

# Notice of Funding Opportunity



## Youth Mentoring for Refugee Youth & Young Adults in Kentucky

**POSTED 12/2024**

## Table of Contents

<b>Basic Information</b> .....	<b>2</b>
<b>Eligibility</b> .....	<b>4</b>
<b>Program Description</b> .....	<b>4</b>
<b>Application Contents &amp; Format</b> .....	<b>6</b>
<b>Submission Requirements &amp; Deadlines</b> .....	<b>7</b>
<b>Application Review Information</b> .....	<b>8</b>
<b>Award Notices</b> .....	<b>10</b>
<b>Post-Award Requirements &amp; Administration</b> .....	<b>10</b>

# Basic Information

- 1) Federal Agency Funding Project  
The Office of Refugee Resettlement (U.S. Department of Health & Human Services)
- 2) Funding Opportunity Title  
Youth Mentoring for Refugee Youth & Young Adults in Kentucky
- 3) Announcement Type  
Initial announcement
- 4) Funding Opportunity Number  
KOR-2025-YM-01
- 5) Assistance Listing Number  
93.566- Refugee and Entrant Assistance State Administered Programs  
CFDA Number Description: Refugee and Entrant Assistance State/Replacement Designee Administered Programs – Refugee Support Services
- 6) Funding Details  
Up to \$400,000 total will be awarded. Award amounts range from \$60,000 to \$175,000 and will be distributed based on the metro area targeted for service delivery:
  - Louisville metro—Maximum 2 awards
  - Lexington metro—Maximum 1 award
  - Bowling Green metro—Maximum 1 award
  - Owensboro metro—Maximum 1 award
  - Covington/Northern Kentucky metro-Maximum 1 award

## Key Dates

12/06/2024 – Applicants may begin submitting Letters of Intent via Foundant

12/11/2024– Youth Mentoring Informational Meeting and Q&A at 4:00 PM Eastern Time via Zoom

<https://us06web.zoom.us/j/84981773506?pwd=8QGn2RHVVkNP6OtMiaB2IH4AwaufG.1>

Meeting ID: 849 8177 3506

Passcode: 339567

01/16/2025 - Youth Mentoring Informational Meeting and Q&A at 3:30 PM Eastern Time via Zoom

<https://us06web.zoom.us/j/83961656806?pwd=caRa4ZTa7aCghVgNDaM6aK5r6ydPhj.1>

Meeting ID: 839 6165 6806

Passcode: 101609

01/02/2025 – Application period begins

01/17/2025 – Recommended last submission date for Letters of Intent

01/31/2025 – Applications due

02/28/2025 – Award decisions made

04/01/2025 – Grant award cycle begins

09/30/2026 – Grant award cycle ends

- 7) Executive Summary: FY25 Youth Mentoring for Refugee Youth & Young Adults in Kentucky

The Kentucky Office for Refugees will award up to \$400,000 in federal Refugee Support Services, Refugee Set Aside Funds from the Office of Refugee Resettlement (ORR) to eligible providers serving Kentucky. The goal of Youth Mentoring (YM) funding is to match eligible youth with mentors who will support successful integration of ORR-eligible youth exclusively between the ages of 15-24 and help the youth to thrive. This grant is an exciting opportunity to support the dreams and aspirations of refugee youth and young adults. These youth must be ORR-eligible, including refugees, asylees, Cuban/Haitian entrants, Afghan and Ukrainian parolees, and other eligible populations. Program services will align with ORR's Youth Mentoring guidelines as outlined at ORR Policy Letter 22-09 and 45 CFR 400.

Youth mentoring programs have the following three key outcomes: college readiness, career readiness, and building social and emotional skills. Successful applicants will demonstrate experience with programming in at least one of these areas and will articulate detailed plans to develop and expand these programs. Priority will be given to applicants who have served refugee populations and can identify key strategies to overcome obstacles to success for these young people.

The central activity of YM is the successful pairing of mentees with appropriate mentors for at least six months. KOR is particularly interested in organizations rooted within, or well connected to, communities with similar cultural experiences as refugee youth. Research demonstrates that mentors with refugee and immigrant backgrounds can have an immensely positive impact on mentees. This grant also recognizes the value of mentor pairings that match the vocational aspirations of mentees with mentors who are currently working in a similar professional or vocational field. In consideration of this, applicants will need to carefully consider and describe mentor recruitment strategies and capacities in their proposal.

