



United States Department of State

Washington, D.C. 20520

June 16, 2023

Case No. FL-2019-02061

Ralph L. Casale
Federation for American Immigration Reform
25 Massachusetts Ave., NW, Suite 330
Washington, DC 20001

Dear Mr. Casale:

As we noted in our letter dated May 19, 2023, we are processing your request for material under the Freedom of Information Act (“FOIA”), 5 U.S.C. § 552. The Department of State (“Department”) has identified nine additional responsive records subject to the FOIA. We have determined that all nine records may be released in part.

An enclosure explains the FOIA exemptions and other grounds for withholding material. Where we have made redactions, the applicable FOIA exemptions are marked on each record. Where applicable, the Department has considered the foreseeable harm standard when reviewing these records and applying FOIA exemptions. All non-exempt material that is reasonably segregable from the exempt material has been released and is enclosed.

The review of records potentially responsive to your request remains ongoing. Some of the remaining records contain information from third parties (“submitters”) that may be considered privileged or confidential under FOIA Exemption 4, 5 U.S.C. § 552(b)(4). In accordance with Executive Order 12600 and 22 C.F.R. § 171.12, the Department will provide these submitters an opportunity to review the information and object to its release under the FOIA before making a final release determination.

If you have any questions, your attorney may contact Assistant United States Attorney Bradley Silverman at (202) 252-2575 or bradley.silverman@usdoj.gov. Please refer to the case number, FL-2019-02061, and the civil action number, 19-cv-01743, in all correspondence about this case.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hickson".

Diamonece Hickson
Chief, Litigation and Appeals Branch
Office of Information Programs and Services

Enclosures: As stated.

The Freedom of Information Act (5 USC 552)

FOIA Exemptions

(b)(1) Information specifically authorized by an executive order to be kept secret in the interest of national defense or foreign policy. Executive Order 13526 includes the following classification categories:

- 1.4(a) Military plans, systems, or operations
- 1.4(b) Foreign government information
- 1.4(c) Intelligence activities, sources or methods, or cryptology
- 1.4(d) Foreign relations or foreign activities of the US, including confidential sources
- 1.4(e) Scientific, technological, or economic matters relating to national security, including defense against transnational terrorism
- 1.4(f) U.S. Government programs for safeguarding nuclear materials or facilities
- 1.4(g) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to US national security, including defense against transnational terrorism
- 1.4(h) Weapons of mass destruction

(b)(2) Related solely to the internal personnel rules and practices of an agency

(b)(3) Specifically exempted from disclosure by statute (other than 5 USC 552), for example:

ARMSEXP	Arms Export Control Act, 50a USC 2411(c)
CIA PERS/ORG	Central Intelligence Agency Act of 1949, 50 USC 403(g)
EXPORT CONTROL	Export Administration Act of 1979, 50 USC App. Sec. 2411(c)
FS ACT	Foreign Service Act of 1980, 22 USC 4004
INA	Immigration and Nationality Act, 8 USC 1202(f), Sec. 222(f)
IRAN	Iran Claims Settlement Act, Public Law 99-99, Sec. 505

(b)(4) Trade secrets and confidential commercial or financial information

(b)(5) Interagency or intra-agency communications forming part of the deliberative process, attorney-client privilege, or attorney work product

(b)(6) Personal privacy information

(b)(7) Law enforcement information whose disclosure would:

- (A) interfere with enforcement proceedings
- (B) deprive a person of a fair trial
- (C) constitute an unwarranted invasion of personal privacy
- (D) disclose confidential sources
- (E) disclose investigation techniques
- (F) endanger life or physical safety of an individual

(b)(8) Prepared by or for a government agency regulating or supervising financial institutions

(b)(9) Geological and geophysical information and data, including maps, concerning wells

Other Grounds for Withholding

NR Material not responsive to a FOIA request excised with the agreement of the requester



FL-2019-02061 A-00000285389
U.S. Department Of State

"UNCLASSIFIED"	6/6/2023	Page 1 of 24
2. Award Number S-PRMCO-17-CA-1012		
3. Amendment Number 001	4. Amendment Type NGA Revision	

Federal Assistance Award Coversheet

5. Recipient Name, Address and Contact Information Church World Service, Inc. 475 Riverside Dr Ste 700 New York, NY 10115-0074 UNITED STATES Ph: (b)(6) Contact: (b)(6)	6. Project Period From: 10/01/2016 Through: 09/30/2017																
9. Recipient Federal Tax I.D./DUNS Number DUNS: 006096754 EIN: 1134080201A3	7. Funding Period From: 10/01/2016 Through: 09/30/2017																
11. Award Title CWS Reception and Placement Program	8. Program CFDA Number 19.510																
12. Purpose (b)(4)	10. Type of Recipient U.S. Non-Profit Organization (501(c)(3))																
13. Issued By Bureau of Population Refugees and Migration - Comptroller: 2201 C Street NW, 8th Floor, SA-9 Washington, DC 20520 UNITED STATES	14. Funds Certified By Ms. Rachel A Bennett Budget Analyst 01/18/2017																
15. Statutory Authority - Authorization MRAA (Migration and Refugee Assistance act)	16. 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 the applicable rules checked below and any subsequent revisions. 2 CFR 200 2 CFR 600 Approved Application Attached Other – See Terms and Conditions																
17. Statutory Authority - Appropriation Migration and Refugee Assistance																	
18. Funding Distribution	<table border="1"><thead><tr><th></th><th>Total Prior Costs</th><th>Total New Costs</th><th>Amended Total Costs</th></tr></thead><tbody><tr><td>U.S. Share of Costs</td><td>\$6,868,058.00</td><td>\$4,046,049.00</td><td>\$10,914,107.00</td></tr><tr><td>Recipient Share of Costs</td><td>(b)(4)</td><td></td><td></td></tr><tr><td>Total Costs</td><td></td><td></td><td></td></tr></tbody></table>		Total Prior Costs	Total New Costs	Amended Total Costs	U.S. Share of Costs	\$6,868,058.00	\$4,046,049.00	\$10,914,107.00	Recipient Share of Costs	(b)(4)			Total Costs			
	Total Prior Costs	Total New Costs	Amended Total Costs														
U.S. Share of Costs	\$6,868,058.00	\$4,046,049.00	\$10,914,107.00														
Recipient Share of Costs	(b)(4)																
Total Costs																	
19. Recipient Name, Title and Signature (b)(6) Name Electronically Signed Signature Senior Director for Operations Title	20. Grants Officer Name, Title and Signature Ms. Wilson, Courtney Name Electronically Signed Signature Title Date																
21. Accounting and Appropriation Data 19_X1143009,2017,,1037,4122,2512,,031000,,2017FDSTRRM1439,1037750511	Amount \$4,046,049.00	22. Send Requests for Reimbursement to: Health and Human Services' Payment Management System															
23. By signing this agreement, the recipient assures that it will comply with the terms and conditions of this award. Recipient is required to sign and return this document within 10 business days of the signature of the Grants Officer to the Grants Office listed in Section 13.																	
Terms and Conditions attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																

Church World Service, Inc.

S-PRMCO-17-CA-1012

1. U.S. Department of State Award Provisions
2. Amended Proposal Documents - Attachment A001



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 revised proposal dated August 19, 2016 (**Attachment A**), **its budget modification dated December 30, 2016 (Attachment A001 hereto**), and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (**Attachment A and Attachment A001**) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2016 through September 30, 2017.
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): \$5,322,375	
b. Affiliate Per Capita ((b)(4)*\$950): \$4,494,450	
c. Other: \$(b)(4)	
Professional Fees: \$(b)(4)	
Space/Utilities: \$(b)(4)	

Other: (b)(4)	
9. Total Direct Costs (lines 1-8)	\$10,753,335
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, 2016 through September 30, 2017. 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 (b)(4) (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 or for material goods, as needed, to meet the requirements of the program;

i. No less than \$925.00 of this (b)(4) 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 (b)(4) 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 \$950.00 (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, 2016 through September 30, 2017.

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, 2016 through September 30, 2017, 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 \$(b)(4) OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2016 through September 30, 2017, 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, 2016 through September 30, 2017 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 to cover cash disbursements to refugees and/or purchases of material goods on their behalf at the Recipient's affiliate for which the refugee is assigned 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 basic 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, 2017 from which funded and reported as part of the final or interim final financial report for the period October 1, 2016 through September 30, 2017. 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."

4. 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.



December 30, 2016

Irving Jones
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 Mr. Jones:

In response to PRM's request, please find the attached revised FY17 Q1 and Q2 Budget and Narrative from Church World Service.

