibility requirements clients must meet to be eligible for the program. A specific orientation for eligibility will be provided virtually on Nov 21st 10 am-12pm

# Required Eligibility Information for Students & Parents

☐ Date of entry is present on the document and is within the last five years (more criteria for ARSI and URSI)

☐ Immigration Category or Code, is present on the document and represents an ORR eligible status.

- For URSI this must be UHP status

- For those with parolee status, there are more criteria

☐ Country of Origin is present on the document.

- For ARSI and URSI this must be Afghanistan and Ukraine, respectively

☐ Immigration document is an accepted type of document

☐ The student is at least 5 years old and not older than 21 and enrolled in a K-12 school or GED program.

- If your program is during the summer and students are entering Kindergarten in the fall, they can count as meeting this requirement

# Student & Parent Documentation

# Student & Parent Documentation

ORR approved immigration documents

# Student & Parent Documentation

ORR approved immigration documents

# Eligibility Training & Other Resources

**SOWA Eligibility Training for RSI, ARSI, and URSI programs**

- Nov 21$^{st}$ 10 am-12 pm

**Additional Trainings provided by ORIA**

- Eligibility 101 for ORIA's Federally Funded Refugee Services
  - Oct. 18, 2024 from 2-3 pm
- Special Topics (Afghan parolees, Ukrainian parolees, and Cuban-Haitian entrants)
  - Oct. 21, 2024 from 1-2 pm

# Eligibility Training & Other Resources

**Eligibility Resources (in Resources folder linked in Box)**

- RSI Eligibility Guide from ORIA
    - Eligibility requirements for all the different RSI programs
- Tips for Collecting Eligibility Documents
- RSI, ARSI, and URSI Checklist from SOWA
    - Checklist you can use when collecting documents to make sure you have all necessary info to prove eligibility
- ORR Policy Letters: one on UHP Eligibility, and one on Afghan eligibility
    - More information on acceptable document types and category codes for Ukrainians and Afghans

# Evaluation Timeline (ARSI/URSI Only)

- **October 2024—**Survey
- November 2024—Responding to data training & technical requests
- **January 2025—**We will send back evaluation plans based on what was submitted in the RFP (to be updated, added to, and turned in by April)
- **March 2025 @ Spring Convening—**Will go through instructions for submitting final results
- **April 2025—**Evaluation plan due (both updates and approval), as well as information about when results will be ready. Data collection tool due
- **October 2025—**Data due (& collect feedback on process)

**Throughout the process**—Optional meetings with anyone who would like assistance

# Evaluation Expectations

- You will carry out the evaluation plan submitted with the RFP, or update us using a Change Request Form

- In April, you will submit an updated Evaluation Plan that must be approved by SOWA. You will also give a timeline for when you think your results will be ready, and provide the data collection tool you are using

- When your results are complete (and by the end of the grant in October 2025) you will submit results using the provided form which, for surveys, will ask for:
    1. Total # of survey respondents (for selected question)
    2. # of survey respondents who responded positively to question
    3. # of respondents who responded negatively to question
    4. If you have a neutral option, # that responded neutrally

# Evaluation Supports

- We want to help! Individual technical assistance will be available (though may become dependent on capacity, depending on demand)

- Other potential supports:
    - Trainings
    - Monthly or quarterly meetups/discussions
    - Further Materials/Resources
    - If you have a specific support in mind, we are open to suggestions


- We will send out a survey next week

Questions about anything
we have covered so far?

# BREAK

# All Grantee Dashboard

## Schools Out Washington

625 Andover Park W, Suite #101

Tukwila, WA 98188

**Katherine McCall (She/Her)**

Data & Evaluation Manager

kmccall@schoolsoutwashington.org

206-451-2813

**Mandy Pierce (She/Her)**

Grant Contract Manager

mpierce@schoolsoutwashington.org

206-336-6911

**Pang Chang (She/Her)**

RSIP Director

pchang@schoolsoutwashington.org

206-336-6933

**Sheona Sauna (She/They)**

Program Coordinator

ssauna@schoolsoutwashington.org

## Refugee School Impact Program Grant

This is the collective spot for all your general grant resources, contract details and FAQs.

### Grant Management

For the purposes of security, accessibility and ease of use, the RSIP Team will utilize the 3 platforms below to communicated, manage, and collect contract documentation. Please see the details on how each will be used.