Grantees will identify youth in need of these services, outline obstacles (such as transportation, English skills, study skills, interpersonal skills) to success in vocation, academics, acculturation, and overall well-being, and will address these gaps through group programs and one-on-one mentorship opportunities. KOR has carefully designed this competitive funding opportunity to inspire applications from ethnic community-based leaders and organizations, neighborhood centers and organizations, and educational institutions with a focus on multilingual learners. KOR acknowledges that these kinds of organizations have established strong foundations through trusting relationships within refugee communities.

The application must be completed in the KOR grant management software, Foundant, by 1/31/25. Notices of Award will be announced in March 2025, with the award period commencing April 1, 2025. The award period ends on 9/30/2026.

8) Agency Contact Information

Please direct questions or comments about this funding opportunity to:

Angela Scharfenberger  
State Coordinator for Youth and Young Adult Services  
Kentucky Office for Refugees  
[ascharfenberger@archlou.org](mailto:ascharfenberger@archlou.org)

*Once this Notice has been published, all inquiries, questions, and comments must be directed to the Agency Contact during virtual informational meetings or via email. Virtual informational meetings will be recorded and a link posted to KOR's website. Email queries and KOR's responses - with contact information redacted - will be published to a document accessible via a link published on KOR's website.*

# Eligibility

## 1) Eligible Applicants

### a) Types of Entities Eligible to Apply

- Government organizations
- Education Organizations
- Public housing organizations
- Nonprofit organizations

Ethnic Community Based Organizations (ECBOs) that meet one of the above classifications are encouraged to apply.

### b) Disqualification

Entities currently receiving RSS funds from KOR will be disqualified if their application does not clearly differentiate the services to be offered under this funding opportunity from existing programming funded by KOR.

Applicants who plan to subaward, contract, or otherwise partner with an external provider for substantial services described in their application will be disqualified if they do not submit letter(s) of support, memorandum(s) of understanding (MOU), or equivalent documentation with their application, demonstrating the external provider's consent to provide services as described in the application.

Applicants who do not provide all assurances required throughout the application process will be disqualified.

Applicants who do not demonstrate the intent and ability to provide services to eligible participants of all levels of English fluency will be disqualified.

### c) Limit on Number of Applications

Applicants are not limited in the number of applications they can submit. Additional applications will be scored only if they are substantively different in the project strategy portion of the application.

## 2) Cost Sharing

Cost sharing is not required for this funding opportunity.

# Program Description

## 1) Purpose of Funding

The purpose of the refugee resettlement program is to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency as quickly as possible. [45 CFR 400.1(b)]

The Youth Mentoring program's goals are to promote positive civic and social engagement and support individual educational and vocational advancement for ORR-eligible youth. To accomplish these goals, states will fund the matching of eligible youth with positive adult mentors (one-on-one or in a group) who will provide the youth with positive personalized interaction. [ORR Policy Letter 22-09]

## 2) Funding Priorities

Proposals demonstrating prior experience with services for refugee youth, especially mentoring services, and/or participation in KOR's training series for Ethnic Community-Based Organizations (ECBOs) will receive priority consideration. KOR seeks to reach eligible refugee youth (including some parolees, asylum

seekers, and others designated by ORR) who are not currently engaged in youth mentoring and youth services across the state. Proposals should particularly ensure access for: Cuban youth, Ukrainian youth, and communities with access barriers. This may include, but is not limited to, transportation, poverty, cultural influences (such as youth working to support the family, or females having more caretaking responsibilities than male counterparts), as well as education and English levels of immediate family members.

### 3) Program Goals & Objectives

This funding seeks to connect 400 eligible participants to youth mentoring services in 18 months across Kentucky. All applicants should prioritize recruiting and pairing of mentors as a central means to achieve integration for refugee youth. Successful applicants will be able to identify mentor recruitment, pairing, and retention strategies, as well as determine outcomes related to youth integration and thriving using the following parameters:

All successful applicants must set a target and report on the number of YM program participants receiving services under this funding opportunity who will achieve at least one of the following outcomes between 4/1/2025-9/30/2026:

- graduate from high school or earn a GED (college readiness) (career readiness)
- earn an industry-recognized certification (career readiness)
- secure a paid apprenticeship or internship (career readiness)
- enroll in a credentialed vocational training program (career readiness) (college readiness)
- pass at least 66% of their first semester of college courses (calculated by credit hour, developmental included) and enroll for a second semester. (college readiness)
- obtain their driver's license (college readiness) (career readiness) (social/emotional skills)
- demonstrate civic engagement through leadership development opportunities and/or community service work sustained for at least three months. (career readiness) (social/ emotional skills)

Additionally, all successful applicants must set a target and report on the number of mentors who are recruited, trained, and paired with an eligible YM program participant as an outcome for the subrecipient.