Should you have any questions, please don't hesitate to contact me or our Senior Director for Programs, [redacted] at [redacted] or [redacted]

Sincerely,

[redacted]
[redacted]

[redacted]
Senior Director for Operations, IRP+
Church World Service

[redacted]
[redacted]

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant NY-013* b. Program/Project NY-013

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

Affiliate Offices Congressional DistrictsAdd AttachmentDelete AttachmentView Attachment**17. Proposed Project:*** a. Start Date: 10/01/2016* b. End Date: 09/30/2017**18. Estimated Funding (\$):**

* a. Federal	2,663,532.00
* b. Applicant	(b)(4)
* 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 AttachmentDelete AttachmentView 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: Ms. (b)(6) * First Name: (b)(6)

Middle Name: (b)(6) (b)(6)

* Last Name: (b)(6) (b)(6)

Suffix: (b)(6)

* Title: Senior Director for Operations (b)(6)

* Telephone Number: (b)(6) Fax Number: 212.870.3194

* Email: (b)(6) (b)(6)

* Signature of Authorized Representative: Compl * Date Signed: 9/29/16 Completed by Grants and Union Submission

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	
<input type="checkbox"/> Preapplication	<input type="checkbox"/> New	* If Revision, select appropriate letter(s): E: Other (specify) _____
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify): revision of initial
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	
* 3. Date Received:	4. Applicant Identifier:	
Completed by Grants.gov upon submission.		
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): 13-4080201		* c. Organizational DUNS: 0060967540000
d. Address:		
* Street1:	475 Riverside Drive	
Street2:	Suite 700	
* City:	New York	
County/Parish:		
* State:	NY: New York	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	10115-0073	
e. Organizational Unit:		
Department Name: Immigration & Refugee Program	Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: (b)(6)	
Middle Name: (b)		
* Last Name: (b)(6)		
Suffix:		
Title: Senior Director for Programs		
Organizational Affiliation: Church World Service		
* Telephone Number: (b)(6)	Fax Number: 212.870.3194	
* 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 Population, Refugees and Migration

11. Catalog of Federal Domestic Assistance Number:

19.510

CFDA Title:

U.S. Refugee Admissions Program

*** 12. Funding Opportunity Number:**

PRM-PRMUSRAP-17-001

* Title:

FY 2017 Notice of Funding Opportunity for Reception and Placement Program

13. Competition Identification Number:

PRM-PRMUSRAP-17-001-05593

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

CWS Reception and Placement Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**RECEPTION & PLACEMENT PROGRAM
FY 2017 National Management Budget Detail
PRM-PRMUSRAP-17-001**

FY:	2017
File No:	19-02061 WORLD A-00000285389
Date:	1/10/2017

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RECEPTION & PLACEMENT PROGRAM
 FY 2017 National Management Budget Detail
 PRM-PRMUSRAP-17-001

FY:	2017
File:	2019e02061 WORLD 00000285389
Date:	1/10/2017

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Proposed FY 2017 National Management Budget

	October - December 2016			January - March 2017			April - June 2017			July - September 2017			FY 2017 Total			FY 2016 Estimated Total			Comments
	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)																		
SPACE/UTILITIES																			
(b)(4)																			
OTHER (requires detail)																			
(b)(4)																			
TOTAL DIRECT COST																			
OVERHEAD @ (b)(4)																			
GRAND TOTAL	558,043	(b)(4)		539,239	(b)(4)		567,073	(b)(4)		567,073	(b)(4)		2,231,428	(b)(4)					

(b)(4)
ADDITIONAL COMMENTS:

Budget Narrative

(b)(4)

A. PERSONNEL & FRINGE

(b)(4)

(b)(4)

(b)(4)

B. TRAVEL & TRAINING

(b)(4)

(b)(4)

(b)(4)

(b)(4)

C. EQUIPMENT

(b)(4)

(b)(4)

D. OFFICE SUPPLIES & MATERIALS

(b)(4)

(b)(4)

(b)(4)

E. PROFESSIONAL FEES

(b)(4)

(b)(4)

F. SPACE & UTILITIES

(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)

J. TOTAL PROGRAM COST

(b)(4)



PL-2019-02061 A-00000285389

"UNCLASSIFIED"

United States Department of the Interior

INTERIOR BUSINESS CENTER

Indirect Cost Services

2180 Harvard Street, Suite 430

Sacramento, CA 95815

6/6/2023

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Interior
Business
Center

August 3, 2015

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 Web site at http://www.doi.gov/ibc/services/Indirect_Cost_Services 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 Web sites.

Sincerely,

(b)(6)

Deborah A. Moberly (b)(6)
Office Chief

Enclosure

cc: Donald Hunter, Senior Grants Coordinator, DOS

Ref: J:\Contracts\DOCS\Church World Services, Inc. (Cwsi319)\FYs 14F 15D 16D\Cwsi-IssueLtr.14F 15D 16D.docx

Phone: (916) 566-7111
Fax: (916)566-7110

Email: ICS@ibc.doi.gov
Internet: http://www.doi.gov/ibc/services/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: August 3, 2015

Report No(s): 15-A-0956 14F
15-A-0957 15D
15-A-0958 16D

Filing Ref.:
Last Negotiation Agreement
dated April 18, 2014

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*	Locations	Applicable To
	From	To			
Final	07/01/13	06/30/14	(b)(4)		
Predetermined	07/01/14	06/30/15			
Predetermined	07/01/15	06/30/16			

***Base:** Total direct costs, less capital expenditures and the portion of subgrants or subcontracts 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 2**

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).

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.)

Section II: General (continued)**Page 2 of 2**

4. 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.

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

F. 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.

G. 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.

H. 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.

I. 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)

Signature

(b)(6)

Name (Type or Print)

Chief Financial Officer

Title

July 27, 2015

Date

By the Cognizant Federal Government Agency:

U.S. Department of State

Cognizant Agency

(b)(6)

Signature

(b)(6)

Name

Office Chief

Office of Indirect Cost Services

Title

U.S. Department of the Interior

Interior Business Center

Agency

AUG 03 2015

Date

Negotiated by (b)(6)

Telephone (b)(6)



2019-02061

A-00000285390

"UNCLASSIFIED"

6/6/2023 Page 1 of 17

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 006096754									
8. CFDA Number 19.510	9. Statutory Authority for Assistance Migration/Refugee Act	10. Award Number SPRMCO17CA1012									
11. Period of Performance Start Date 01-Oct-2016	End Date 30-Sep-2017	12. Amendment Number M002									
13. Accounting and Appropriation Data <table><tr><td>1900-2017--19_X11430009-1037-PRM--2512-SPRMCO17CA1012-4122--031000---</td><td>\$1,149,550.00</td></tr><tr><td>-2017FDSTRRM1439-SPRMCO17CA1012</td><td>USD</td></tr><tr><td>1900-2017--19_X11430009-1037-PRM--2512-1037750511-4122--031000----</td><td>\$0.00 USD</td></tr><tr><td>-2017FDSTRRM1439-SPRMCO17CA1012</td><td></td></tr></table>		1900-2017--19_X11430009-1037-PRM--2512-SPRMCO17CA1012-4122--031000---	\$1,149,550.00	-2017FDSTRRM1439-SPRMCO17CA1012	USD	1900-2017--19_X11430009-1037-PRM--2512-1037750511-4122--031000----	\$0.00 USD	-2017FDSTRRM1439-SPRMCO17CA1012		14. Funds Certified By (b)(6) Rachel A Bennett	
1900-2017--19_X11430009-1037-PRM--2512-SPRMCO17CA1012-4122--031000---	\$1,149,550.00										
-2017FDSTRRM1439-SPRMCO17CA1012	USD										
1900-2017--19_X11430009-1037-PRM--2512-1037750511-4122--031000----	\$0.00 USD										
-2017FDSTRRM1439-SPRMCO17CA1012											
Funding Distribution											
15.	Total Prior Costs U.S. Share of Costs	New Costs \$10,914,107.00 USD	Total Cost \$12,063,657.00 USD								
Recipient Share of Costs	(b)(4)										
Total Costs											
16. Purpose of the Federal Award Activity To provide funding for 554 additional refugee arrivals and update provisions 1.b, 1.d, 5, 7, 16.b and 16.g.											
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) 28-Mar-2017	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 18-Jan-2017								
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											



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 and d, 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 revised proposal dated August 19, 2016 (Attachment A), its budget modification dated December 30, 2016 (Attachment A001), **its budget modification dated March 9, 2017 (hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A and A001) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2016 through September 30, 2017.

d. Statement of Specific Recipient Objectives and Indicators:

- 1) Ensure sound and timely operations to appropriately prepare and plan for refugee arrival to the United States with the following goals.
 - a) Percentage of non-expedited assurances that are submitted on or before the deadline. Target: (b)(4)
 - b) Percentage of complex medical cases that are selected during allocations. Target: equivalent to overall Agency caseload percentage. Target: (b)(4)
 - c) Percentage of refugees who do not out-migrate from their location of initial placement. Target: (b)(4)
 - d) Percentage of refugees placed in the appropriate environment. Target: (b)(4)
- 2) Recipient management provides sound oversight and support to maintain a flexible, well-equipped, and knowledgeable affiliate network.
 - a) Percentage of recommendations related to training made by PRM during affiliate monitoring which are resolved within three months of release of the final monitoring report. Target: (b)(4)
 - b) Percentage of affiliates that have been monitored at least once in the previous three fiscal years. Target: (b)(4)
 - c) Percentage of affiliates who adhere to the standard CWS affiliate staff training plan. Target: (b)(4)
 - d) Percentage of affiliates that participate in staff training on the top PRM and resettlement agency monitoring report recommendations. Target: (b)(4)
 - e) Percentage of affiliates that are rated "Compliant" or "Mostly Compliant" on CWS and PRM monitoring visits. Target: (b)(4)

- f) Percentage of affiliates who receive a 4 or 5 Staff Training rating in their CWS monitoring report. **Target:**(b)(4)
- 3) Recipient's affiliates deliver timely and individualized services that promote refugee well-being and self-sufficiency.
 - a) Number and percentage of recommendations related to the provision of core services and basic needs support made by PRM during affiliate monitoring which are resolved within three months of release of the final monitoring report. **Target:**(b)(4)
 - b) Number of complaints received by PRM related to the provision of core services and basic needs support that PRM determines to be valid. **Target:**(b)(4)
 - c) Number of complaints by CWS related to the provision of core services and basic needs support that CWS determines to be valid. **Target:**(b)(4)
 - d) Number and percentage of recommendations related to the provision of core services and basic needs support made by CWS during affiliate monitoring which are resolved within three months of release of the final monitoring report. **Target:**(b)(4)
 - e) Number and percentage of cases for which all basic needs and core services were provided on time and in compliance. **Target:**(b)(4)
 - f) Number and percentage of refugees whose household income exceeds expenses. **Target:**(b)(4)
- 4) Recipient's affiliates regularly engage, inform, and consult resettlement partners, stakeholders, and communities.
 - a) Percentage of affiliates compliant with quarterly consultation requirements. **Target:**(b)(4)
 - b) Average number of community engagement events/presentations conducted per affiliate per quarter. **Target:**(b)(4)
 - c) Percentage of affiliates who formally consult with beneficiaries on a quarterly basis. **Target:**(b)(4)
 - d) Percentage of affiliates that participate in the *Community Partner Communications Framework*. **Target:**(b)(4)
 - e) Percentage of affiliates who receive a 4 or 5 Community Partnership rating in their CWS monitoring report. **Target:**(b)(4)
- 5) Recipient's affiliates ensure that refugees are connected to services and oriented to their new communities.
 - a) Percentage of refugee adults who receive cultural orientation in accordance with the Cooperative Agreement. **Target:**(b)(4)
 - b) Number and percentage of recommendations related to refugee understanding of orientation made by PRM during affiliate monitoring which are resolved within three months of release of the final monitoring report. **Target:**(b)(4)
 - c) Percentage of refugees connected to ongoing services. **Target:**(b)(4)
 - d) Number and percentage of recommendations related to refugee understanding of orientation made by CWS during affiliate monitoring which are resolved within three months of release of the final monitoring report. **Target:**(b)(4)
 - e) Percentage of refugees who understand the topics in the Cultural Orientation assessment. **Target:**(b)(4)

- f) CWS network national average score of adult clients on cultural orientation assessment. **Target:** (b)(4)

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 (\$1,125): (b)(4)	
b. Affiliate Per Capita (\$950): (b)(4)	
c. Other: \$ (b)(4)	
Professional Fees: (b)(4)	
Space/Utilities: (b)(4)	
Other: (b)(4)	
9. Total Direct Costs (lines 1-8)	\$11,902,885
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, 2016 through September 30, 2017. 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 \$(b)(4) (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 or for material goods, as needed, to meet the requirements of the program;
 - i. No less than \$925.00 of this \$(b)(4) 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 \$(b)(4) 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 \$950.00 (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, 2016 through September 30, 2017.
- 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, 2016 through September 30, 2017, 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 \$(b)(4) OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2016 through September 30, 2017, 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, 2016 through September 30, 2017 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 to cover cash disbursements to refugees and/or purchases of material goods on their behalf at the Recipient's affiliate for which the refugee is assigned 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 basic 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, 2017 from which funded and reported as part of the final or interim final financial report for the period October 1, 2016

through September 30, 2017. 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."

3. U.S. DEPARTMENT OF STATE AWARD PROVISION 7, Reporting and Monitoring, has been revised as follows:

7. Reporting and Monitoring

The Recipient must submit required program, financial, and inventory reports to the Bureau's Office of the Comptroller through the **SAMS Domestic grants management system at <https://mygrants.service-now.com>**. The Recipient must submit required reports to the Office of the Comptroller using the **Post Award Task** functionality for this agreement number. The subject line of the electronic mail transmissions to the assistance office and Refugee Coordinator must include the following information: Organization Name, Agreement Number, Report Type, and Reporting Period.

The Recipient is required to submit quarterly program and financial reports based on the schedule outlined below. The first page of the Performance Progress Report Form (SF PPR) must be submitted with all program reports. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted for all financial reports. These forms can be accessed at: <https://www.statebuy.state.gov>. **Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.**

The Recipient must submit performance reports using OMB-approved government-wide standard information collections when providing performance information. As appropriate in accordance with above mentioned information collections, these reports will contain, for each Federal award, brief information on the following unless other collections are approved by OMB:

- a. A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be

quantified, a computation of the cost (for example, related to units of accomplishment) may be required if that information will be useful. Where performance trend data and analysis would be informative to the Federal awarding agency program, the Federal awarding agency should include this as a performance reporting requirement.

- b. The reasons why established goals were not met, if appropriate.
- c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Program Progress Report Schedule and Requirements:

<u>Quarter Start Date</u>	<u>Quarter End Date</u>	<u>Report Due Date</u>
October 1, 2016	December 31, 2016	January 31, 2017
January 1, 2017	March 31, 2017	April 30, 2017
April 1, 2017	June 30, 2017	July 31, 2017
July 1, 2017	September 30, 2017	December 31, 2017

The final three (3) month report should also contain a brief summary of the activities carried out during the full period of the agreement.

Each report should address the objectives and indicators set forth in Section 1.c. and **1.d.** and the extent to which they were accomplished.

The Recipient shall include in the Program Progress Report a brief summary of:

- 1) program activities, such as conferences, workshops, and training or other activities funded through this agreement;
- 2) the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored;
- 3) a discussion of actions taken to address any identified weaknesses in R&P core service delivery, including follow-up on corrective actions taken as a result of prior Recipient or Bureau monitoring;
- 4) evidence of final compliance with all prior Recipient or Bureau monitoring findings and recommendations; and
- 5) the number and percentage of affiliates in compliance with the requirements for community consultations, as well as best practices and issues that prevent adequate resettlement in a given community or result in changes in the Recipient's placement plans.

The Performance Progress Report (SF-PPR) is a standard, government-wide performance reporting format available at: <https://www.statebuy.state.gov/fa/Pages/Forms.aspx>. Recipients must submit the signed SF-PPR cover page with each program report.

Annual Report

The Recipient shall submit no later than March 31, 2018, a report to be submitted by the Bureau to Congress pursuant to Section 412(b)(7)(E) of the INA. The report will be considered timely if submitted on or before the due date. Such report shall describe for the period October 1, 2016 through September 30, 2017:

- 1) the number of refugees placed by county of placement and the total expenditures incurred during the year, including the proportion of such expenditures used for administrative purposes (National Management) and for provision of services (Local Offices/Affiliates and Payments to or on Behalf of Refugees);
- 2) to the extent the information is available, the Recipient will make its best effort to determine the proportion of refugees placed during the agreement period by the Recipient and who, on September 30, 2017, are receiving publicly funded cash or medical assistance;
- 3) the Recipient's program to monitor placement of the refugees and the activities of its affiliates;
- 4) the efforts by the Recipient and its affiliates to coordinate with local social service providers so as to avoid duplication of services;
- 5) the efforts by the Recipient and its affiliates to notify public welfare offices of refugees who have been offered employment and to provide documentation to public welfare offices to which refugees have applied for cash assistance concerning cash or other resources directly provided to such refugees;
- 6) the efforts of the Recipient's affiliates to inform appropriate public health agencies of the arrival of refugees known to have medical conditions affecting the public health and requiring treatment; and
- 7) any complaints received from beneficiaries about provision of services by the Recipient pursuant to this agreement.

R&P Period Reports

A copy of the R&P period report form will be provided to the Recipient. Data from this form will be submitted to the Refugee Processing Center (RPC) no later than the 15th day of the second month following the end of the R&P period, and shall be considered timely if electronically submitted on or before the due date. The report shall be submitted to the RPC at Incoming-Datafiles@wrapsnet.org. The Recipient will retain the reported information for a period of not less than one year from the date of arrival, and will make it available for review by the Bureau upon request.

Federal Financial Report Schedule and Requirements

Financial reports shall be submitted within thirty (30) days following the end of each calendar year quarter (January 30th, April 30th, July 30th, and October 30th) during the validity period. A preliminary final financial report covering the entire period of the agreement shall be submitted within ninety (90) days after the expiration date of this agreement and then updated and submitted on March 31, 2018. This preliminary final report shall include the total charges for each budget category reflected in Section 5 including charges for post-performance activities such as audits and evaluations. Should the Recipient have awarded \$15,000 or more to a sub-recipient for the implementation of a portion of this

project, the reports shall identify the name and amount of funds given to each sub-recipient organization.

Should the funds provided under this cooperative agreement reimburse the Recipient for only a portion of the total costs of this project with additional costs being covered from other Federal or private resources, the financial reports required by the Bureau must reflect the costs to be charged to the Bureau's cooperative agreement and those costs to be charged to other financial resources for the total cost of the project.

Reports reflecting expenditures for the Recipient's overseas and United States offices shall be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System and transmitted as a **Post Award Task** through <https://mygrants.service-now.com>.

Expenses to be charged against this agreement must be for actual costs incurred for authorized activities that are adequately documented and that can be confirmed through an audit. Expenses based on an average or prorated share of costs that do not represent individually identified costs or those that cannot be specifically confirmed through an audit shall not be charged to or reported under this agreement.

Should the Recipient receive refunds or rebates after the reporting period, these must be returned with a revised preliminary final financial report within thirty (30) days of the receipt of such refunds or rebates.

For the Recipient that has an approved USG indirect cost rate: A final financial report, including any allowable post performance charges for an audit and/or an evaluation, shall be submitted within sixty (60) days from the date the Recipient countersigns an indirect cost rate agreement with its cognizant government agency that establishes final rates applicable to the validity period of this agreement. This final financial report shall have the authorized charges detailed by the time period covered by each different indirect cost rate in effect during the validity period of this agreement.

Reconciliation of Claimed Refugee Sponsorships

The Recipient shall reconcile with the RPC within sixty (60) days its claimed arrivals each month. A final summary of the Recipient's claimed arrivals for the period October 1, 2016 through September 30, 2017 must be reconciled with the RPC no later than December 31, 2017.

Inventory Report

A report shall be submitted within thirty (30) days prior to the expiration of this agreement listing all items and purchase price of all non-expendable tangible personal property having a useful life of more than one year and having a current per unit fair market value of \$5,000 or more per unit which were purchased with funds provided under this agreement. This report must include the following information for each item purchased: description, date of purchase, serial number, and the country in which the item was used.

This required inventory report shall include any items of non-expendable tangible personal property that were purchased under a previous Bureau funding arrangement that continue to be used in activities funded under this agreement.

The required inventory report shall also include the Recipient's specific recommendations for the disposition of each item of non-expendable tangible personal property. In certain circumstances, the proposed disposition may include a recommendation to retain specified items for continued use in other Bureau funded activities or similar activities carried out by the Recipient. If such property is no longer required for authorized activities, a recommendation for final disposition, e.g., sale, donation or disposal, shall be specified.

Quarterly Status Report

The Recipient shall submit calendar quarterly status reports, in the formats attached hereto as Attachment C. The Attachment C reports shall be submitted within thirty (30) days following the end of each calendar year quarter (January 30th) during the validity period and transmitted as a **Post Award Task** through <https://mygrants.service-now.com>. Proposed revisions or adjustments to the report may only be made within the subsequent sixty (60) days following the report deadline for each calendar quarter or ninety (90) days from the end of the calendar quarter. Adjustments to direct costs proposed subsequently to this ninety (90) day period will not be considered for reimbursement under this agreement, except for possible charges for post-performance activities such as audits, evaluations and adjustments for indirect costs.

In recognition of the delay in determining final per capita earnings based on final reconciliation of arrivals, the Recipient may adjust the allocation of expenses between per capita and private resources, but may not increase expenses, during the one hundred twenty (120) day period for submission of the final expenditure report.

A final Attachment C report for expenditures together with a summary report of the previously reported quarterly expenditures shall be due March 31, 2018. This report is to include any proposed revisions or adjustments to direct costs and to include earned income based on the reconciliation of arrivals with the Refugee Processing Center. After this date, no revisions or adjustments of direct expenditures or adjustments of direct costs charges or earned per capita income will be recognized for consideration under this agreement.

For National Management expenses: In addition to the SF-425 required above, a listing of total expenditures by the Items of Expenditure Categories set forth in Attachment C of this agreement reflecting separately the costs being charged to this agreement and those charged to other sources. The quarterly line item expenditure reports must be transmitted as a **Post Award Task** through <https://mygrants.service-now.com>.

For Local Office/Affiliate and Payments to or on Behalf of Refugees expenses: In addition to the SF-425 required above, a reporting of expenditures shall be completed as set forth in Attachment C of this agreement that indicate per capita income earned during the

reporting period, expenditures incurred chargeable to per capita funds, and the total amount of non-Federal funds used to augment the per capita funds. This information is to be provided by affiliate noting the affiliate RPC code and city, number of refugees arrived, affiliate expenses per capita expenditure, and per capita expenditures to or on behalf of refugees during the quarter as set forth in Attachment C. The quarterly expenditure reports must be transmitted as a **Post Award Task** through <https://mygrants.service-now.com>.

Availability of Per Capita Funds

A written statement must be submitted on or before December 31, 2017 as a **Post Award Task** through <https://mygrants.service-now.com> reporting the amount of per capita funds and accrued interest unexpended and available as of October 1, 2017. This statement must confirm the amount of those funds that were expended and reported as a part of the quarterly financial reports for the period October 1, 2016 through September 30, 2017.

Should the Recipient have any unexpended per capita funds as of the financial report due on March 31, 2018, such funds must be returned to the Bureau no later than April 30, 2018.

IOM Promissory Note Repayments

The Recipient shall submit as a **Post Award Task** through <https://mygrants.service-now.com> quarterly reports of transportation loan repayments indicating amounts repaid and remitted to the International Organization for Migration within thirty (30) days of the end of each reporting period. The reports shall be due on or before January 30, 2017, April 30, 2017, July 30, 2017, and October 30, 2017.

4. **U.S. DEPARTMENT OF STATE AWARD PROVISION 16, Subparagraph b and g.2, Specific Conditions,** has been revised as follows:

16. Specific Conditions: Reception and Placement Program Core Services

b. Performance Standards

The Bureau will evaluate Recipient performance on an ongoing basis and will expect timely Recipient cooperation to remedy any identified weaknesses in affiliate, sub-office, or Recipient performance. The Bureau may find it necessary to restrict placement of cases to affiliate offices for a period of time to allow for corrective action by the national Agency.

The Recipient will permit the Bureau to monitor its affiliates upon advance notice, and, when Bureau on-site or telephonic monitoring results in recommendations for modifications in the operations of an affiliate of the Recipient, respond to the Bureau's recommendations in writing and ensure that required modifications are implemented at the local level within the specified time-frame. If the Recipient fails to comply with this provision, the Recipient may be prohibited by the Bureau from utilizing funds received under this agreement for further resettlement by the affiliate.

The Bureau will evaluate Recipient performance in the following areas:

1) Reception and Placement Program **Objectives** and Indicators and Recipient **Objectives** and Indicators as stated in Section 1.c. and 1.d.

2) National Agency Program Management

a) Staff training

Headquarters shall have in place a formal plan for training new headquarters staff and affiliate directors, and should ensure that each affiliate has a structured training plan for each of its new employees. Headquarters shall also have in place a mechanism for training existing staff at all levels on changes that occur in the R&P Program, as well as local and national legislative changes that affect refugee resettlement. Training for new and existing staff at all levels shall include the national and/or local established code of conduct.

b) Communication with Affiliates on Policy Changes

Headquarters shall have in place mechanisms for informing affiliates of policy changes and shifts in expected refugee arrivals. Headquarters shall also have in place mechanisms for informal communications with affiliates on everyday resettlement issues.

c) Strategy for Site Selection

Headquarters shall have in place a coherent strategy for selecting resettlement sites and placement of individual refugee cases. That strategy should show evidence of adaptability to new circumstances, e.g., influx of new populations, welfare or economic changes in any given location. Such strategy should also provide adequate justification for continued use of a site with poor employment outcomes.

d) Corrective Action on Program Deficiencies

Headquarters shall maintain records of corrective actions taken and evidence of final compliance by affiliates in response to recommendations made by headquarters and Bureau monitors during on-site and telephonic monitoring reviews. These records should show evidence of follow-up as needed, and should address each recommendation made by the monitors.

e) Employment of Refugees

Although the Recipient is not required to effect job placement through its own efforts, this agreement requires that the Recipient provide employment orientation and assistance with enrollment in appropriate employment services. Refugee program service providers or other resources available in the community may accomplish job placement. Since employment is recognized as one of the significant elements in successful resettlement, the Recipient will determine the employment status of each employable refugee at the end of the R&P period.

f) Out-Migration of Refugees

The Bureau will review the Recipient's out-migration performance as a part of its annual review.

g) On-Site Affiliate Monitoring

i. Frequency of Monitoring

Headquarters shall maintain records verifying that it conducts on-site monitoring of each affiliate and sub-office in its network at least every three (3) years, unless the office has resettled fewer than twenty-five (25) refugees during the previous fiscal year. Headquarters should perform and document monitoring of a new

affiliate or sub-office within twelve months of the date opened in WRAPS. Headquarters should also perform and document monitoring visits to affiliate offices that have experienced a turnover in resettlement directors within one (1) year of the new director's appointment, which resets the three (3)-year monitoring cycle for that affiliate. Bureau exceptions to these requirements, which should be requested only in exceptional circumstances, should also be documented.

ii. Written Reports

Headquarters monitors shall write a formal report for each monitoring visit they conduct. The reports shall include:

- (a) a description that quantifies and qualifies how the affiliate coordinates volunteers and develops private resources for Reception and Placement activities;
 - (b) evidence of the affiliate's policy on how refugee per capita funds beyond the \$925 per person minimum are spent;
 - (c) a narrative statement describing the affiliate's R&P program, including quality of housing, local services, and the local resettlement environment;
 - (d) evidence of a review of the affiliate's performance and compliance with R&P requirements;
 - (e) evidence of contacts made by the monitor(s) with state and local refugee program officials, including the state refugee coordinator and state refugee health coordinator;
 - (f) evidence of compliance with quarterly stakeholders meeting requirements;
 - (g) evidence of the affiliate's training for new and existing staff;
 - (h) evidence of the affiliate's policy on protection from sexual exploitation and abuse;
 - (i) evidence of the monitor's review of five percent (5%) (but not fewer than ten (10) cases, nor more than thirty (30) cases) of all case files for cases which arrived during the preceding twelve (12)-month period, including a representative sample of local co-sponsor placement, if applicable. The monitoring report must indicate whether the case files contained fully completed and implemented service plans for each member of the family, evidence of timely and compliant delivery of all required services, evidence of compliant documentation of R&P per capita expenditures, and R&P period reports. The report must also indicate whether the case logs presented a complete and accurate picture of the resettlement process;
 - (j) evidence of the monitor's visit to at least four (4) refugee cases in their homes, and an assessment of the welfare, living conditions, current needs, and the affiliate's assistance with the provision of basic needs and core services. If fewer than four (4) cases have arrived in the fiscal year being monitored, all arrived cases for that fiscal year shall be included in home visits; and
 - (k) recommendations for any necessary follow-up.
- h) The following documents shall be available to the Bureau upon request. The documents shall be accurate and complete, be submitted in a timely manner, and adhere to all requirements:
- i. R&P Period Reports
 - ii. Sponsorship Assurances

- iii. Affidavits of Relationship
 - iv. Ninety (90)-day follow-up reports for minors coded M2-M3 and M5-M7
 - v. Quarterly R&P Program Reports
 - vi. Record of affiliates' local consultations
 - vii. Annual Report
 - viii. Reconciliation of Claimed Refugee Sponsorships
 - ix. Quarterly Financial Status Reports
 - x. Availability of Funds Statement for Current Fiscal Year
 - xi. Audit Data Collection Form and Reporting Package
 - xii. Staff training plans and reports of training
 - xiii. Policy on the Prevention of Sexual Exploitation and Abuse
- 3) Bureau Monitoring of Agency Affiliates
- a) On-Site Monitoring Visits
- All affiliates and sub-offices are subject to monitoring by the Bureau with advance notice to the Recipient and affiliate. Findings and recommendations will be reported in writing to the Recipient, which will respond to the recommendations in writing before reports become final. Evaluation will be based on affiliate staff interviews, oral and written questionnaires, case file reviews, and refugee home visits. Reviews will include evaluation of:
- i. affiliate staff understanding of required Reception and Placement Program services;
 - ii. demonstration of effective coordination with other organizations and agencies that provide services to refugees;
 - iii. compliance and quality of R&P basic needs support and core service delivery;
 - iv. presence of all documents in files and degree to which each has been thoroughly and legibly completed;
 - v. evidence of the affiliate's training of new and existing staff, volunteers, and co-sponsors;
 - vi. evidence of the affiliate's policy on the prevention of sexual exploitation and abuse; and
 - vii. affiliate R&P performance outcomes.

The Bureau will provide an oral overview of its findings and recommendations to the affiliate immediately following the review.

b) National Agency Response

The responsiveness of the Recipient to the Bureau's monitoring reports, including timeliness of response to the draft report and timely implementation of recommendations will be evaluated.

g. Core Services

2) Case File Preparation and Maintenance

The Recipient shall establish and maintain a case file for each arriving refugee case. This responsibility may be delegated only to an affiliate. It is expected that each case

file shall be treated as confidential, in accordance with Immigration and Nationality Act Sec. 222(f). Case files may be retained in electronic or hard copy format. Case files covering minors coded M2 through M7 must be clearly identified and easily segregated. Secure electronic signatures are acceptable. Each case file shall contain evidence of required basic needs support and core service delivery, including:

- a) a clearly legible case note log which shows the date, mode, substance, and interpretation utilized in regular affiliate/refugee contact throughout the R&P period and which identifies the person or entity making such contact;
- b) a clear plan of action and follow-up (resettlement service plan) for each refugee, including children, based on an assessment of individual needs and which indicates the initial assessment of employability for each refugee, including the reason(s) a person may not be employable;
- c) a detailed record of basic needs support and core service delivery;
- d) a record of cash and in-kind support provided to meet the refugees' basic needs for at least the initial thirty (30)-day period, including clear acknowledgement by the adult member of the refugee case in receipt of cash and in-kind support and evidence that the amount provided either in cash or documented cash payments on behalf of the refugee case is equal to at least \$925 times the number of individuals in that case and reflects the total Bureau R&P per capita amount spent on the refugee case;
- e) a record of all public assistance applied for and received or denied, indicating type(s) of assistance and start date(s) including a record of all notifications from a state, county, or other local welfare office that the refugee has applied for welfare benefits and a record of all information the Recipient provided to state, county, or other local welfare offices and of all information provided by such offices to the Recipient;
- f) if appropriate, a copy of the signed co-sponsor agreement;
- g) evidence that housing was provided in accordance with this agreement;
- h) evidence that an intake interview as described herein was conducted;
- i) evidence that orientation as described herein was completed, and documentation of refugee understanding of orientation topics;
- j) evidence that the affiliate has conducted at least two (2) home visits, which shall include a documented assessment of the welfare, living conditions and any current or expected needs of the refugee(s), and assistance with any basic needs, within (30) thirty days of arrival by affiliate staff, co-sponsor, or other designated representative and an additional home visit to permanent housing if the refugee moves from temporary housing within the R&P period. Cases must be visited the next calendar day after arrival. An additional home visit should occur for all cases within thirty (30) days of arrival;
- k) documentation of assistance with enrollment in relevant social service programs;
- l) evidence that the refugee was provided with information on permanent resident alien status and family reunion procedures, and assisted with completing and filing Affidavits of Relationship as appropriate;
- m) evidence that the refugee was provided with information on the legal requirement to notify the U.S. Department of Homeland Security of each change of address and new address within 10 (ten) days, and assisted, to comply with this

- requirement. Authority: Secs. 103, 265 of the Immigration and Nationality Act, as amended by sec.11, Public Law 97-166, 95 Stat. 1617 (8 U.S.C. 1103, 1305);
- n) evidence that the legal requirement for males ages **18 through 25** to register for the selective service within thirty (30) days of arrival has been completed (as appropriate) and that the refugee was provided with information on the requirement to notify the Selective Service System of each change of address;
 - o) a legible copy of the transportation letter and I-94 form (or visa for SIVs) for each refugee in the case;
 - p) a R&P period report, which will be retained by the affiliate for a period of not less than three (3) years from the date of arrival, based upon an interview with the refugee by the affiliate or local co-sponsor from which it can be determined, inter alia:
 - i. that all R&P basic needs support and core services were made available to the refugee in accordance with this agreement;
 - ii. whether the refugee household had income in excess of expenses at the end of the R&P period;
 - iii. that each refugee was enrolled in state-funded or other appropriate social services;
 - iv. the social security number for each refugee in the case;
 - q) a copy of the assurance form or equivalent documentation; and
 - r) where applicable, copies of suitability determinations for placement of refugee minors, follow-up evaluation forms, signed statements concerning responsibilities and legal obligations in the state of residence, and a copy of the best interest determination (BID) of the child, if available.

6. 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.



2019-02061

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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 006096754	
8. CFDA Number 19.510	9. Statutory Authority for Assistance Migration/Refugee Act	10. Award Number SPRMCO17CA1012	
11. Period of Performance Start Date 01-Oct-2016	End Date 30-Sep-2017	12. Amendment Number M003	
13. Accounting and Appropriation Data 1900-2017--19_X11430009-1037-PRM--2512-1037750511-4122-031000--- -2017FDSTRRM1439-SPRMCO17CA1012 1900-2017--19_X11430009-1037-PRM--2512-SPRMCO17CA1012-4122--031000--- -2017FDSTRRM1439-SPRMCO17CA1012		14. Funds Certified By (b)(6) Pam Thorn	
Funding Distribution			
15.	Total Prior Costs U.S. Share of Costs	New Costs \$12,063,657.00 USD	Total Cost \$15,667,393.00 USD
Recipient Share of Costs	(b)(4)		
	Total Costs		
16. Purpose of the Federal Award Activity To provide Q3 funding for 1,504 additional refugee arrivals.			
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) 30-Apr-2017	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 28-Apr-2017
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			



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 revised proposal dated August 19, 2016 (Attachment A), its budget modification dated December 30, 2016 (Attachment A001), its budget modification dated March 9, 2017 (**A002**), **its budget modification dated March 31, 2017 (hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A, Attachment A001, **Attachment A002, and Attachment A003**) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2016 through September 30, 2017.

- 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 (\$1,125):	(b)(4)
b. Affiliate Per Capita (\$950):	(b)(4)
c. Other: \$	(b)(4)

Professional Fees: \$(b)(4)	
Space/Utilities: \$(b)(4)	
Other: \$(b)(4)	
9. Total Direct Costs (lines 1-8)	\$15,434,076
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, 2016 through September 30, 2017. 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 or for material goods, as needed, to meet 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 \$950.00 (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, 2016 through September 30, 2017.
 - 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, 2016 through September 30, 2017, 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 \$(b)(4) OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2016 through September 30, 2017, 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, 2016 through September 30, 2017 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 to cover cash disbursements to refugees and/or purchases of material goods on their behalf at the Recipient's affiliate for which the refugee is assigned 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 basic 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, 2017 from which funded and reported as part of the final or interim final financial report for the period October 1, 2016 through September 30, 2017. 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."

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.



March 31, 2017

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

Dear Ms. Berdinner:

In response to PRM's request, we have revised and are submitting the following documents for your review:

- FY 2017 budget showing funds awarded to date (October 2016 – March 2017), Q3 and Q4 projected needs, and full-year funding requirements
- Revised budget narrative (with changes tracked)
- Signed completed SF-424 and SF-424A
- Revised Executive Summary
- Revised CPP (Version 3 in Alphabetical Order)
- Revised Organizational Chart
- Document outlining responses to requested revisions

Should you have any questions, please don't hesitate to contact our Senior Director, IRP+,

(b)(6)

Sincerely,

(b)(6)

(b)(6)

Executive Director, IRP+
Church World Service

(b)(6)

(b)(6)

cc: Margaret O'Connor
Barbara Day

Executive Summary

(b)(4)

(b)(6)



CWS
cwsglobal.org

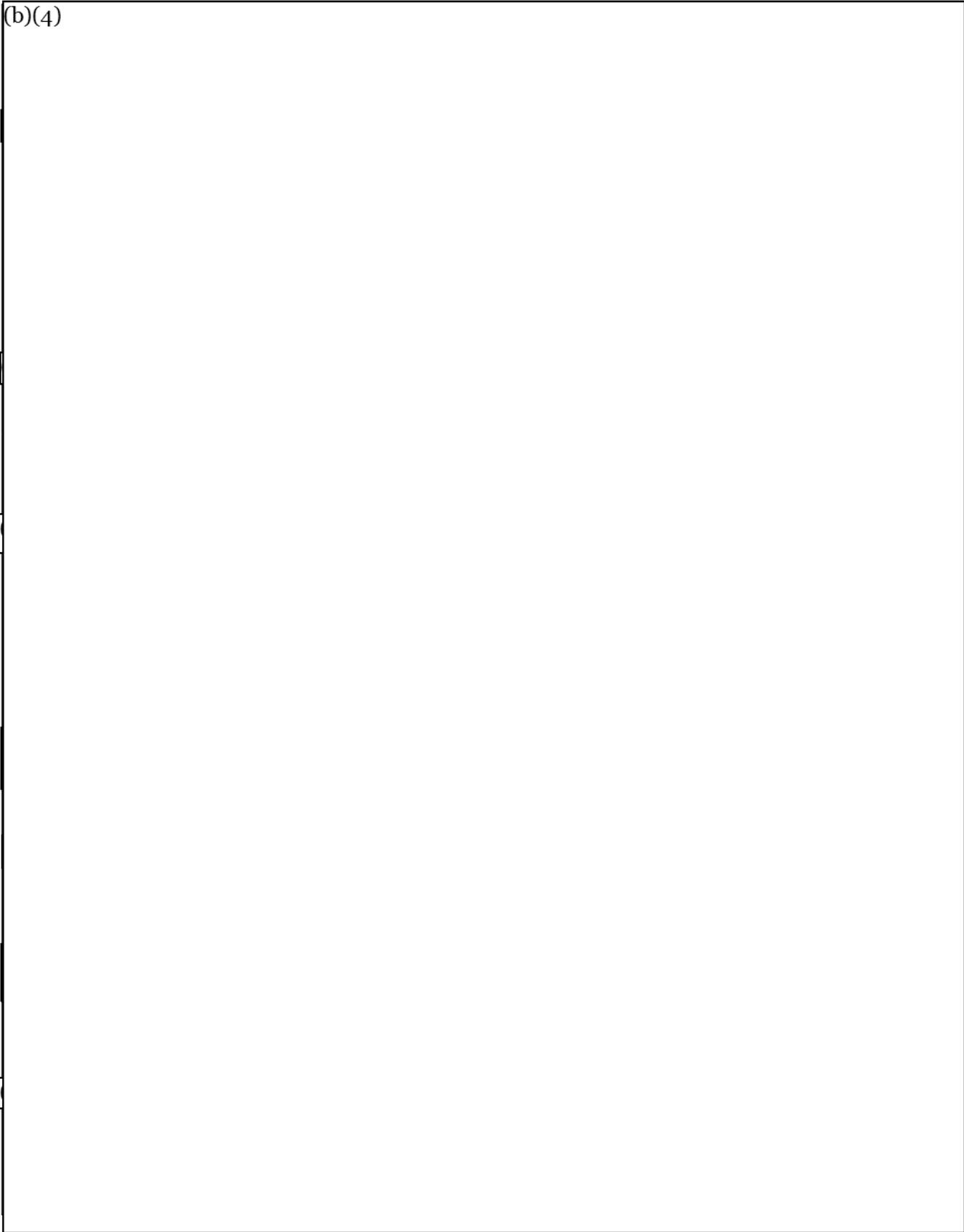
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cwsglobal.org

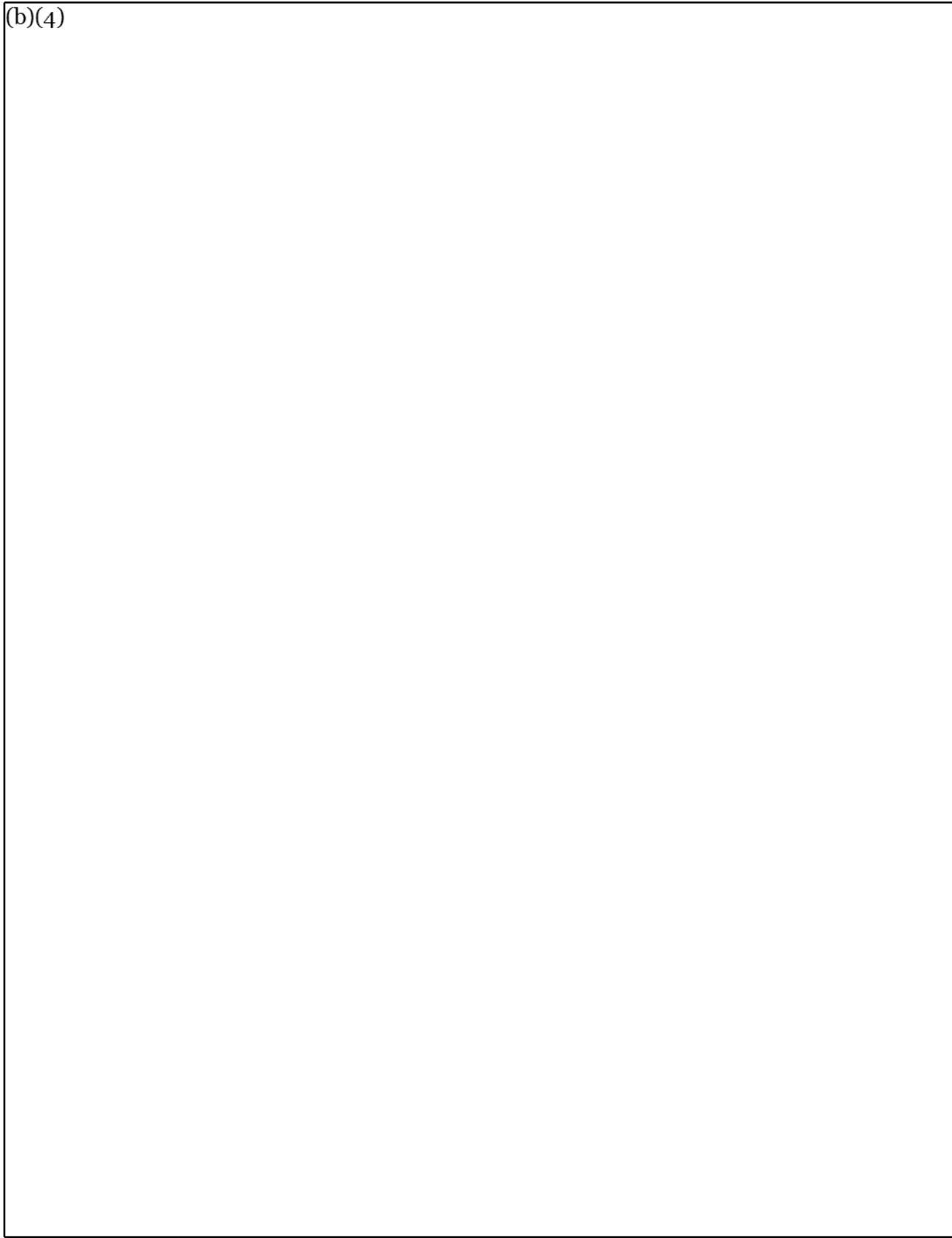
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cwsglobal.org

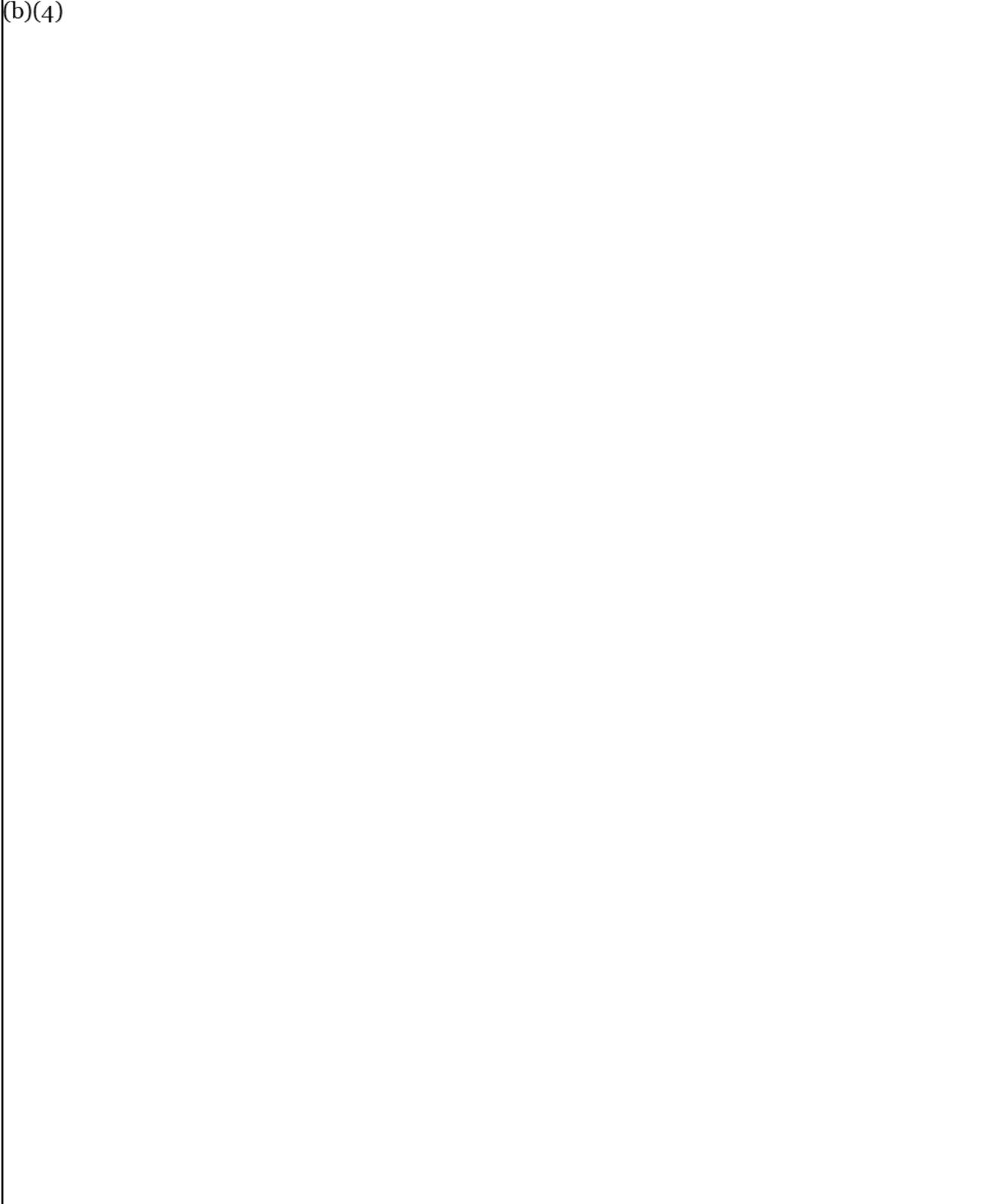
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(b)(4)



**RECEPTION & PLACEMENT PROGRAM
FY 2017 National Management Budget Summary**

Agency:	Church World Service
Date:	03/30/17

Number of R&P affiliates and sub-offices in FY 2016	33
Number of R&P affiliates and sub-offices proposed in FY 2017	36

FY 2016 Actual Expenses				October 2016 - March 2017 Awarded				April - June 2017				July - September 2017				FY 2017 R&P National Management Budget SUMMARY			
	Federal Funds (PRM)	Non-Federal Funds (PRM)	TOTAL (PRM)		Federal Funds (PRM)	Non-Federal Funds (PRM)	TOTAL (PRM)		Federal Funds (PRM)	Non-Federal Funds (PRM)	TOTAL (PRM)		Federal Funds (PRM)	Non-Federal Funds (PRM)	TOTAL (PRM)		FY 2017 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)	(b)(4)	(b)(4)			
FRINGE BENEFITS	(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)	(b)(4)	(b)(4)			
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)	(b)(4)	(b)(4)	(b)(4)	(b)(4)			
EQUIPMENT	(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)	(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)	(b)(4)	(b)(4)	(b)(4)	(b)(4)			
PROFESSIONAL FEES	(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)	(b)(4)	(b)(4)			
SPACE/UTILITIES	(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)	(b)(4)	(b)(4)			
OTHER	(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)	(b)(4)	(b)(4)			
TOTAL DIRECT COSTS	(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)	(b)(4)	(b)(4)			
OVERHEAD	(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)	(b)(4)	(b)(4)			
TOTAL PROGRAM BUDGET	(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)	(b)(4)	(b)(4)			

NON-FEDERAL RESOURCES

(b)(4)

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RECEPTION & PLACEMENT PROGRAM
FY 2017 National Management Budget Detail

FY:	2017
Agency:	Church World Service
Date:	3/30/2017

Proposed FY 2017 National Management Budget

Category	FY 2016 Actual Expenses			October 2016 - March 2017 Awarded			April - June 2017			July - September 2017			FY 2017 Total			Comments
	Q1/Q2		Q3/Q4	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	
	Revised	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
PERSONNEL	0.20	-	0.60	0.10	0.45	0.65	0.60	1.00	-	1.00	1.00	1.00	0.80	0.20	1.00	(b)(4)
(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)(4)
TBA	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)6)	(b)(4)
FRINGE BENEFITS	(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)	(b)(4)	(b)(4)
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)	(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)	(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)	(b)(4)	(b)(4)	(b)(4)	(b)(4)

(b)(4)

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RECEPTION & PLACEMENT PROGRAM
FY 2017 National Management Budget Detail

FY:	2017
Agency:	Church World Service
Date:	3/30/2017

Proposed FY 2017 National Management Budget					
FY 2016 Actual Expenses			October 2016 - March 2017 Awarded		
	Q1/Q2	Q3/Q4	Federal Funding (PRM)	Non-Federal Funding	TOTAL
PROFESSIONAL FEES	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
SPACE/UTILITIES	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
OTHER (requires detail)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
TOTAL DIRECT COST	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
OVERHEAD	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
GRAND TOTAL	2,164,581	1,097,284	482,936	14,987	2,063,155

ADDITIONAL COMMENTS:

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Budget Narrative

(b)(4)

A. PERSONNEL & FRINGE (Federal)

(b)(4)

(b)(4)

(b)(4)

B. TRAVEL & TRAINING

(b)(4)

(b)(4)

(b)(4)

(b)(4)

C. EQUIPMENT

(b)(4)

(b)(4)

D. OFFICE SUPPLIES & MATERIALS

(b)(4)

(b)(4)

(b)(4)

(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

(b)(4)

(b)(4)

I. INDIRECT CHARGES

(b)(4)

(b)(4)

J. TOTAL PROGRAM COST

\$2,063,155 Federal

(b)(4)



019-02061

A-00000285391

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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

6/6/2023

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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 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*	Locations	Applicable To
	From	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)

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)

Signature

(b)(6)

/s/

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)



Strategy for Consolidated Placement Plan

(b)(4)

Affiliate Information			FY2017 Initial Capacity	FY2017 Revised Capacity Submitted to PRM (March 3, 2017)
State	City	Affil Code		
AZ	Phoenix	AZCWS01	(b)(4)	
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	Bloomington (new site)	TBD		
IN	Indianapolis	INCWS01		
KY	Covington (new site)	TBD		
KY	Lexington	KYCWS02		
KY	Louisville	KYCWS01		
MI	Grand Rapids	MICWS01		
MN	Minneapolis	MNCWS01		
NC	Durham	NCCWS04		
NC	Greensboro	NCCWS05		
NE	Lincoln	NECWS01		
NE	Omaha	NECWS02		
NH	Concord	NHCWS01		
NJ	Jersey City	NJCWS02		
NY	Buffalo	NYCWS07		
NY	Poughkeepsie (new site)	NYCWS09		
NY	Rochester	NYCWS08		
NY	Syracuse	NYCWS04		
OH	Columbus	OHCWS01		
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				

FY2017 Revised Capacity Submitted to PRM (March 31, 2017)	Difference from March 3rd - 31st
(b)(4)	

**CWS Response to Questions Regarding its March 3, 2017 Revised FY 2017 R&P Budget**

1. Please clearly lay out your proposed HQ R&P staffing structure, including names and titles, for the remainder of FY 2017. Clearly indicate and explain any changes from your initial approved staffing. (b)(4)

(b)(4)

(b)(4)

Attached please find an organizational chart illustrating CWS' revised staffing structure, including names and titles. Changes from our previously approved staffing are explained below:

Position	Former FTE	New FTE	Change in Duties
(b)(6)	(b)(4)		
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
TBA	(b)(4)		
(b)(4)			

(b)(4)			
(b)(6)	(b)(4)		
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(4)			
(b)(6)			
(b)(6)	(b)(4)		
(b)(4)			
(b)(6)			
(b)(4)			

(b)(4)

(b)(6)

(b)(6) (b)(4)

(b)(4)

(b)(6)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)



CWS Response to Questions Regarding its March 24, 2017 Revised FY 2017 R&P Budget

(b)(4)



-2019-02061

A-00000285392

"UNCLASSIFIED"

6/6/2023 Page 1 of 6

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 006096754	
8. CFDA Number 19.510	9. Statutory Authority for Assistance Migration/Refugee Act	10. Award Number SPRMCO17CA1012	
11. Period of Performance Start Date 01-Oct-2016	End Date 30-Sep-2017	12. Amendment Number M004	
13. Accounting and Appropriation Data 1900-2017--19_X11430009-1037-PRM--2512-1037750511-4122-031000--- -2017FDSTRRM1439-SPRMCO17CA1012 1900-2017--19_X11430009-1037-PRM--2512-SPRMCO17CA1012-4122--031000--- -2017FDSTRRM1439-SPRMCO17CA1012		14. Funds Certified By (b)(6) Rachel A Bennett	
Funding Distribution			
15.	Total Prior Costs U.S. Share of Costs	New Costs \$15,667,393.00 USD	Total Cost \$17,633,953.00 USD
Recipient Share of Costs	(b)(4)		
Total Costs			
16. Purpose of the Federal Award Activity To approve Q4 funding for HQ expenses and 715 additional refugee arrivals.			
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) 26-Jul-2017	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 25-Jul-2017
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			



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 revised proposal dated August 19, 2016 (Attachment A), its budget modification dated December 30, 2016 (Attachment A001), its budget modification dated March 9, 2017 (A002), its budget modification dated March 31, 2017 (**Attachment A003**), **its revised Consolidated Placement Plan Table dated June 12, 2017 (hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A, Attachment A001, A002, Attachment A003, and **Attachment A004**) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2016 through September 30, 2017.

- 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) (b)(4) (b)(4)
b. Affiliate Per Capita	\$3950: (b)(4)

c. Other: \$(b)(4)	
Professional Fees: \$(b)(4)	
Space/Utilities: \$(b)(4)	
Other: \$(b)(4)	
9. Total Direct Costs (lines 1-8)	\$17,328,091
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, 2016 through September 30, 2017. 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 \$(b)(4) (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 or for material goods, as needed, to meet the requirements of the program;
 - i. No less than \$925.00 of this \$(b)(4) 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 \$(b)(4) 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 \$950.00 (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, 2016 through September 30, 2017.
 - 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, 2016 through September 30, 2017, 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 \$(b)(4) OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2016 through September 30, 2017, 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, 2016 through September 30, 2017 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 to cover cash disbursements to refugees and/or purchases of material goods on their behalf at the Recipient's affiliate for which the refugee is assigned 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 basic 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, 2017 from which funded and reported as part of the final or interim final financial report for the period October 1, 2016 through September 30, 2017. 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."

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.

R&P Agency:

Church World Service (CWS)

Affiliate Information			FY2017 Initial Capacity (October 2016)	FY2017 Revised Capacity Submitted to PRM (March 3, 2017)	FY2017 Revised Capacity Submitted to PRM (March 31, 2017)	Arrived & Booked (October 2016 - June 2017)	Travel Ready Pipeline	FY2017 Revised Capacity Submitted to PRM (June 12, 2017)
State	City	Affil Code	(b)(4)					
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	Bloomington (new site)	TBD						
IN	Indianapolis	INCWS01						
KY	Covington (new site)	TBD						
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	OHCWS01						
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								



-2019-02061

A-00000285393

"UNCLASSIFIED"

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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)(4) Email (b)(1)			
5. Type of Entity U.S. Non-Profit Organization (501(c) (3))	6. Unique Entity Identifier 006096754	7. EIN/ TIN 006096754	
8. CFDA Number 19.510	9. Statutory Authority for Assistance Migration/Refugee Act	10. Award Number SPRMCO17CA1012	
11. Period of Performance Start Date 01-Oct-2016	End Date 30-Sep-2017	12. Amendment Number M005	
13. Accounting and Appropriation Data 1900-2017--19_X11430009-1037-PRM--2512-1037750511-4122-031000---- -2017FDSTRMM1439-SPRMCO17CA1012 1900-2017--19_X11430009-1037-PRM--2512-SPRMCO17CA1012-4122--031000---- -2017FDSTRMM1439-SPRMCO17CA1012		14. