

(b)(4)

Risks
affecting
realization
of program
objectives

Risks
affecting
realization
of program
indicators

(b)(4)

Risks
affecting
realization
of program
indicators

(b)(4)

Risks
affecting
recipient

(b)(4)

Risks
affecting
recipient

(b)(4)

	Risks affecting safety and security of personnel and beneficiaries
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(b)(4)

Risks
affecting
safety and
security of
personnel
and
beneficiaries

RECEPTION & PLACEMENT PROGRAM
FY 2018 National Management Budget Summary

Agency:	Church World Service (CWS)
Date:	09/08/17

Estimated Number of Refugees to be Resettled in FY 2017	(b)(4)
Proposed Number of Refugees to Resettle in FY 2018	93

FY 2018 R&P National Management Budget Summary													
		January - March 2018			April - June 2018			July - September 2018			FY 2018 TOTAL		
		Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL
Category	Description												
PERSONNEL	(b)(4)												
FRINGE BENEFITS	(b)(4)												
TRAVEL	(b)(4)												
EQUIPMENT	(b)(4)												
OFFICE SUPPLIES	(b)(4)												
PROFESSIONAL FEES	(b)(4)												
SPACE/UTILITIES	(b)(4)												
OTHER	(b)(4)												
TOTAL DIRECT COSTS	(b)(4)												
		458,39											

NON-FEDERAL RESOURCES	
<i>Please provide a breakdown of sources for private resources included in this budget, showing the source of funding and the amount. You may insert additional lines and modify the descriptions as appropriate.</i>	
IOM Legs	(b)(4)
Outside Grants (specify)	
United Methodist Church	
Private Donor Contributions	
TOTAL	

FL-2019-02061	A-00000517	93	"UNCLASSIFIED"
Number of R&P affiliates and sub-offices in FY 2017	(b)(4)	36	
Number of R&P affiliates and sub-offices proposed in FY 2018	(b)(4)	34	

RECEPTION & PLACEMENT PROGRAM
FY 2018 National Management Budget Detail

FY:	2018
Agency:	Church World Service (CWS)
Date:	9/8/2017

Proposed FY 2018 National Management Budget										
Personnel	October - December 2017		January - March 2018		April - June 2018		July - September 2018		FY 2018 Total	
	Federal Funding	Total	Federal Funding (PRM)	Total	Federal Funding (PRM)	Total	Federal Funding (PRM)	Total	Federal Funding (PRM)	Total
	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
PERSONNEL										
Total FYES (Federal Funding PRM)										

FL-2019-02061 A-00000517193 "UNCLASSIFIED"

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RECEPTION & PLACEMENT PROGRAM
FY 2018 National Management Budget Detail

FY:	2018
Agency:	Church World Service (CWS)
Date:	9/8/2017

Proposed FY 2018 National Management Budget

		April - June 2018			July - September 2018			FY 2018 Total			FY 2017 Estimated Total		
		January - March 2018		Federal Funding (PBM)		Non-Federal Funding (PBM)		Federal Funding (PBM)		Non-Federal Funding (PBM)		Federal Funding (PBM)	
		October - December 2017		Federal Funding (PBM)		Non-Federal Funding (PBM)		Federal Funding (PBM)		Non-Federal Funding (PBM)		Federal Funding (PBM)	
FRINGE BENEFITS	TRAVEL	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
	EQUIPMENT/FURNITURE	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
	OFFICE SUPPLIES	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
	PROFESSIONAL FEES												
	SPACE/UTILITIES												
	OTHER requires detail												
	TOTAL DIRECT COST												
								458,139	458,139	458,139	458,139	1,832,555	2,003,473

ADDITIONAL COMMENTS:

FL-2019-02061 (b)(4) A-00000517193 "UNCLASSIFIED"

RECEPTION & PLACEMENT PROGRAM

Proposed FY 2018 National Management Travel Requirements

R&P Agency: Church World Service (CWS)

Budget Narrative (*Revised September 8, 2017*)

(b)(4)

A. PERSONNEL & FRINGE (Federal)

(b)(4)

(b)(4)

(b)(4)

B. TRAVEL & TRAINING

(b)(4)

(b)(4)

3 trips x \$250/night x 1 night @ 70% \$ 525

(b)(4)

(b)(4)

C. EQUIPMENT

(b)(4)

(b)(4)

D. OFFICE SUPPLIES & MATERIALS

(b)(4)

(b)(6)

(b)(4)

E. PROFESSIONAL FEES

(b)(4)

(b)(4)

F. SPACE & UTILITIES

(b)(4)

(b)(4)

(b)(4)

G. OTHER

(b)(4)

(b)(4)

H. TOTAL DIRECT PROGRAM COST \$1,554,210

(b)(4)

I. INDIRECT CHARGES

(b)(4)

(b)(4)

J. TOTAL PROGRAM COST

(b)(4)

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	E: Other (specify) (b)(4)
* 3. Date Received:	4. Applicant Identifier:	
09/08/2017		
5a. Federal Entity Identifier:		5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: Church World Service, Inc.		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 11340201A3		* c. Organizational DUNS: 0060967540000
d. Address:		
* Street1:	475 Riverside Drive, Suite 700	
Street2:		
* City:	New York	
County/Parish:		
* State:	NY: New York	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	10115-0074	
e. Organizational Unit:		
Department Name:	Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name:	Kate
Middle Name:		
* Last Name:	Macom	
Suffix:		
Title:		
Organizational Affiliation:		
* Telephone Number:	(b)(6)	Fax Number:
* Email:	(b)(6)	

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of PRM

11. Catalog of Federal Domestic Assistance Number:

19.510

CFDA Title:

*** 12. Funding Opportunity Number:**

SPOP0001443

* Title:

FY18 Reception and Placement Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)*** 15. Descriptive Title of Applicant's Project:**

Church World Service Reception and Placement Program

Attach supporting documents as specified in agency instructions.

[Add Attachments](#)[Delete Attachments](#)[View Attachments](#)

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment**Delete Attachment****View Attachment****17. Proposed Project:*** a. Start Date: * b. End Date: **18. Estimated Funding (\$):*** a. Federal * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)** Yes No

If "Yes", provide explanation and attach

Add Attachment**Delete Attachment****View Attachment**

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

 ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds			New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)	
1. CWS Reception and Placement Program	19-510	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	(b) (4)
2.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. Totals		\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
CWS Reception and Placement Program					
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$ 1,832,555.00	\$	\$	\$ 1,832,555.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
8. CWS Reception and Placement Program	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
9.	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
10.	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
11.	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
12. TOTAL (sum of lines 8-11)	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]
14. Non-Federal	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]
15. TOTAL (sum of lines 13 and 14)	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. CWS Reception and Placement Program	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	"UNCLASSIFIED"
17.	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
18.	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
19.	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	
20. TOTAL (sum of lines 16 - 19)	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]	\$ [redacted]
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	<input type="checkbox"/> (b) <input type="checkbox"/> (4)				
22. Indirect Charges:	<input type="checkbox"/> (b) <input type="checkbox"/> (4)				
23. Remarks:	<input type="checkbox"/> (b) <input type="checkbox"/> (4)				

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE
(b)(6)		Senior Director
APPLICANT ORGANIZATION		DATE SUBMITTED
Church World Service, Inc.		05/19/2017



19-02061

A-00000517193

"UNCLASSIFIED"

United States Department of the Interior**INTERIOR BUSINESS CENTER**

Indirect Cost Services

650 Capitol Mall, Suite 7-400

Sacramento, CA 95814

8/6/2023

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Interior
Business
Center

October 25, 2016

Ms. Joanne Rendall, Chief Financial Officer
Church World Service, Inc.
P.O. Box 968
Elkhart, IN 46515-0968

Dear Ms. Rendall:

Enclosed is the signed original Negotiated Indirect Cost Rate Agreement that was processed by our office. If you have any questions concerning this agreement, please refer to the signature page for the name and contact number of the negotiator.

As a recipient of federal funds, the regulations require you to maintain a current indirect cost rate agreement. For provisional/final indirect cost rates, Indirect Cost Proposals should be submitted on an annual basis, and they are due within six (6) months after the close of your fiscal year. For predetermined rates and approved rate extensions, proposals are due in our office six (6) months prior to the expiration of your current rate agreement. Please note that proposals are processed on a first-in, first-out basis.

Common fiscal year end dates and proposal due dates are listed below:

Fiscal Year End Date	Proposal Due Date
September 30 th	March 31 st
December 31 st	June 30 th
June 30 th	December 31 st

Please visit our website for guidance and updates on submitting future indirect cost proposals. The website includes helpful tools such as a completeness checklist, indirect cost and lobbying certificates, sample proposals, Excel worksheet templates, and links to other websites.

Sincerely,

(b)(6)

Deborah A. Moberly
Office Chief

Enclosure

cc: Donald Hunter, Senior Grants Coordinator, DOS

Ref: J:\Contracts\ DOS\ Church World Services, Inc. (Cwsi319)\FY 17D 18D\Issue.ltr.docx

Phone: (b)(6)
Fax: (916) 930-3804

Email: ICS@ibc.doi.gov
Website: <http://www.doi.gov/ibc/services/finance/Indirect-Cost-Services>

**Nonprofit Organization
Indirect Cost Negotiation Agreement**

EIN: 13-4080201

Organization:

Church World Service, Inc.
P.O. Box 968
Elkhart, IN 46515-0968

Date: October 25, 2016

Report No(s): 17-A-0104(17D)
17-A-0105(18D)

Filing Ref.:
Last Negotiation Agreement
dated August 3, 2015

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 apply for fiscal years beginning on or after December 26, 2014 subject to the limitations contained in Section II.A. of this agreement. Applicable OMB Circulars and the regulations at 2 CFR 230 will continue to apply to federal funds awarded prior to December 26, 2014. The rates were negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rates

Type	Effective Period		Rate*	Applicable	
	From	To		Locations	To
Predetermined	07/01/16	06/30/17	(b)(4)		
Predetermined	07/01/17	06/30/18			

***Base:** Modified total direct costs - Total direct costs, less capital expenditures and the portion of subawards in excess of the first \$25,000.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Treatment of paid absences: Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

Section II: General

Page 1 of 3

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

Section II: General (continued)

Page 2 of 3

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. Changes: The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Rate Type:

1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment. (Because of legal constraints, predetermined rates are not permitted for Federal contracts; they may, however, be used for grants or cooperative agreements.)