All applicants are expected to meet and report on the following benchmarks:

- YM agency recruits, screens, orients, and matches at least one mentor for every three YM program participants
- 95% of YM program participants' orientation attendance and program enrollment are documented in ClientTrack within 30 days of orientation.
- 90% of YM program participants are supported in identifying two case plan goals (within the tracks of college readiness, career readiness, and/or social emotional skills) as documented in ClientTrack, within 60 days of orientation.
- 75% of pairings complete a six-month mentorship averaging six hours per month of engagement.
- 95% of YM program participants in secondary school earn grade promotion.
- 75% of YM program participants have completed an action step from their case plan within six months of enrollment.

#### 4) Performance Measurement

Data collection will occur through ClientTrack, the statewide database for tracking ORR-eligible refugees. Grantees will be expected to enter all participants and track all services related to this project in ClientTrack. Grantees are also responsible for regularly reviewing their ClientTrack data and ensuring its data quality. Grant reporting will be submitted in Foundant, where the application is also submitted. Grantees are required to complete quarterly and semi-annual reports that track their progress on achieving the outcomes outlined in this NOFO. Grantees will be expected to participate in monthly Youth Mentoring Community virtual meetings. Financial reports are submitted monthly via Foundant. KOR will conduct informal and formal monitoring activities and will send instructions for cooperating with required monitoring activities.

#### 5) Program-Specific Unallowable Costs

Purchasing a vehicle is an unallowable cost. However, organizations are allowed to lease vehicles for transportation of eligible participants to activities supporting the achievement of case plan goals.

#### 6) Beneficiary Eligibility

YM program services may be provided to all ORR-eligible individuals between the ages of 15 and 24 (Refugees who meet immigration status and identification requirements specified in 45 CFR 400 Subpart D. See the following link for the full text of Subpart D: [eCFR :: 45 CFR Part 400 Subpart D -- Immigration Status and Identification of Refugees](#)). States may provide services to ORR-eligible youth within the first 5 years of their arrival or date of eligibility but should prioritize services for those who have been in the United States for 1 year or less and for those requiring additional academic, vocational, social, or emotional support. [ORR Policy Letter 22-09]

#### 7) Authorizing Statutes & Regulations

The administration of this program is based on:

- Code of Federal Regulations [45 CFR 400](#): Refugee Resettlement Program
  - Information specific to Refugee Support Services can be found in Subpart I.
  - Information regarding eligible refugee participants is found in Subpart D.
- Code of Federal Regulations [2 CFR 200](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- [45 CFR Part 75](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS awards
- [PL22-09](#) Youth Mentoring Program Policy Letter, revised 12/8/2021

## Application Contents & Format

### 1) Format

Applications must be completed and submitted via the Foundant platform using the fillable forms (See “Submission Requirements & Deadlines” for information about Foundant). Applicants may start, edit, review, and save their progress on the application at any time during the application period. Primary Foundant account holders may allow other contributors or members of their organization to assist in completing the application process via a “Collaborate” function. Where appropriate, applicants will be presented with the option to upload documents as attachments to the application.

### 2) Contents

#### a) Letter of Intent

Letters of intent must be submitted through the Foundant portal by responding to specific questions and prompts. *Potential applicants may not access the funding application until they have submitted an approved letter of intent.* Through the letter, potential applicants provide a point of contact for the application process, assure that they have read and understood this Notice of Funding Opportunity

(NOFO), assure that they will use any awarded funds to serve only eligible refugees as defined by the Office of Refugee Resettlement, and provide estimates of the number of eligible refugees to be served and the total cost of the proposal.

b) Application Contents

Applications must also be completed and submitted through the Foundant portal. Applicants may start, edit, review, and save their progress on the application at any time during the application period.

i) Organization Information

Applicants will provide basic information about the organization applying for funding, including the applicant's Unique Entity Identifier (UEI) from SAM.gov.

ii) Performance Measures

The performance outcomes by which the project will be measured are to be clearly stated. Applicants must provide targets for 1) the number of eligible refugees to be served, 2) the share of refugees to be served who are from a target population, and 3) the number of refugees who will meet specified outcomes. Applicants must also agree to certain performance benchmarks that apply to all applicants. Finally, applicants must complete a line-item budget and budget narrative using templates provided by KOR.

iii) Project Strategy

Applicants will answer a variety of questions, through which they will provide a thorough description of the proposed project and how it will be implemented. Applicants will be prompted to describe their organization's history serving refugees, their history managing federal funds, how outreach to and screening of eligible refugees will be conducted, how the organization engages and supports eligible refugees with high barriers to success, what resources will be used for the project and how these are sourced, the project timeline, and the financial practices of the organization.

iv) Attachments

Applicants will be required to attach documents such as an organizational chart, and will have the opportunity to attach supporting documentation such as letters of support, memorandums of understanding (MOUs), financial audits, Form 990s, etc.

v) Assurances

Applicants must provide specific assurances addressing certain policy and procedural matters, use of KOR's client database, and other topics.