#### Box

- Box is **a secure collection point for all contract documents**, including student and parent immigration paperwork.
- Main contacts will be given access to this folder and may designate additional users for all or specific folders.

#### Smartsheet

- Smartsheet is **a reference dashboard to show the status of all contract documents, eligible students, payments, outcomes and site visits**
- This dashboard can also be used to submit change requests for budgets or programming details.
- Anyone with the link to your dashboard can view the information. Main contacts may share as they see fit.

#### DocuSign

- DocuSign is **a secure platform for digital signatures** required on contract documents.
- Signatures will be requested directly from contract, financial and main contacts for corresponding documents. In some cases, grantees can transfer signing to another party.

# Grantee Specific Dashboards

## ABCD School District 24-25
### Refugee School Impact Program: School's Out Washington

### Quick Links

**Quick Links**

[RSIP Resources](#)

[Change Request Form](#)

[Your Box Folder](#)

**20**
# of Ukranian Students to serve

**0**
# of Ukrainian students verified YTD

**$60,000.00**
Contract Amount

**$0.00**
Amount Paid

### Recent Communication

Recent Communication

Welcome to your RSIP Dashboard. We will be going over these dashboards in detail during our grant orientation on Oct.10th. Please reach out to Mandy with any additional questions or technical requests.

Check back here for any recent communications specific to your organization.

### Installment Paperwork

| Status | Document Type | Due Date | Notes |
|---|---|---|---|
| Not Submitted | 1.3a. Signed Invoice | 10/30/24 | |
| Not Submitted | 1.3b. Signed Contract | 10/30/24 | |
| Not Submitted | 1.3c. Completed W-9 | 10/30/24 | |
| Not Submitted | 1.3d. Exhibit A – 24-25 Final Activities & Budget | 10/30/24 | |
| Submitted | 1.3e. Most Recent Single Audit | 10/30/24 | |
| Not Submitted | 1.3f. Copy of Liability Insurance | 10/30/24 | |
| Not Submitted | 1.3g. Signed ACH (Automated Clearing House) Authorization Form | 10/30/24 | |
| Not Submitted | 1.3h. Background Check Documentation | 10/30/24 | |
| Not Submitted | 1.3i. Signed DSHS/ESA | 10/30/24 | |

### Payments

| Status | Installment | Date Paid | # of Students Counted | Amount | Notes |
|---|---|---|---|---|---|
| Not Started | 1.2 | | | $32,400.00 | |
| Not Started | 2.2 | | | $0.00 | |
| Not Started | 3.2 | | | $0.00 | |

### Site Visit

| Date | Time & Location | Status | Notes | Box Link |
|---|---|---|---|---|
| | | | Site Monitoring will be Scheduled once student programming starts. | |

# Grantee Paperwork Submission



**Grantee Signed Documents will be sent via DocuSign to the Contract Signer, Main Contact or Financial Signer.**

# Direct Parent Upload Forms



**sewa**
Schools Out° Washington

## Student Immigration Document

Documents are shared securely with Schools Out Washington, the organization that provides funding for summer school.

Documento de inmigración estudiantil
Los documentos se comparten de forma segura con Schools Out Washington, la organización que proporciona fondos para la escuela de verano.

Студентський імміграційний документ
Документи безпечно надаються Schools Out Washington, організації, яка фінансує літню школу.

د زده کوندکي مهاجرت سند

.اسناد به خوندي ډول د واشنګتن له ښوونځیو سره شریک شوي، هغه سازمان چي د دوبي ښوونځي لپاره تمویل چمتو کوي

Questions / Preguntas / Питання / پوښتنی
Elena Kelley KelleyLE@mukilteo.wednet.edu

To learn more / Aprender más / Щоб дізнатися більше / ید دورو زده کولو لپاره
https://schoolsoutwashington.org/grant-initiatives/refugee-school-impact-program/

**Student Name / Nombre del estudiante / Ім'я студента / د زده کونکي نوم** *

Full name as it appears on document / Nombre completo tal como aparece en el documento / Повне ім'я, як воно вказано в документі / بشپړ نوم لکه څنګه چي په سند کي ښکاري

Enter a response

**Upload immigration document here / Sube documento migratorio aquí** *

Завантажте імміграційний документ тут / د مهاجرت سند دلته پورته کړئ

Drag and drop files

**Select Files**

**Submit**

If you have additional questions or need support, please reach out.
**Mandy Pierce**, mpierce@schoolsoutwashington.org 206.336.6911