E. Rate Extension: Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.

F. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

G. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

Section II: General (continued)**Page 3 of 3**

H. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

I. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
3. This Negotiation Agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the cognizant agency. No presumption of federal cognizance over audits or indirect cost negotiations arises as a result of this Agreement.
4. Organizations that have previously established indirect cost rates—exclusive of the 10% *de minimis* rate—must submit a new indirect cost proposal to the cognizant agency for indirect costs within six (6) months after the close of each fiscal year.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the Nonprofit Organization:

Church World Service, Inc.
Grantee/Contractor

(b)(6)

/s/

Signature

Joanne Rendall

Name (Type or Print)

CFO

Title

10/24/16

Date

By the Cognizant Federal Government Agency:

U.S. Department of State
Cognizant Agency

(b)(6)

/s/

Signature

(b)(6)

(b)(6)

Name

Office Chief

Office of Indirect Cost Services

Title

U.S. Department of the Interior

Interior Business Center

Agency

Oct 25 2016

Date

Negotiated by (b)(6)

Telephone (b)(6)

CODE OF CONDUCT ON SEXUAL EXPLOITATION FOR STAFF MEMBERS OF THE ACT INTERNATIONAL ALLIANCE

A. Introduction

Background

(b)(4)

Code of Conduct

(b)(4)

Environment

(b)(4)

(b)(4)

Humanitarian Workers

(b)(4)

B. Key terms and definitions

(b)(4)

(b)(4)

(b)(4)

C. Code of conduct for staff members of the Act International alliance on sexual exploitation, abuse of power and corruption

(b)(4)

(b)(4)

Date:

CWS Staff
Immigration and Refugee Program
Church World Service



**THE U.S. DEPARTMENT OF STATE
STANDARD TERMS AND CONDITIONS**
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Revised April 8, 2016
Effective December 28, 2015

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I. Introduction

The non-Federal entity and any sub-non-Federal entity must, in addition to the assurances and certifications made as part of the award, comply with all applicable terms and conditions during the project period.

II. Order of Precedence

In the event of any inconsistency between provisions of the award, the inconsistency will be resolved by giving precedence in the following order:

- A. Applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award.
- B. Code of Federal Regulations (CFR)
- C. Award Specifics
- D. Standard Terms and Conditions
- E. Other documents and attachments

III. Controlling Language

In accordance with 2 CFR 200.111, it is the Department of State's policy that all award documents must be in the English language and in terms of U.S. dollars, including correspondence and supporting documents. If an award or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

IV. Department of State (DOS) Responsibilities

DOS has overall responsibility for Department-funded awards, including providing oversight for technical, programmatic, financial and administrative performance.

Agency Award Administrator - Grants Officer (GO)

The GO is responsible for all actions on behalf of the DOS, including entering into, changing, or terminating an award. The GO is authorized by a warrant issued by the Procurement Executive in the Office of the Procurement Executive. In addition, the GO is responsible for administrative coordination and liaison with the non-Federal entity.

The GO is the only person authorized to approve changes in any of the requirements in the award. In the event the non-Federal entity effects any change at the direction of any person other than the GO, the change(s) will be considered to have been made without authority and no adjustment will be made in the amount of the award to cover any increase in costs incurred as a result thereof.

Agency Program Contact - Grants Officer Representative (GOR)

In accordance with DOS standard policy, the GO is responsible for all aspects of the award, but may designate technically qualified personnel to join in the administration of grants. The GOR is delegated by the GO and responsible for the programmatic, technical, and/or scientific aspects of the award. Non-Federal entities should direct any correspondence related to programmatic and budgetary issues to both the GO and GOR.

V. Federal Awardee Performance and Integrity Information System (FAPIIS)

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the non-Federal entity recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313).

VI. Non-Federal Entity Responsibilities and Compliance with Federal Requirements

The non-Federal entity is responsible for notifying DOS of any significant problems relating to the administrative, programmatic or financial aspects of the award.

The non-Federal entity has full responsibility for the management of the project or activity supported under the award and for adherence to Federal regulations and the award terms and conditions. Although the non-Federal entity is encouraged to seek the advice and opinion of the GO and/or the GOR on special problems that may arise, such advice does not diminish the non-Federal entity's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to DOS.

Non-Federal entity Key Personnel:

Within thirty (30) days after the date of execution of the award, the non-Federal entity must furnish names, titles, and brief biographical sketches (if these have not been previously furnished), including information on the education and experience of key personnel in charge of the award project and other key professional and supervisory personnel; i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award to the Grants Officer. The non-Federal entity must also provide similar information for Executive officer personnel that may subsequently be assigned by the non-Federal entity to perform duties in connection with the award. Any changes, prolonged absences, or significant adjustments of total time

devoted to the award project of any listed personnel should be brought to the attention of the GO and requires prior written approval.

Sub-Non-Federal entity Flow Down Requirement:

In accordance with 2 CFR 330, terms and conditions flow down to all non-Federal entity subrecipients and contractors, and must be appropriately addressed in the performing organization's sub-award instrument. All cost reimbursement sub-awards (sub-grants, subcontracts, etc.) are subject to those Federal cost principles applicable to the particular organization concerned.

Administrative and Allowable Cost Requirements:

All non-Federal entities shall comply with the following terms and conditions unless otherwise specified in the award

Certain applicable Federal administrative standards are incorporated by reference. Appropriate officials are made aware that electronic copies containing the complete text of the circulars are available on the Government Printing office www.ecfr.gov website and specifically at:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

In addition, all 2 CFR references are available on the Department of State's website at:
<https://statebuy.state.gov>.

The principal investigator(s) or project director(s) shall receive a copy of the terms and conditions, including the award -specific requirements, and any subsequent changes in the terms and conditions.

The appropriate non-Federal entity officials shall be made aware of the terms and conditions made available by DOS in electronic form at
<https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. These term and conditions may be duplicated, copied or otherwise reproduced as appropriate.

This provision does not alter the non-Federal entity's full responsibility for conduct of the project and compliance with all terms and conditions.

VII. Mandatory Disclosure

Consistent with 2 CFR 200.113, the non-federal entity must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant Grants Officer, all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award.

Subrecipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 "Remedies for Noncompliance", including suspension or debarment.

Forward disclosures to:

U.S. Department of State
Office of Inspector General
P.O. Box 9778
Arlington, VA 22219
Phone: 1-800-409-9926 or 202-647-3320
Website: <https://oig.state.gov/hotline>

VIII. Confidentiality of Information

Confidential information, as used in this Provision, means:

- Information or data of a personal nature about an individual that, if released, would constitute a clearly unwarranted invasion of personal privacy.

In addition to the types of confidential information described above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of preliminary invalidated findings could create erroneous conclusions, which might threaten public health or safety if acted upon.

The Grants Officer and the non-Federal entity may, by mutual consent, identify elsewhere in this award specific information and/or categories of information which the Government will furnish to the non-Federal entity or that the non-Federal entity is expected to generate which is confidential. Similarly, the Grants Officer and the non-Federal entity may, by mutual consent, identify such confidential information from time to time during the performance of the agreement.

If it is established that information to be utilized under this award is subject to the Privacy Act, the non-Federal entity will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

Written advance notice of at least 45 calendar days will be provided to the Grants Officer of the non-Federal entity's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described above. If the Grants Officer does not pose any objections in writing within the 45-calendar day period, the non-Federal entity may proceed with disclosure.

Whenever the non-Federal entity is uncertain with regard to the proper handling of material under the Federal award, or if the material in question is subject to the Privacy Act or is confidential information subject to this Provision, the non-Federal entity shall obtain a written determination from the Grants Officer prior to any release, disclosure, dissemination, or publication.

IX. Conflict of Interest and Federal Assistance Awards

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of sub-awards and sub-contracts. No employee, officer, or agent may participate in the selection, award, or administration of a sub-award or subcontract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from another non-federal entity considered for a sub-award or subcontract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub non-Federal entities, subcontractors, or parties to sub-awards and subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting an award or procurement action involving a related organization.

The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity. If the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, the employee, officer or agent must recuse themselves from participating in the award. Where there is an organizational conflict, the prospective non-Federal entity is not eligible for the award.

If a potential or actual conflict of interest is identified after award and the effects cannot be avoided, neutralized or mitigated, the Federal awarding agency will terminate the award unless continued performance is determined to be in the best interest of the Federal government.

X. Liability

The non-Federal entity shall hold and save the Government, its officers, agents and employees harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of this award.

Notification of Award for Similar Program

The non-Federal entity must immediately provide written notification to the Grants Officer Representative and the Grants Officer in the event that, subsequent to an award, other Federal financial assistance is received relative to that particular project award.

Protocol and Decorum

During the term of an award, the non-Federal entity will be associated with the Government in such a manner that the non-Federal entity's actions will reflect upon the Government and the United States. Therefore, the non-Federal entity will be held accountable for appropriate protocol and decorum during the award period of performance.

XI. Financial Management System (FMS) Requirements

Non-Federal entities must adhere to the Code of Federal Regulations (2 CFR 200 Subpart D) standards for financial management systems and methods for making payments, and rules for satisfying cost sharing and matching requirements, accounting for program income, budget revision approvals, making audits, determining allowability of costs, and establishing funds availability.

XII. Payments

Payment methods shall minimize the time elapsing between the transfer of funds from the U.S. Treasury and the issuance or redemption of checks, warrants, or payment by other means by the non-Federal entities. Payment methods of State agencies or instrumentalities shall be consistent with Treasury-State Cash Management Improvement Act (CMIA) agreements or default procedures codified at 31 CFR Part 205. Approval of payment requests will be based on the Recipient's progress towards achieving the award objectives, the amount of unexpended cash on-hand as reported in the SF-425 and SF-270, and the Recipient's adherence to the terms and conditions of the award, particularly in terms of timely submission of required financial, program and other reports. Delinquency in submitting reports may result in payment delays.

Advances.

Non-Federal entities may be paid in advance, provided they maintain or demonstrate the willingness to maintain:

1. Written procedures that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and
2. Financial management systems that meet the standards for fund control and accountability as established in 2 CFR Parts 200 and 600

Requirements and Procedures.

Whenever possible, advances shall be consolidated to cover anticipated cash needs for all awards made by the Department of State to the non-Federal entity.

In order of preference, advance payment mechanisms include:

1. Electronic funds transfer (EFT) via the Department of Health & Human Services (HHS) Payment Management System (PMS);
2. Department of State-issued electronic funds transfers (EFT); and
3. Treasury check.

The Department must authorize payment by a means other than through PMS.

Forms.

Unless otherwise specified in these Terms and Conditions, only the following forms shall be authorized for the non-Federal entities in requesting advances and reimbursements.

The Department shall not require more than an original and two copies.

1. SF-270, Request for Advance or Reimbursement. Requests for Treasury check advance payment shall be submitted on SF-270, —Request for Advance or Reimbursement, or other forms as may be authorized by OMB. This form is not to be used when Treasury check advance payments are made to the non-Federal entity automatically through the use of a predetermined payment schedule or if precluded by special Department of State instructions for electronic funds transfer.
2. Payments under the award will be made through the U.S. Department of Health and Human Services Payment Management System (PMS-SMARTLINK). PMS-SMARTLINK can also be accessed at the following address:
<http://www.dpm.psc.gov>.

If the non-Federal entity needs further assistance, they are to contact the GO identified on form DS-1909. Non-Federal entities should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with the policies established by the U.S. Treasury Department and mandated by OMB.

XIII. Prior Approval Requirements

For non-construction Federal awards, non-Federal entities must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

(a) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator. (b) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval. (c) The transfer of funds budgeted for participant support costs as defined in §200.75 "Participant support costs" to other categories of expense. (d) Unless described in the application and funded in the approved Federal awards, the sub-awarding, transferring or contracting out of any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment or general support services. (e) Changes in the approved cost-sharing or matching provided by the non-Federal entity. No other prior approval requirements for specific items may be imposed unless an exception has been approved by OMB. (f) Rebudgeting more than 10% of the total approved award between direct cost categories.

XIV. Period of Availability of Funds

The project period of the award is indicated on the award cover sheet (Form DS-1909).

The non-Federal entity may charge to the award only allowable costs resulting from obligations incurred during the project period. However, the funds shall be available—barring cancellation of the relevant appropriation-- for closeout activities that occur after the project period, and the non-Federal entity shall liquidate all obligations incurred under the award no later than 90 days after the project period.

XV. Indirect Costs

Indirect costs will not be allowable charges against this award unless specifically included as a line item in the approved budget for this award.

Indirect cost recovery for any actual indirect costs incurred by the non-Federal entity which are greater than the indirect cost line item in the approved award budget is limited up to the award amount.

A non-profit organization which has not previously established an indirect cost rate with a Federal agency, that believes the DOS should be its cognizant agency, shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, later than three months after the effective date of the award. For all NICRA and indirect rate inquiries please contact AQM-NICRA@state.gov .

If a dispute arises in a negotiation of an indirect cost rate between DOS and the non-Federal entity, the dispute shall be resolved in accordance with the appeals procedures of the Department of State, Office of Acquisition Management (A/LM/AQM).

XVI. Publication for Professional Audiences

Any publications or articles resulting from the award must acknowledge the support of the Department of State and include a disclaimer of official endorsement as follows: "This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State". The non-Federal entity must ensure that this disclaimer be included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

XVII. Branding and Marking Strategy

The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

- 1) Fully funded by the award: 'Gift of the United States Government'
- 2) Partially funded by the award: 'Funding provided by the United States Government'

Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. embassy seal, or other DOS program logos.

Sub non-Federal entities and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the Non-Federal entity.

XVIII. Travel

All Federal Government-financed international air transportation must be accomplished by U.S. Flag air carriers or U.S. code sharing to the extent that service by those carriers is available. These circumstances are outlined below:

1. The United States – European Open Skies Air Transport Agreement ([U.S.-E.U. Open Skies Agreement](#)) is a bilateral/multilateral agreement that allows federal funded transportation services to use foreign air carriers under specific circumstances. Due to recent modifications to the U.S. – E.U. Open Skies Agreement, the Department's travel policy has been amended.
2. The modified agreement allows travelers to:
 - a. Use EU carriers if the travelers are not eligible to use City Pair Fares. Examples would be non-Federal entities and sub non-Federal entities of Federal Awards traveling between points not reflected in the approved Federal Award budget.
 - b. Use EU carriers between points in the United States and points OUTSIDE of the EU when there is no City Pair Fare on the route or the traveler is not eligible to use the fare. In essence, this allows travelers to compare costs and select between an EU and U.S. flag carrier when the flight originates, arrives in, or stops in any of the EU countries.

- c. For additional information regarding these issues, we invite the non-federal entity to review the frequently asked questions posted on our A/LM website at http://almopsttm.a.state.gov/EU_OPEN_SKIES_AMENDMENT_FAQ.asp or contact "TransportationQuery@state.gov."

For information on other "open skies" agreements into which the United States has entered, please refer to GSA's website at <http://www.gsa.gov/portal/content/103191>.

Refer to the electronic Code of Federal Regulations as codified published in Title [41 CFR 301.10](#), "Public Contracts and Property Management, Transportation Expenses" to obtain entire Fly America Act regulatory guidance on following website address: www.gpoaccess.gov/cfr/index.html

XIX. Prohibition Against Assignment

Notwithstanding any other provision of an award, the non-Federal entity must not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, bank trust companies, or other financing or financial institutions.

XX. Monitoring and Reporting Requirements

Monitoring

The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity. Per Section 2 CFR 200.328 http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1328 .

Annual Reconciliation of Continuing Assistance Awards. DOS must reconcile multi-year awards at least annually and evaluate program performance and financial reports. Items to be reviewed include a comparison of the non-Federal entity's work performance to its progress reports and project expenditures. See Section 7 of the U.S. Department of State Award Specific Provisions for details regarding reporting and monitoring.

Federal Funding Accountability and Transparency Act (FFATA) Reporting Procedures

Awards that are deemed 'sensitive' and therefore do not require FFATA reporting will be designated by a provision in Section 7 of the U.S. Department of State Award Specific provisions stating that this award is not subject to the Federal Funding Accountability and Transparency Act (FFATA) sub-award reporting requirements as outlined in the Office of Management and Budgets (OMB) guidance issued August 27, 2010.

Reporting of first-tier sub awards.

1. Applicability. Unless the non-Federal entity is exempt as provided under exemptions of this award term, the non-Federal entity must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in

section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub award to an entity (see definitions of this award term).

2. Where and when to report.
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For sub award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. What to report. The non-Federal entity must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

Reporting Total Compensation of Non-Federal entity Executives.

1. Applicability and what to report. the non-Federal entity must report total compensation for each of the five most highly compensated executives for the preceding completed fiscal year, if -
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, the non-Federal entity received—
 - (A) 80 percent or more of the annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - (C) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. The non-Federal entity must report executive total compensation described in paragraph 1. of this award term:
 - i. As part of your registration profile at <http://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

Reporting of Total Compensation of Sub non-Federal entity Executives.

1. Applicability and what to report. Unless the non-Federal entity is exempt as provided in exemptions of this award term, for each first-tier sub non-Federal entity under this award, the non-Federal entity shall report the names and total compensation of each of the sub non-Federal entity's five most highly compensated executives for the sub non-Federal entity's preceding completed fiscal year, if—
 - i. in the sub non-Federal entity's preceding fiscal year, the sub non-Federal entity received—

- A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); and
 - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. The non-Federal entity must report sub non-Federal entity executive total compensation described in paragraph 1. of this award term:
- i. To the non-Federal entity.
 - ii. By the end of the month following the month during which the sub award is made. For example, if a sub award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the non-Federal entity must report any required compensation information of the sub non-Federal entity by November 30 of that year.

Exemptions

If, in the previous tax year, gross income, from all sources, was under \$300,000, the non-Federal entity are exempt from the requirements to report: Sub awards; and the total compensation of the five most highly compensated executives of any sub non-Federal entity.

Definitions.

For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a sub non-Federal entity under an award or sub award to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Sub award:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the non-Federal entity award to an eligible sub non-Federal entity.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program.
 - iii. A sub award may be provided through any legal agreement, including an agreement that you or a sub non-Federal entity considers a contract.

4. Sub non-Federal entity means an entity that:
 - i. Receives a sub-award from you (the non-Federal entity) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the sub award.
5. Total compensation means the cash and noncash dollar value earned by the executive during the non-Federal entity's or sub non-Federal entity's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XXI. Post-Award Requirements for Closeout

Closeout procedures require:

1. submission by the grant non-Federal entity of final financial and program reports within ninety (90) calendar days after the project period end date;
2. reconciliation of all cost or expenditure discrepancies;
3. prompt payment of allowable costs;
4. immediate collection of any unexpended funds or disallowed costs;
5. de-obligation of excess funds; and
6. disposition of property and/or equipment acquired under the award.

The non-Federal entity must make every effort to obtain its Final Indirect Rate from its cognizant agency. The settlement for any upward or downward adjustment to the Federal share of costs for provisional NICRA rates are based on the non-Federal entity's submission of its Final SF-425 and, for rate increases, the availability of funds remaining in the award obligation. Unrecovered indirect costs may be considered cost share or matching with prior approval of the Grants Officer. Note that the non-Federal entity must be able to substantiate any cost share.

If the non-Federal entity organization does not have its Final Indirect Rate within 12 months after the end of the project period end date, the Grants Officer shall proceed with close-out after which all funds remaining in the obligation shall be de-obligated.

XXII. Retention and Access Requirements for Records

The non-Federal entity must maintain financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of three years from the date of submission of the final expenditure report. Exceptions to the three-year rule are referenced in 2 CFR 200.333. For awards that are renewed quarterly or annually, the retention period is from the date of the submission of the quarterly or annual financial report as authorized by the Department. The Department must request transfer of certain records to its custody from non-Federal entities when it determines that the records possess long-term retention value. However, in order to avoid duplicate recordkeeping, DOS may arrange for non-Federal entities to retain any records that are continuously needed for joint use.

Timely and Unrestricted Access. DOS authorized officials, the Inspector General, Comptroller General, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of non-Federal entities that are pertinent to the award, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to a non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but must last as long as records are retained.

XXIII. Audits

For all DOS awards to a U.S. based non-federal entity, regardless of business type, the non-Federal entities are subject to the audit requirements found in 2 CFR Part 200 Subpart F. In addition, the non-Federal entities are subject to the audit requirements found in the Single Audit Act of 1984, 31 U.S.C. 7501-7507.

Non-Federal entities that expend \$750,000 or more in a year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the revised circular.

The Inspector General or any of his or her duly authorized representatives shall have access to any pertinent books, documents, papers and records of the non-Federal entity. Information accessible to the Inspector General includes written, printed, recorded, produced, or reproduced by any mechanical, magnetic, or other process or medium. DOS reserves the right to make audits, inspections, excerpts, transcriptions or other examinations as authorized by law of the non-Federal entities' documents and facilities.

The data collection form and the reporting package shall be submitted electronically to the Federal Audit Clearinghouse (<https://harvester.census.gov/sac>).

DOS and its authorized representatives have the legally enforceable right to examine, audit, and copy, at any reasonable time, all records in DOS possession pertaining to the award.

Audits of Foreign Non-Federal entity Organizations

All Foreign organizations that expend \$750,000 or more in a fiscal year in Federal awards must perform an independent, non-Federal entity-contracted Single Audit or Program Specific Audit.

Program-specific Audit – means an audit of one Federal award program. Single Audit – means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).

The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval.

For sub-non-Federal entities expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above.

The cost of audits may be charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award's detailed budget.

XXIV. Debarment and Suspension

Debarment and suspension are discretionary actions that, taken in accordance with this subpart, are appropriate means to effectuate this policy.

1. The serious nature of debarment and suspension requires that these sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Agencies shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR Part 180 subparts A Through I and 2 CFR Part 601.

2. When more than one agency has an interest in the debarment or suspension of a non-Federal entity, the Interagency Committee on Debarment and Suspension, established under Executive Order 12549, and authorized by Section 873 of the National Defense Authorization Act, 2009 (P. L. 110-417), shall resolve the lead agency issue and coordinate such resolution among all interested agencies prior to the initiation of any suspension, debarment, or related administrative action by any agency.

The non-Federal entity certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this award.

XXV. Termination

Awards may be terminated in whole or in part if any of the circumstances stated below apply:

National Security or Foreign Policy Interests

By DOS, if at any time DOS determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance is not consistent with the national security or foreign policy interests of the United States, or would be in violation of an applicable law. In such cases, DOS may, following notice to the non-Federal entity, suspend or terminate the award in whole or in part and prohibit the non-Federal entity from incurring additional obligations chargeable to the award other than those costs specified in the notice of suspension.

By Mutual Agreement

When DOS wishes to terminate a project, the GO will issue, in writing, a termination notice to the non-Federal entity's authorized representative with a copy to the project manager and the GOR. The non-Federal entities may terminate their performance of a project in whole or in part. When both parties agree that continuation of the project would not produce results commensurate with further expenditure of funds or for any other reason, the award may be terminated by mutual consent. The non-Federal entities may terminate the project after the authorized representative advises the GO in writing; and concurrently sends a copy to the GOR. Within 30 days after receipt of a request by either party for termination by mutual agreement, the other party will provide an

appropriate written response. The two parties must agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated. The non-Federal entity must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. DOS will allow full credit to the non-Federal entities for the Federal Share of the obligations that cannot be cancelled properly incurred by the non-Federal entities prior to termination.

For Cause

DOS reserves the right to terminate the award in whole or in part at any time before the project period end date, whenever it is determined that the non-Federal entities have failed to comply with the conditions of the award. However, if DOS determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety.

DOS must promptly notify the non-Federal entities in writing of the determination and reasons for the termination, together with the effective date. Payments made to non-Federal entities or recoveries by DOS awards terminated for cause must be in accordance with the legal rights and liabilities of the parties.

XXVI. Certification Regarding Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR Part 418, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all non-Federal entities shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this

certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XXVII. Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. A non-Federal entity of federal financial assistance must provide programs and services in a manner that does not discriminate based on disability and ensures equal access and opportunity for people with disabilities.

For the purpose of Section 504, the term individual with a disability means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

XXVIII. Awards to Faith-Based and Community Organizations

The non-Federal entity may not discriminate against any beneficiary or prospective beneficiary under this award on the basis of religion or belief:

Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the non-Federal entity may not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Unless specifically authorized by the Department of State, non-Federal entities that engages in explicitly religious activities, including activities that involve overt religious content such as *worship, religious instruction, and proselytization*, must perform such activities and offer such services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such explicitly religious activities must be voluntary.

If the non-Federal entity makes sub-awards under this agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

XXIX. Religious Persecution

The non-Federal entity must ensure that its personnel take into account in their work the considerations reflected in the International Religious Freedom Act concerning country-specific conditions, the right to freedom of religion, methods of religious persecution practiced in foreign

countries, and applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

XXX. Prohibition on Abortion Related Activities

The Recipient agrees that none of the funds provided by this award shall be used to issue grant funds to lobby for or against abortion. The recipient agrees that none of the funds provided by this award shall be used to pay for the performance of abortion as a method of family planning or to motivate or coerce any person to practice abortions.

XXXI. Minority Business Participation, Executive Order 12432

In accordance with Executive Order 12432, Minority Business Enterprise Development, DOS encourages the non-Federal entities to utilize minority business enterprises in the performance of the award. When contracting for any supplies, services, research, or construction under the award, the non-Federal entities must make their best efforts to solicit bids, proposals, or quotations from minority business enterprises.

A minority business enterprise is defined as a business that is at least 51 percent owned by one or more minority individuals, or in the case of any publicly owned business, at least 51 percent of the voting stock is owned by one or more minority individuals. The daily business operations are likewise managed by a minority owner. A minority individual is defined as a U.S. citizen who has been subjected to racial or ethnic prejudice or cultural bias because of his or her identity as a member of this group without regard to his or her individual qualities. Such groups include, but are not limited to: Black [African] Americans, Hispanic Americans, Native Americans, and Asian-Pacific Americans.

XXXI. Trafficking in Persons

1. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - . Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - i. Is in addition to all other remedies for noncompliance that are available to us under this award.
2. You must include the requirements of this award term in any subaward you make to a private entity.

3. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

- ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - ii. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - iii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 1. Associated with performance under this award; or
 2. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.
4. **Provision applicable to a recipient other than a private entity.** We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - ii. Associated with performance under this award; or
 3. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 376.
5. **Definitions.** For purposes of this award term:
 1. “Employee” means either:
 - . An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - i. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 3. “Private entity”:

- . Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
- i. Includes:
 - 1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - 2. A for-profit organization.
- 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

XXXII. Blocking Property and Prohibiting Transactions Who Commit, Threaten To Commit, or Support Terrorism, Executive Order 13224

Executive Order 13224 designated certain individuals and entities that commit or pose a significant risk of committing terrorist acts and authorized the Secretary of State to designate additional individuals and entities.

The Order also authorized the Secretary of the Treasury to designate additional individuals and entities that provide support or services to, are owned or controlled by, act for or on behalf of, or are "otherwise associated with," an individual or entity who has been designated in or under the order. All property and interests in property of the individual or entity in the United States or in the possession or control of United States persons are blocked. The order prohibits all transactions and dealings in blocked property or interests in the United States or by United States persons, and also prohibits transactions with, and provision of support for, individuals or entities listed in or subject to the Order.

Non-Federal entities should be aware of Executive Order 13224 and the names of the individuals and entities designated thereunder. A list of these names can be found in the exclusions section of the SAM.gov. The web site is: <http://www.sam.gov>.

Non-Federal entities are reminded that U.S. Executive Order and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the non-Federal entity/contractor to ensure compliance with these Executive Orders and laws.