## Submission Requirements & Deadlines

1) Accessing Application Materials

Letters of Intent and Applications must be submitted via GrantInterface.com, also known as Foundant – Grant Application System. Potential applicants can register for an account and complete the application by starting here: <https://www.grantinterface.com/Home/Logon?urlkey=kor> or here: <https://www.kentuckyrefugees.org/kor-administered-grant-programs/>

2) Unique Entity Identifier and System for Award Management (SAM.gov)

a) Each applicant must:

- i) Be registered in *SAM.gov* before submitting its application;
- ii) Provide a valid unique entity identifier in its application; and



iii) Continue to maintain an active registration in *SAM.gov* with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal agency.

b) Individuals are not eligible to apply.

### 3) Submission Instructions

Applications must be completed and submitted via the GrantInterface platform (also referred to as Foundant). Potential applicants that have not previously used Foundant in connection with funding from Kentucky Office for Refugees must register for an account to access application materials. Applicants may find tutorials and begin the account registration process here:

<https://www.grantinterface.com/Home/Logon?urlkey=kor>

Each entity may have only one primary accountholder. The primary accountholder will be able to access the organization's full application history, budgets, award notices, invoices, and other communications and documentation shared with Kentucky Office for Refugees. It is recommended that the primary accountholder be an officer or executive within the applying entity.

### 4) Submission Dates & Times

Letters of Intent are encouraged to be submitted by 1/17/2025.

The deadline for submitting a complete application is **11:59pm EST, January 31, 2025**.

*Incomplete applications and applications received after the deadline will not be considered.*

## Application Review Information

### 1) Review & Selection Process

#### a) Scoring Committee

A panel of reviewers consisting of employees of Kentucky Office for Refugees and independent third-party reviewer(s) with direct knowledge of the refugee experience and/or expertise relevant to the funding opportunity will review and score each application.

#### b) Review Process

##### i) Stage I: Independent Review

Applications will be scored independently by scoring committee members using the scoring rubric.

##### ii) Stage II: Scoring Committee Conference

The scoring committee will meet to discuss applications and seek consensus on a final ranking of all applications from most to least appropriate for funding. If the committee's ranking differs from the average of all independent scoring, the committee will justify the ranking in writing to KOR. The committee will make recommendations to KOR about any follow-up concerns that should be addressed during the award process.

##### iii) Stage III: Risk Assessment

KOR will complete risk assessments based on the scoring committee's rank order, bearing in mind the maximum award amounts and number of awards for each geographic area.

#### c) Selection

KOR will select awardees based on the following criteria:

- 1) Scoring committee's rankings
- 2) Disqualification based on high risk assessment score

3) Any limits based on geography and/or funding

2) Review Criteria

The maximum score for each question on the application will be published on the application form. The scoring committee will evaluate responses on the following general criteria:

a) Review Part I: Performance Measures

The performance measures portion of the application will be scored first. This section includes the organization's targets, acceptance of KOR's benchmark measures, line-item budget, and budget narrative. This portion of the application will be scored based on how well the proposal will expand access to services, produce outcomes, and do so at a reasonable cost per eligible refugee.

b) Review Part II: Project Strategy

The project strategy portion of the application, including attachments and assurances, will be scored second. The scoring committee will evaluate application responses to assess the risk for poor outcomes, negative refugee experiences, and/or programmatic mismanagement.

3) Risk Assessment

Applicants which remain candidates for funding following the scoring committee's review process will undergo a risk assessment. If KOR is unable to complete the risk assessment with the available documentation, applicants will be asked to submit additional information or documents as part of the risk assessment process. Applicants will be scored as low, moderate, or high risk. High risk applicants may be disqualified, offered a reduced award, and/or subject to special terms and conditions with their award. Additionally, high risk applicants will be formally monitored by KOR during the period of performance. Low and moderate risk applicants may be offered a reduced award, be subject to special terms and conditions, and/or may be formally monitored. The risk assessment will consider the following:

a) Financial stability

The applicant's record of effectively managing financial risks, assets, and resources.

b) Management systems and standards

The quality of the applicant's management systems and ability to meet the management standards prescribed in this part.

c) History of performance

The applicant's record of managing previous and current Federal awards, including compliance with reporting requirements and conformance to the terms and conditions of Federal awards, if applicable.

d) Audit reports and findings

Reports and findings from audits performed under subpart F or the reports and findings of any other available audits, if applicable.

e) Ability to effectively implement requirements

The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients of Federal awards.

SAM.gov review

Before granting an award, KOR will review and consider any information about the applicant that is in the responsibility/qualification records available in SAM.gov (see 41 U.S.C. 2313). An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov. Before

making decisions, KOR will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

## Award Notices

### 1) Process for Selected Applications

#### a) Notice of Selection

Applicants selected for funding will be notified of their selection and the proposed award amount no later than the end of the month following the application due date. *Notice of selection is not an authorization to begin performance; rather, the executed award is the authorizing document.* Pre-award costs are not allowed. The Notice of Subaward signed by the Director of KOR or her designee is the official document that obligates funds, and it will be provided via Foundant. Unsuccessful applicants will be notified in Foundant no more than 60 days following the application deadline.

#### b) Application Revision

Within days of the notice of selection, KOR will submit to the applicant any questions about and/or any requests for revision of the application. Revisions may include, but are not limited to, service delivery and outcomes targets, project narrative, project timeline, and budgets.

Upon satisfactory completion of any revisions, and no less than two weeks prior to the period of performance start date, KOR will prepare the Notice of Subaward.

#### c) Notice of Subaward

Applicants selected for funding will receive a Notice of Subaward packet (“Subaward package”). The subaward package includes information about source and amount of the award, the project start and end dates, standard terms and conditions, program terms and conditions, federal certifications and public policy requirements, a signature page for all parties, and other important information about the award and administration of the award. *Once the Notice of Subaward is signed by all parties, it is the official document which obligates funds to the subrecipient.*

### 2) Process for Declined Applications

#### a) Notice of Decision

Applicants not selected for funding will be notified of this decision between 30 and 60 days following the application deadline.

#### b) Scoring Summary

Applicants whose proposals are not selected for funding may request a scoring summary after receiving the Notice of Decision. Scoring summaries will consist of a rubric with the average of the independent scores of the scoring committee for each question that was reviewed and any overall remarks the scoring committee elects to share with the applicant. KOR will not provide detailed justification for any scoring decisions made by the scoring committee.

## Post-Award Requirements & Administration

1) Unless subsequently revised by mutual agreement between the applicant and KOR, the final, approved application will serve as the standard for all performance measurement for the funded project during the period of performance.

### 2) Reporting

#### a) Financial Reports

Catholic Charities of Louisville reimburses subrecipients for eligible expenses monthly. Invoices are due by the 10<sup>th</sup> of each month. Invoices submitted after the 10<sup>th</sup> will be reimbursed the following month. Catholic Charities will provide the template for invoicing as part of the subaward package.

b) Programmatic Reports

i) Monthly Data Review

KOR will conduct monthly and/or quarterly desktop reviews of all programmatic data as detailed in the “Service Delivery and Outcome Commitments” section of this Notice. Subrecipients are required to routinely update records in the ClientTrack database so that the subrecipient and KOR have access to up-to-date information. KOR will request ad hoc meetings with subrecipients significantly over- or under-performing their goals and benchmarks.

ii) Semi-annual Reports

All subrecipients are required to submit semi-annual reports on the last working day of each April and October during the period of performance, beginning not less than three months after the start date of the project. Semi-annual reports must be completed via Foundant and must be completed to the satisfaction of the KOR. Semi-annual reports include a count of eligible refugees served, outcomes achieved, and funds expended; analysis of any significant over- or under-performance; success stories; and other performance metrics.

c) Collaboration with KOR-funded Entities

d) Referrals for Services

All KOR subrecipients must agree to make and to receive from other KOR-funded entities any appropriate referrals for services for the benefit of ORR-eligible refugees. All subrecipients must operate in the spirit of cooperation with other refugee-serving organizations in the communities where they provide services. The aim of KOR funding is to expand and ensure access to services for all eligible refugees.

e) Quarterly Community Consultations

Resettlement agencies in each of Kentucky’s five metro areas coordinate and host quarterly community consultations. Entities funded through this award must make a good-faith effort to send a representative of their organization to at least two of the quarterly consultations each calendar year during the period of performance.