



Reporting Form

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**DHHS Division/Office issuing this notice:**

Division of Social Services/Economic and Family Services Section/Refugee

**Date of this notice:** January 22,2025

**Working Title of the funding program:**

Refugee Support Services- Youth Mentoring

**Purpose- description of function of the program and reason why it was created:**

The purpose of this Request for Application (RFA) is to secure services from private, public and non-profit organizations across the state. The North Carolina Division of Social Services - State Refugee Office is issuing this RFA to ensure services exist for designated eligible populations in a wide range of locations and counties. The Refugee Youth Mentoring Program (YM), a set-aside program of Refugee Support Services (RSS), supports refugees and other ORR populations between the ages of 15-24 to promote positive civic and social engagement and support individual educational and vocational advancement.

**Description- Brief statement of nature and scope of the program:**

The Refugee Youth Mentoring Program (YM), a set-aside program of Refugee Support Services (RSS), supports refugees and other ORR populations between the ages of 15-24 to promote positive civic and social engagement and support individual educational and vocational advancement. Activities under the YM program should focus around the following areas:

- Development of social and life skills
- Helping youth to learn American culture while maintaining and celebrating the youth's cultural heritage
- Providing opportunities for social engagement with peers
- Providing information about opportunities to participate in civic and community services activities.
- Supporting youth in learning English, math, and other skills
- Providing academic support, such as helping with homework, and assisting with transitions in school such as the transition between middle school and high school or high school to post-secondary education
- Helping youth with career development including skill building, resume drafting, worker's rights, and training opportunities
- Supporting youth in developing health and financial literacy

The RSS- YM program's goals are to promote positive civic and social engagement and support individual educational and vocational advancement. To accomplish these goals, grantees will match eligible youth with positive adult mentors who will provide the youth with personalized interaction. Grantees will also provide case management to support educational and career development.

RSS-YM services are targeted to refugees who have been in the United States for less than five years, except for citizenship and naturalization preparation services, and referral and interpreter services to refugees who have been in the United States for more than 60 months.

NOTE: Generally, a five-year time limit exists for program participants based on either of two dates: Date of arrival in the USA for those granted immigration status prior to arrival in the US, such as Refugees; or 60 months from the date immigration status was granted while in the US such as for Asylees.

The SRO, through consultation and research, have identified the following Service Priority Areas:

- 1) Educational Support
- 2) Vocational Support
- 3) Civic and Social Engagement

Eligible ORR Populations are arriving in an increasingly geographically diverse space. While, the SRO may fund proposals serving many locations it would be expected that application clearly lays out how they will provide equitable services to eligible individuals in all the counties they proposed to serve., **Please note that your application should clearly identify which Service Priority Area(s) you will be addressing, and in which counties you will provide those services.** The application should provide a description of your experience and proposed impact and outcomes of your efforts.

#### **Eligibility:**

Applications are invited from public or private non-profit *501(c)(3) status* agencies that can provide direct services in accordance with the RSS-SOR program policies and procedures.

Potential applicants must have *the administrative capacity and financial stability* to administer the funds if awarded as *evidenced by your most recent financial statement/audit*. Recipients of funds are expected to have written, established general agency policies which will be submitted for review.

**Private for-profit agencies are excluded from funding.**

#### **How to Apply:**

The RFA and instructions can be obtained by going to <https://www.ncdhhs.gov/about/grant-opportunities/social-services-grant-opportunities>. Applications must be typed and presented with the same topic headings and in the same order as set forth in Section C of this RFA. All applications must include a cover page. The cover page shall include:

- A. The applicant's name and address;
- B. Title of the Project;
- C. Name and contact information of the authorized agency official; and
- D. The website of the agency (if any).

Applications must be received no later than 5:00 p.m. February 7, 2025. Applications received after 5:00 p.m. will be classified as late and will not be considered for funding.

Letter of Intent to Apply

Agencies that plan to submit an application must register its intent by 5 p.m. on January 30, 2025, to Scott Phillips ([scott.phillips@dhhs.nc.gov](mailto:scott.phillips@dhhs.nc.gov)) and Rachael Borowy ([Rachael.borowy@dhhs.nc.gov](mailto:Rachael.borowy@dhhs.nc.gov)). Letters of Intent received after 5:00 p.m. will be classified as late and any application will not be considered for funding. Information requested on the letter of intent shall include the following:

- The legal name of the agency;
- The name, title, phone number, mailing address, and email address of the lead agency administrator and the person who will coordinate the application submission;
- County(ies) where services will be offered;
- Targeted Populations to be served; and
- Priority Area(s).

### **Applications Submission**

Applicants Submit complete application packages by 5:00 p.m. on February 7, 2025, to the following email addresses: [Scott.Phillips@dhhs.nc.gov](mailto:Scott.Phillips@dhhs.nc.gov) and [Rachael.Borowy@dhhs.nc.gov](mailto:Rachael.Borowy@dhhs.nc.gov) . Each document in the Appendix must be returned in a separate file. Documents requiring signature must be returned as a PDF file. All other documents must be returned in the original format (Excel, Word). The application may not fit in one email and may require multiple emails. Please include the name of the agency and “Email X of X” in the email subject line.

Each attachment must be named with the **name of agency** followed by **name of attachment**.

- Example: Best Refugee Provider: Cover Letter
- Example: Best Refugee Provider: Board Member Profile
- Example: Best Refugee Provider: Federal Certifications

### **How to Obtain Further Information, RFA Application and Required Forms and Documents:**

**Scott Phillips**  
**State Refugee Coordinator**  
**919-527-6303**  
[Scott.phillips@dhhs.nc.gov](mailto:Scott.phillips@dhhs.nc.gov)

**Rachael Borowy**  
**Lead Refugee Program Consultant**  
[rachael.borowy@dhhs.nc.gov](mailto:rachael.borowy@dhhs.nc.gov)