Reception and Placement Program
SPRMCO18CAXXXX
Summary

Organization:**Reporting Period:**

Federal Expenditures	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
National Management Expenses - Direct	\$0	\$0	\$0	\$0		\$0
National Management Expenses - Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Per Capita Expenses -- Affiliates	\$0	\$0	\$0	\$0	\$0	\$0
Per Capita Expenses -- Refugees	\$0	\$0	\$0	\$0	\$0	\$0
Total (Equates to Line 10e of SF-425)	\$0	\$0	\$0	\$0	\$0	\$0

Recipient Share	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Non-Federal Funds -Direct	\$0	\$0	\$0	\$0		\$0
Non-Federal Funds - Indirect	\$0	\$0	\$0	\$0		\$0
Non-Federal Fund Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Total (Equates to Line 10j of SF-425)	\$0	\$0	\$0	\$0	\$0	\$0

Summary of Arrivals/Per Capita Earned	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Total Number of Refugee Arrivals						0
Total Per Capita Earned		\$0	\$0	\$0		\$0

Indirect Cost Calculation	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
National Management Base		\$0				\$0
Per Capita Base		\$0				\$0
Total Indirect Cost Base	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Cost Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0

Reception and Placement Program
SPRMCO18CAXXX
National Management

Organization: 0
 Reporting Period: 0

Federal Funds	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Total
Personnel/Fringe Benefits					\$0
Travel					\$0
Equipment					\$0
Office Supplies					\$0
Professional Fees					\$0
Space/Utilities					\$0
Other					\$0
Subtotal, Direct	\$0	\$0	\$0	\$0	\$0
Indirect Costs (From Summary)		\$0	\$0	\$0	\$0
Total, National Management	\$0	\$0	\$0	\$0	\$0

Non-Federal Funds	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Total
Personnel/Fringe Benefits					\$0
Travel					\$0
Equipment					\$0
Office Supplies					\$0
Professional Fees					\$0
Space/Utilities					\$0
Other					\$0
Subtotal, Direct	\$0	\$0	\$0	\$0	\$0
Indirect Costs (Rate= xx.xx%)					\$0
Total	\$0	\$0	\$0	\$0	\$0

Total	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Total
Personnel/Fringe Benefits	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$0	\$0	\$0	\$0	\$0
Space/Utilities	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Subtotal, Direct	\$0	\$0	\$0	\$0	\$0
Indirect Costs (Rate= xx.xx%)	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

Organization:
Reporting Period:



2019-02061

A-00000517194

"UNCLASSIFIED"

6/6/2023 Page 1 of 40

U.S. Department of State
FEDERAL ASSISTANCE AWARD

1. Recipient Name CHURCH WORLD SERVICE, INC.		2. Assistance Type: <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Fixed Amount Award <input type="checkbox"/> Grant <input type="checkbox"/> Property Grant <input type="checkbox"/> Voluntary Contribution	
3. Address 475 RIVERSIDE DR STE 700 NEW YORK, NY 10115-0074 UNITED STATES			
4. Recipient POC: Carleen Miller Phone Number (b)(6) Email (b)(6)			
5. Type of Entity U.S. Non-Profit Organization (501(c) (3))	6. Unique Entity Identifier 006096754	7. EIN/ TIN *****	
8. CFDA Number 19.510	9. Statutory Authority for Assistance Migration/Refugee Act	10. Award Number SPRMCO18CA0010	
11. Period of Performance Start Date 11-Oct-2017	End Date 30-Sep-2018	12. Amendment Number M002	
13. Accounting and Appropriation Data 1900-2018-19 X11430009-1037-PRM--2512-SPRMCO18CA0010-4122--031000--- --2018FDSTRRM1439-SPRMCO18CA0010		14. Funds Certified By (b)(6) Rachel A Bennett	
Funding Distribution			
15.	Total Prior Costs \$6,849,278.00 USD	New Costs \$2,718,062.00 USD	Total Cost \$9,567,340.00 USD
U.S. Share of Costs	(b)(4)		
Recipient Share of Costs	(b)(4)		
Total Costs			
16. Purpose of the Federal Award Activity To authorize Q3 funding for CWS FY18 Reception & Placement.			
17. Specific Award Conditions <input checked="" type="checkbox"/> Attached			
Agreement			
The recipient agrees to execute the work in accordance with the Notice of Award, the approved application incorporated herein by reference or as attached, and 2 CFR Parts 200 and 600 including any subsequent revisions.			
18a. Recipient Name Carleen Miller		19a. Grants Officer Name Courtney Wilson	
18b. Recipient Signature Carleen Miller (electronically signed)		19b. Grants Officer Signature (b)(6)	
18c. Title	18d. Date (dd-mmm-yyyy) 15-May-2018	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 15-May-2018
By signing this Federal award, the recipient acknowledges that it will comply with Federal regulations, the Terms and Conditions, and any Special Award Conditions associated with this award. Receipt of the recipient's signature and return of the Federal Award Coversheet is required within ten (10) business days of the Grants Officer's signature. Please return to the Grants Officer address indicated here: wilsoncr3@state.gov			

February 9, 2018

Kiera Berdinner
Program Officer for Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
U.S. Department of State
2025 E Street NW
Washington, DC 20520

Dear Ms. Berdinner:

Please see attached a revised FY 2018 Reception and Placement Program budget summary, budget detail, travel costs, and budget narrative.

Changes to CWS' FY18 revised proposal submitted January 12, 2018 include the following:

(b)(4)

We appreciate the partnership of the Bureau of Population, Refugees, and Migration in service to refugees in the U.S. and look forward to continuing this work with you in FY18. Should you have any questions, please do not hesitate to contact me or Deputy Executive Director, IRP+, Carleen Miller at (b)(6) or (b)(6)

Sincerely,

(b)(6)

(b)(6)

Director for Resettlement and Integration, Immigration and Refugee Program
Church World Service

Phone: +(b)(6)

Email:(b)(6)

NEW YORK

NAIROBI

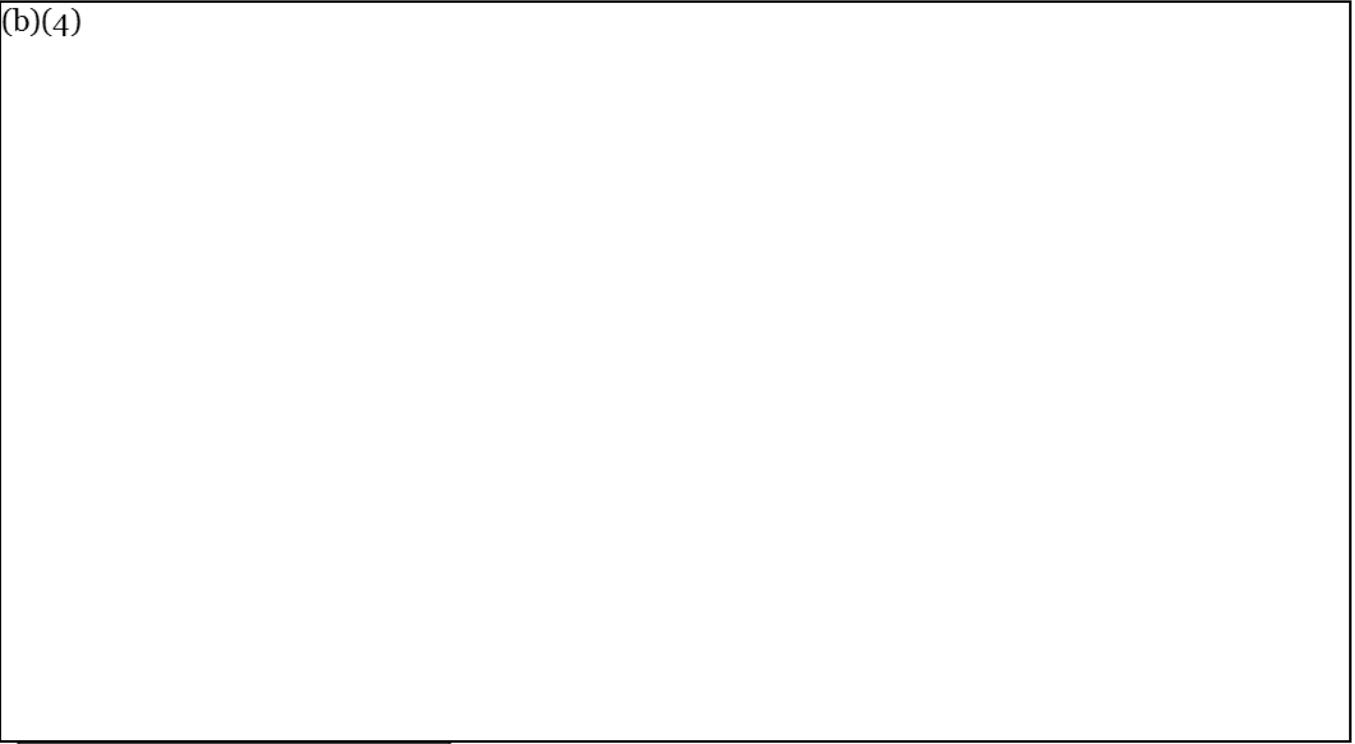
BANGKOK

BELGRADE

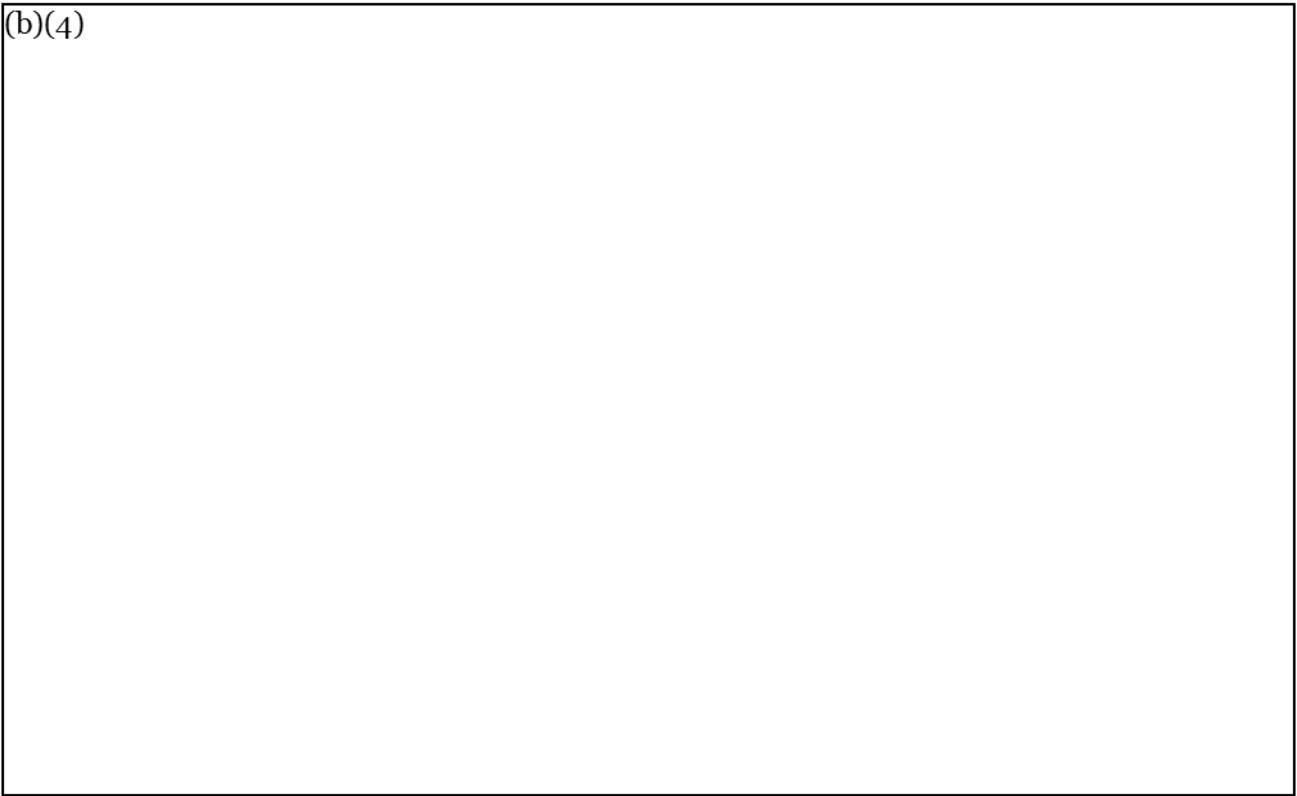
BUENOS AIRES

CWS Joint Affiliate Closure Plan

(b)(4)



(b)(4)



Plan for Completion of Services for All Active R&P Cases

(b)(4)

(b)(4)

R&P Agency:Church World Service (CWS)

Revised January 4, 2018

Affiliate Information		FY 2018 - Refugee U.S. Tie						FY 2018 - Refugee No U.S. Tie									<u>Total Refugee Capacity</u>	<u>Total SIV Capacity</u>	FY2018 Capacity	Client/FT Ratio
State	City	Affil Code	AF	EA	ECA	LAC	NE/SA	Total	AF	EA	ECA	LAC	NE/SA	Total						
AZ	Phoenix	AZCWS01																		
CA	Los Angeles	CACWS07																		
CA	Sacramento	CACWS06																		
CT	New Haven	CTCWS01																		
FL	Delray Beach	FLCWS03																		
FL	Miami	FLCWS01																		
GA	Atlanta	GACWS01																		
IL	Chicago	ILCWS02																		
IN	Indianapolis	INCWS01																		
KY	Lexington	KYCWS02																		
KY	Louisville	KYCWS01																		
MI	Grand Rapids	MICWS01																		
MN	Minneapolis	MNCWS01																		
NE	Lincoln	NECWS01																		
NE	Omaha	NECWS02																		
NH	Concord	NHCWS01																		
NJ	Jersey City	NJCWS02																		
NY	Buffalo	NYCWS07																		
NY	Poughkeepsie	NYCWS09																		
NY	Rochester	NYCWS08																		
NY	Syracuse	NYCWS04																		
NC	Durham	NCCWS04																		
NC	Greensboro	NCCWS05																		
OH	Columbus	OHCWS02																		
OR	Portland	ORCWS01																		
PA	Lancaster	PACWS04																		
TN	Knoxville	TNCWS03																		
TX	Amarillo	TXCWS05																		
TX	Austin	TXCWS03																		
TX	Dallas	TXCWS02																		
TX	Fort Worth	TXCWS04																		
TX	Houston	TXCWS01																		
VA	Harrisonburg	VACWS05																		
VA	Richmond	VACWS01																		
TOTAL	TOTALS																			

(b)(4)

FL-2019-02061
FY 2018 National Management Budget Summary

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Agency:	Church World Service
Date:	02/09/18

Estimated Number of Refugees Resettled in FY 2017	(b)(4)
Proposed Number of Refugees to Resettle in FY 2018	

Number of R&P affiliates and sub-offices in FY 2017	34
Number of R&P affiliates and sub-offices proposed in FY 2018	24

	FY 2018 R&P National Management Budget SUMMARY														
	FY 2017 Actual Expenses			October 2017 - March 2018 Previously Approved Budget			April - June 2018			July - September 2018			FY 2018 TOTAL		
	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL
PERSONNEL	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	
FRINGE BENEFITS															
TRAVEL															
EQUIPMENT															
OFFICE SUPPLIES															
PROFESSIONAL FEES															
SPACE/UTILITIES															
OTHER															
TOTAL DIRECT COSTS															
OVERHEAD															
TOTAL PROGRAM BUDGET				916,278			437,938			437,937			1,792,152		

NON-FEDERAL RESOURCES	
<i>Please provide a breakdown of sources for private resources included in this budget, showing the source of funding and the amount. You may insert additional lines and modify the descriptions as appropriate.</i>	
IOM Loans	(b)(4)
Outside Grants (specify)	
United Methodist Church	
Private Donor Contributions	
TOTAL	

**RECEPTION & PLACEMENT PROGRAM
FY 2018 National Management Budget Detail**

FE-2019-02061 A-00000517194
FY: 2018
Agency: Church World Service
Date: 2/9/2018

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Proposed FY 2018 National Management Budget																Comments	
	FY 2017 Actual Expenses			October 2017 - March 2018 Prev Approved			April - June 2018			July - September 2018			FY 2018 Total				
	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL		
(b)(4)	(b)(4)																

**RECEPTION & PLACEMENT PROGRAM
FY 2018 National Management Budget Detail**

FL-2019-02061 A-00000517194
FY 2018
Agency: Church World Service
Date: 2/9/2018

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	Proposed FY 2018 National Management Budget												Comments		
	FY 2017 Actual Expenses			October 2017 - March 2018 Prev Approved			April - June 2018			July - September 2018			FY 2018 Total		
	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL
PROFESSIONAL FEES	(b)(4)	(b)(4)		(b)(4)	(b)(4)		(b)(4)	(b)(4)		(b)(4)	(b)(4)		(b)(4)	(b)(4)	
(b)(4)															
SPACE/UTILITIES	(b)(4)														
(b)(4)															
OTHER (requires detail)	(b)(4)														
(b)(4)															
TOTAL DIRECT COST															
OVERHEAD @ (b)(4)															
GRAND TOTAL		1,946,521			916,278			437,938			437,937			1,792,152	

ADDITIONAL COMMENTS:

FL 2019-02061 A-00000517194
RECEPTION & PLACEMENT PROGRAM
Proposed FY 2018 National Management Travel Requirements

R&P Agency: Church World Service (CWS)

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Travel Category 1: Monitoring Visits											
#	Departure City	Arrival City	Duration (Nights)	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York, NY	Miami, FL	(b)(4)								
2	New York, NY	Louisville, KY									
3	New York, NY	Grand Rapids, MI									
4	New York, NY	Lincoln, NE									
5	New York, NY	Syracuse, NY									
6	New York, NY	Durham, NC									
7	New York, NY	Greensboro, NC									
8	New York, NY	Portland, OR									
9	New York, NY	Dallas, TX									
10	New York, NY	Fort Worth, TX									
11	New York, NY	Unanticipated									
Overall Total											
Travel Category 2: Bureau Meetings											
#	Departure City	Arrival City	Duration (Nights)	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York	Washington DC	(b)(4)								
2	New York	Washington DC									
3	New York	Washington DC									
Overall Total											
Travel Category 3: Outreach and Consultations											

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#	Departure City	Arrival City	Duration (Nights)	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * traveler)	Total M&IE/per diem (unit cost * duration)	Total rental, ground transport (unit cost * duration)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York, NY	Miami, FL	(b)(4)								
2	New York, NY	Durham, NC									
3	New York, NY	Harrisonburg, VA									
4	New York, NY	Richmond, VA									
5	New York, NY	Unanticipated									
6	New York, NY	Unanticipated									
Overall Total											
Travel Category 4: Other											
#	Departure City	Arrival City	Duration (Nights)	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * traveler)	Total M&IE/per diem (unit cost * duration)	Total rental, ground transport (unit cost * duration)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	Various	New York, NY	(b)(4)								
2	Various	New York, NY									
3	Various	New York, NY									
4	Various	New York, NY									
5	Various	New York, NY									
6	Various	New York, NY									
7	New York, NY	To be determined									
8	Jersey City, NJ	Durham, NC									
9	Greensboro, NC	Lancaster, PA									
10	New York, NY	Los Angeles, CA									
11	New York, NY	New Haven, CT									
12	New York, NY	Minneapolis, MN									
13	New York, NY	Omaha, NE									
14	New York, NY	Rochester, NY									
15	New York, NY	Syracuse, NY									
16	New York, NY	Knoxville, TN									

17	New York, NY	Austin, TX	FL-2019-02061 (b)(4)	A-00000517104	"UNCLASSIFIED"	6/6/2023	Page 13 of 40
18	New York, NY	Fort Worth, TX					
19	New York, NY	Houston, TX					
	Overall Total						

Reception and Placement Program

FY 2016 - FY 2018

R&P Agency: Church World Service (CWS)

Affiliate Information			Monitoring Plan			
State	City	PRM/RPC Affiliate Code	FY 2016 Month Actual	FY 2017 Month Planned	FY 2017 Month Actual	FY 2018 Planned
Arizona	Phoenix	AZCWS01		N/A (ND)	Aug-17 (ND)	
California	Los Angeles	CACWS07				SC (X)
California	Sacramento	CACWS06	Sep-16			
Connecticut	New Haven	CTCWS01		Feb-17 (X)	Sept-17 (X)	
Florida	Delray Beach	FLCWS03				SC/IA (X)
Florida	Miami	FLCWS01				Jun-18 (X)
Georgia	Atlanta	GACWS01	Oct-15			
Illinois	Chicago	ILCWS02	Nov-16			
Indiana	Indianapolis	INCWS01		Dec-16 (ND)	Apr-17 (ND)	
Kentucky	Lexington	KYCWS02		Mar-17 (ND)	Dec-16 (ND)	
Kentucky	Louisville	KYCWS01				Mar-18 (X)
Michigan	Grand Rapids	MICWS01				May-18 (X)
Minnesota	Minneapolis	MNCWS01	SC	Nov-16 (SC/ND)	Feb-17 (ND)	
Nebraska	Lincoln	NECWS01		Apr-17 (X)	Sept-17 (X/ND)	Sept-18 (ND)
Nebraska	Omaha	NECWS02	Dec-15			
New Hampshire	Concord	NHCWS01		X Mar-17	Mar-17 (X)	
New Jersey	Jersey City	NJCWS02	Feb-16	N/A (ND)	Aug-17 (ND)	
New York	Buffalo	NYCWS07	Apr-16			
New York	Poughkeepsie	NYCWS09				SC
New York	Rochester	NYCWS08	SC	N/A	Apr-17 (SC/ND)	
New York	Syracuse	NYCWS04	Apr-16	Nov-16 (ND)	SC/ND	Dec-17 (SC/ND)
North Carolina	Durham	NCCWS04				Aug-18 (X)
North Carolina	Greensboro	NCCWS05	Mar-16			Aug-18 (ND)
Ohio	Columbus	OHCWS02		Dec-16 (X)	Sept-17 (X)	
Oregon	Portland	ORCWS01				Nov-17 (X)
Pennsylvania	Lancaster	PACWS04	Jun-16			
Tennessee	Knoxville	TNCWS03	SC	Oct-16 (SC/ND)	Oct-16 (ND)	
Texas	Amarillo	TXCWS05		Feb-17 (X)	Sept-17 (ND)	
Texas	Austin	TXCWS03		Jan-17 (X)	Jul-17 (X)	
Texas	Dallas	TXCWS02	Jun-16	N/A (ND)	Sept-17 (ND)	Sept-18 (ND)
Texas	Fort Worth	TXCWS04	May-16			Dec-17 (ND)
Texas	Houston	TXCWS01		Apr-17 (X)	Jun-17 (X)	
Virginia	Harrisonburg	VACWS05		May-17 (X)	Nov-16 (X)	
Virginia	Richmond	VACWS01		Feb-17 (X/ND)	Nov-16 (X/ND)	

Special Circumstances (SC):

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Key

X = Scheduled Monitoring Visit

ND = New Director Monitoring Visit

IA = Insufficient Arrivals (Fewer than 50 arrivals; site is not part of FY 2018 on-site monitoring plan)

SC = Special Circumstances Monitoring Visit - briefly describe

RECEPTION & PLACEMENT PROGRAM

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Proposed FY 2018 National Headquarters Management Staff**R&P Agency:** Church World Service (CWS)

Name	Title	% FTE working on R&P	Description of R&P Duties (Brief summary of major tasks)
(b)(6)	(b)(4)		

(b)(6)

(b)(4) FL-2019-02061 A-00000517194 "UNCLASSIFIED"

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Total FTEs FY 2018: Change in total	(b)(4)
FTEs from FY 2017:	

(Federal and Private)

Please explain any change in Total FTEs from FY 2017 to FY 2018:

N/A

Budget Narrative (*Revised February 9, 2017*)

This budget narrative supports the Church World Service (CWS) proposal submitted in response to the U.S. Department of State, Bureau of Population, Refugees, and Migration (PRM) funding opportunity #SFOP0001443 to provide Reception and Placement (R&P) services to refugees admitted to the United States under the US Refugee Admissions Program (USRAP). The narrative details funding requested by CWS in the amount of (b)(4)

(b)(4)

A. PERSONNEL & FRINGE

(b)(4)

(b)(4)

(b)(4)

B. TRAVEL & TRAINING

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

C. EQUIPMENT

(b)(4)

(b)(4)

D. OFFICE SUPPLIES & MATERIALS

(b)(4)

(b)(4)

E. PROFESSIONAL FEES

(b)(4)

(b)(4)

(b)(4)

F. SPACE & UTILITIES

(b)(4)

(b)(4)

(b)(4)

G. OTHER

(b)(4)

(b)(4)

H. TOTAL DIRECT PROGRAM COST

(b)(4)

(b)(4)

I. INDIRECT CHARGES

(b)(4)

(b)(4)

(b)(4)

J. TOTAL PROGRAM COST

\$1,792,152Federal

(b)(4)



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United States Department of the Interior

INTERIOR BUSINESS CENTER

Indirect Cost Services
650 Capitol Mall, Suite 7-400
Sacramento, CA 95814

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Interior
Business
Center

October 25, 2016

(b)(6) Chief Financial Officer

Church World Service, Inc.
P.O. Box 968
Elkhart, IN 46515-0968

Dear (b)(6):

Enclosed is the signed original Negotiated Indirect Cost Rate Agreement that was processed by our office. If you have any questions concerning this agreement, please refer to the signature page for the name and contact number of the negotiator.

As a recipient of federal funds, the regulations require you to maintain a current indirect cost rate agreement. For provisional/final indirect cost rates, Indirect Cost Proposals should be submitted on an annual basis, and they are due within six (6) months after the close of your fiscal year. For predetermined rates and approved rate extensions, proposals are due in our office six (6) months prior to the expiration of your current rate agreement. Please note that proposals are processed on a first-in, first-out basis.

Common fiscal year end dates and proposal due dates are listed below:

Fiscal Year End Date	Proposal Due Date
September 30 th	March 31 st
December 31 st	June 30 th
June 30 th	December 31 st

Please visit our website for guidance and updates on submitting future indirect cost proposals. The website includes helpful tools such as a completeness checklist, indirect cost and lobbying certificates, sample proposals, Excel worksheet templates, and links to other websites.

Sincerely,

(b)(6)

Deborah A. Moberly

Office Chief

Enclosure

cc: Donald Hunter, Senior Grants Coordinator, DOS

Ref: J:\Contracts\ DOS\ Church World Services, Inc. (Cwsi319)\FY 17D 18D\Issue.ltr.docx

Phone: (b)(6)
Fax: (916) 930-3804

Email: ICS@ibc.doi.gov
Website: <http://www.doi.gov/ibc/services/finance/Indirect-Cost-Services>

**Nonprofit Organization
Indirect Cost Negotiation Agreement**

EIN: 13-4080201

Organization:

Church World Service, Inc.
P.O. Box 968
Elkhart, IN 46515-0968

Date: October 25, 2016

Report No(s): 17-A-0104(17D)
17-A-0105(18D)

Filing Ref.:
Last Negotiation Agreement
dated August 3, 2015

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 apply for fiscal years beginning on or after December 26, 2014 subject to the limitations contained in Section II.A. of this agreement. Applicable OMB Circulars and the regulations at 2 CFR 230 will continue to apply to federal funds awarded prior to December 26, 2014. The rates were negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rates

Type	Effective Period		Rate*	Applicable	
	From	To		Locations	To
Predetermined	07/01/16	06/30/17	(b)(4)		
Predetermined	07/01/17	06/30/18			

***Base:** Modified total direct costs - Total direct costs, less capital expenditures and the portion of subawards in excess of the first \$25,000.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Treatment of paid absences: Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

Section II: General

Page 1 of 3

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

Section II: General (continued)

Page 2 of 3

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. Changes: The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Rate Type:

1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment. (Because of legal constraints, predetermined rates are not permitted for Federal contracts; they may, however, be used for grants or cooperative agreements.)

E. Rate Extension: Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.

F. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

G. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

Section II: General (continued)**Page 3 of 3**

H. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

I. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
3. This Negotiation Agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the cognizant agency. No presumption of federal cognizance over audits or indirect cost negotiations arises as a result of this Agreement.
4. Organizations that have previously established indirect cost rates—exclusive of the 10% *de minimis* rate—must submit a new indirect cost proposal to the cognizant agency for indirect costs within six (6) months after the close of each fiscal year.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the Nonprofit Organization:

Church World Service, Inc.

Grantee/Contractor

(b)(6)

/s/

Signature

(b)(6)

Name (Type or Print)

CFO

Title

10/24/16

Date

By the Cognizant Federal Government Agency:

U.S. Department of State

Cognizant Agency

(b)(6)

/s/

Signature

(b)(6)

(b)(6)

Name

Office Chief

Office of Indirect Cost Services

Title

U.S. Department of the Interior

Interior Business Center

Agency

Oct 25 2016

Date

Negotiated by (b)(6)

Telephone (b)(6)

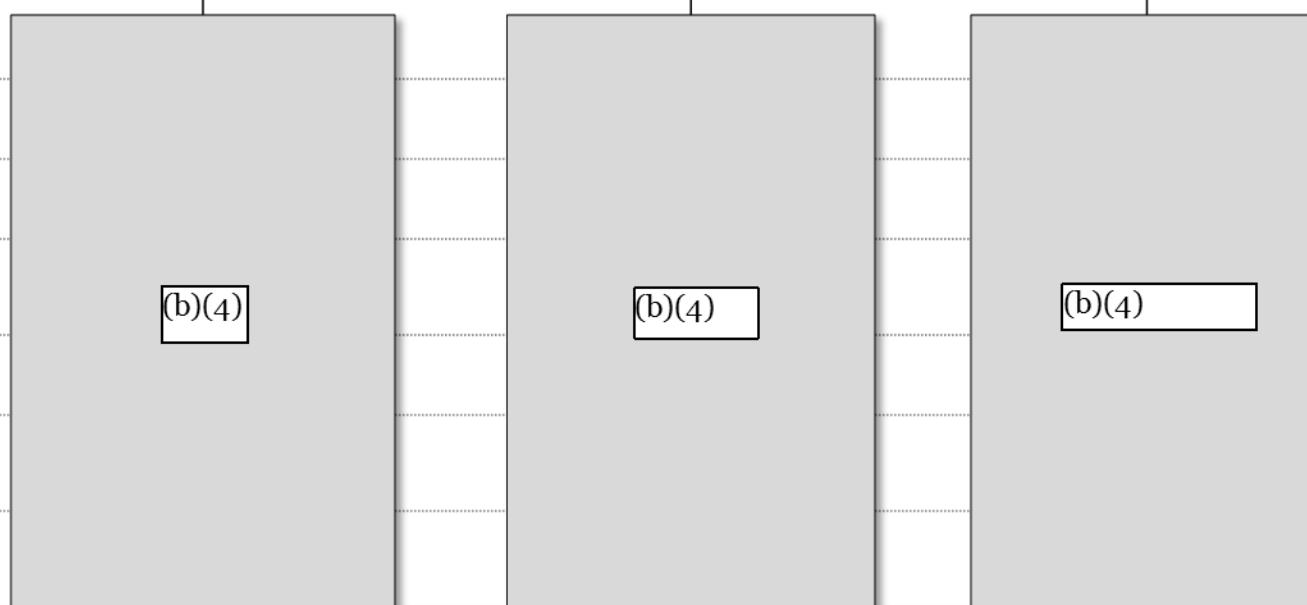
CWS Organizational Chart



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Office of the President

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IRP+ Organizational Chart



FL-2019-02061

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IRP+ Executive Director

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(b)(4)

Yellow indicates position
is supported by R&P
headquarters funding



FL-2019-02061

IRP+ Operations and Domestic Programs
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Finance

(b)(6)
Deputy Executive Director, IRP+

Global HR Director

(b)(4)

(b)(4)

Yellow indicates position
is supported by R&P
headquarters funding



U.S. Department of State Award Provisions

The above numbered cooperative agreement is hereby amended as follows:

1. **U.S. DEPARTMENT OF STATE AWARD PROVISION 1, Subparagraph b, Purpose/Scope of Award,** has been revised as follows:

1. Purpose/Scope of Award:

b. The Recipient shall carry out the Agreement in accordance with its proposal dated September 8, 2017, **its budget modification dated February 9, 2018 (Attachment A002, hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A and A002) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2017 through September 30, 2018.

2. **U.S. DEPARTMENT OF STATE AWARD PROVISION 5, Authorized Budget Summary,** has been revised as follows:

5. Authorized Budget Summary:

All expenditures paid with funds provided by this Agreement must be incurred for authorized activities, which take place during this period, unless otherwise stipulated.

Payment of funds under this Agreement will not be disbursed until the DOS has been assured that the Recipient's financial management system will provide effective control over and accountability for all Federal funds in accordance with 2 CFR 200.300 – 200.303.

Budget Categories	Amount
1. Personnel	(b)(4)
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs	
a. Refugee Per Capita ((b)(4)*\$1,125): \$ (b)(4)	
b. Affiliate Per Capita ((b)(4)*\$1,000): \$ (b)(4)	
c. Other: \$(b)(4)	

Professional Fees: \$(b)(4)	
Space/Utilities: \$(b)(4)	
Other: \$(b)(4)	
9. Total Direct Costs (lines 1-8)	\$9,360,992
10. Indirect Costs \$(b)(4)	(b)(4)
(b)(4)	
11. Total Costs (lines 9-10)	
12. Recipient Share	

- a. Any anticipated purchase of non-expendable equipment, such as computers or vehicles with an acquisition cost of \$5,000 or more per unit and were not part of the approved budget (Attachment A to this agreement), requires the prior written approval of the Bureau.
- b. If any part of the costs of goods and services charged under this agreement are collected from or reimbursed by the refugees or other sources, such collections shall be paid promptly to the Department or off-set against charges to the agreement; thereby, ensuring that no charges to this agreement results in duplicated reimbursement to the Recipient.

c. Local Offices/Affiliates and Services to Refugees Per Capita Grant

- 1) The Bureau shall provide the Recipient a fixed per capita grant of \$(b)(4) per refugee admitted under Section 207 of the INA who is assigned to the Recipient pursuant to this agreement for a total of up to \$(b)(4) refugees who are expected to arrive in the United States during the period October 1, 2017 through September 30, 2018. It is the intent of the Bureau that the per capita grants shall be spent in their entirety on expenses related to meeting the material needs of refugees and providing services to them, within the parameters of this subsection 5.c.
- 2) Of the \$(b)(4) fixed per capita grant:
 - a) At least \$1,125.00 (refugee per capita) is to be provided in its entirety to the affiliate to which the refugee is assigned and is to be used to cover payments made by the affiliate to or on behalf of individual refugees for cash disbursement and/or purchases on behalf of the refugee for the purpose of meeting material needs according to the requirements of the program;
 - i. No less than \$925.00 of this \$1,125.00 must be spent on behalf of the refugee by the affiliate to which the refugee is assigned during that refugee's R&P service delivery period;
 - ii. Up to \$200.00 of this \$1,125.00 may be spent on behalf of other vulnerable refugees assigned to the same affiliate who have unmet needs during their R&P period;
 - b) No more than \$1,000.00 (affiliate per capita) may be used to partially cover the actual expenses of the affiliates to which refugees are assigned in providing reception and placement services, including expenses that will lower the client-to-staff ratio, support positions that will coordinate volunteers or develop resources for the R&P program, deliver cultural orientation to

refugees, and/or otherwise improve the quality of the R&P services received by refugees.

- c) The Recipient will demonstrate through the reporting required under this agreement that the amounts funded for the per capita grants were provided by the Recipient in their entirety to affiliates based on the total number of refugees assigned to the Recipient during the period of October 1, 2017 through September 30, 2018.
 - 3) Payment of the amounts specified in subsection 5.c.2(a) shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2017 through September 30, 2018, but in no case shall the total payment of refugee per capita funds exceed (b)(4) during this period.
 - 4) Payment of the amounts specified in subsection 5.c.2(b) may be made in advance of actual refugee arrivals and shall be for the actual expenses of affiliates up to \$1,000 OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2017 through September 30, 2018, whichever is higher. In no case shall the total payment of affiliate per capita funds exceed (b)(4) during this period.
 - 5) This agreement may be amended to reflect the actual number of refugee arrivals during the period October 1, 2017 through September 30, 2018 and to adjust the amount of funds accordingly.
- d. The funds awarded under this agreement may be used only for the performance of the Recipient's responsibilities authorized herein for the provision of reception and placement services and may not be used to cover expenses of other activities or services that may be provided to refugees during their resettlement. For example, funding provided under this agreement shall not be used to cover any expenses of collecting the IOM Promissory Note.
- e. The affiliate per capita funds earned under this agreement must be used in their entirety to cover affiliates' expenses and shall not be used to cover national management expenses, as specified in subsection 5.c.2.
- f. The refugee per capita funds earned under this agreement must be used in their entirety by the Recipient's affiliate to which the refugee is assigned to cover cash disbursements to refugees and/or purchases on behalf of the refugee for the purpose of meeting his/her material needs according to the requirements of this program and shall not be used to cover national management expenses, as specified in subsection 5.c.2.
- g. In the event that the Recipient's activities related to the performance of its responsibilities under this agreement are also eligible for funding under other federal government grants or agreements, the Bureau and the Recipient shall consult each other and any other federal agency concerned to prevent attribution of the same expenditures to two (2) separate federal funding agreements.
- h. National Management. Any unexpended funds available to the Recipient for national management expenses at the end of the validity period of this agreement must be

returned to the Bureau and may not be used to cover affiliate expenses or for payments to or on behalf of refugees.

i. Per Capita Funds

- 1) Any unexpended per capita funds designated for affiliates' expenses may be used to continue authorized material needs support and core services beyond the R&P period for refugees assigned under this agreement, excluding payments to or on behalf of refugees which must be expended by the end of the R&P period.
- 2) Per capita funds designated for payment to or on behalf of each refugee may be used only to cover direct payments to or on behalf of each refugee and must be expended by the end of their R&P period. A minimum of \$925 per capita must be spent on each refugee.
- 3) Up to \$200 per capita of funds designated for payment to or on behalf of refugees may be used only to cover direct payments to or on behalf of any refugee placed at the affiliate that received the per capita.
- 4) All per capita funds earned under this agreement, however, must be expended no later than three (3) months following September 30, 2018 from which funded and reported as part of the final or interim final financial report for the period October 1, 2017 through September 30, 2018. Funds remaining at the end of the above-specified period shall be returned to the Bureau.
- 5) Any interest accrued on per capita funds made available under this agreement may be expended only (1) for the Recipient's responsibilities under this agreement; and (2) within the same time period specified in subparagraph 4) above. Interest remaining at the end of such period shall be returned to the Bureau.
- 6) With the written approval of the Bureau, the Recipient may enter into funding arrangements with other voluntary organizations participating in the Bureau's initial reception and placement program that will ensure that each organization is reimbursed for the actual number of refugees to whom it has provided services required by this agreement.

j. Transportation. Funds awarded under this agreement may not be used for travel outside the fifty (50) United States without the prior written approval of the Bureau. All approved international travel to be paid with funds awarded under this agreement shall be performed on U.S. flag carriers to the extent such service is available in accordance with the provisions of the "Federal Travel Regulations."

k. Grants and Grantee Requirements for Breach Response: When a grant recipient uses or operates a Federal information system or creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PII within the scope of a Federal award, the agency shall ensure that the grant recipient has procedures in place to respond to a breach and include terms and conditions requiring the recipient to notify the Federal awarding agency in the event of a breach. The procedures should promote cooperation and the free exchange of information with Federal awarding agency officials, as needed, to properly escalate, refer, and respond to a breach.

3. All other terms and conditions of Award Provisions remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the dates indicated on page one.