

technical assistance for employment services.

- Institution and implementation of on-site visits to assess technical assistance needs, to provide technical assistance and training directly to agencies, and to ascertain best practices in providing employment services resulting in living wages and employment benefits;
- Development of diverse reports to be distributed to agencies to assist them in providing employment services, including site visit reports and best practices reports;
- Organization and operation of workshops for agencies in the area of employment services, which include facilitated discussions, training, and presentations addressing a breadth of employment needs for newly emerging refugee populations, newly employed refugee groups, and skilled and professional refugees to the extent possible;
- Provision of technical assistance in writing, by e-mail and by telephone, to agencies; and
- Preparation and dissemination of reports on program characteristics and achievements.

Review Criteria—Employment Services

1. *Organizational Profiles.* The capacity of the applicant to achieve the project's objectives is clearly demonstrated. Organizational expertise and experience in the provision of technical assistance that is tuned to the changing dynamics of the job market and the changes in the characteristics of incoming refugee populations is well described and is appropriate and adequate for the proposed project. (30 points)

2. *Approach.* The technical assistance plan is clearly described and appropriate, and the proposed activities and time frames are reasonable. The technical assistance plan describes clearly and in detail the manner in which the applicant will assess the need for technical assistance, the proposed activities, and how the proposed activities are expected to address refugee employment technical assistance needs. (20 points)

3. *Staff and Position Data.* Staff qualifications are clearly presented and are appropriate to achieving the project's objectives. The description of staff qualifications demonstrates experience in providing technical assistance to agencies and groups involved in refugee employment. (20 points)

4. *Results or Benefits Expected.* The results or benefits expected are clearly explained and are appropriate to the

technical assistance activities proposed. (15 points)

5. *Budget and Budget Justification.*

The budget is clearly presented and is detailed, reasonable, and cost effective. (15 points)

Program Area 3—Technical Assistance to English Language Training Providers

Purpose and Scope

The Office of Refugee Resettlement (ORR) proposes to award one cooperative agreement in the amount of \$300,000 to assist in the development of a project to provide technical assistance and training to providers of English Language Training (ELT) at all levels. Technical assistance may be proposed for the following purposes:

- Design and improvement of employment-related ELT technical assistance and training which may be provided both to ELT teachers and program managers. The technical assistance and training may be focused on curricula, teaching strategies, and/or program development such as integrating ELT with employment-focused services, work-site ELT, and family literacy.

- Training in the areas of cultural adjustment, learning disabilities, physical and mental health, and in the use of new or innovative classroom technologies. Training may include topics such as identifying cultural adjustment/learning disabilities physical and mental health issues, accommodating such issues in the classroom, seeking professional consultation, and developing appropriate curricula. Training may also include introducing teachers to new and/or innovative ELT technologies, such as using software programs in classroom instruction. Technical assistance may be provided in the organization and administration of the language programs.

- Organization and facilitation of consultative and information-sharing sessions. Such sessions may include staff from similar types of agencies or from agencies serving similar groups of refugees. The purpose of the sessions is to provide an opportunity for ELT staff to share experiences. These sessions may also provide opportunities for different types of staff including ELT teachers, case managers, employment specialists, public health professionals, and individual refugee English tutors, to develop strategies for effective working relationships.

- Response to emerging needs of refugee populations. This technical assistance area involves preparing lessons and designing methodologies

compatible with emerging refugee needs, particularly where the refugee populations not only have little exposure to English language and the American culture, but may not be literate in their own languages.

Applicants should propose technical assistance projects that are to be implemented nationally. Through this cooperative agreement, the grantee will submit a technical assistance plan for English Language Training that includes at least the following: (1) Program activity sites and participants; (2) assessment tools to be used to evaluate technical assistance needs; (3) technical assistance subject areas and curricula that will be used; (4) materials prepared for use in the delivery of the technical assistance; and (5) mechanisms to maximize volunteerism in English language training. ORR intends to review and approve the technical assistance plan for English Language Training in these areas and other activities proposed by the grantee in relation to the allowable activities listed below. ORR will also evaluate the technical assistance plan to ensure that it is comprehensive, flexible, and practical and provide direction and feedback for the appropriate implementation of the plan.

Allowable Activities

Applicants may propose all or a combination of the activities described below or additional innovative approaches justifying their usefulness for technical assistance for ELT providers.

- Assessment of ELT technical assistance needs in agencies and communities serving refugees;
- Organization and operation of training and facilitated sessions on identified ELT technical assistance needs. These sessions may include for a single agency, multi-site, or multi-project ELT facilitated discussions;
- Provision of technical assistance in writing, by e-mail and by telephone, to ELT providers and volunteers conducting one-to-one or group English tutorial sessions;
- Review of existing general ELT materials and recommendations on usefulness and appropriateness for use in refugee-oriented ELT with necessary modifications and to suit particular needs of various refugee groups, and reparation and distribution of materials relevant to identified ELT needs;
- Development of, or participation in, development of ELT curricula to effect employment and facilitate other refugee resettlement processes; and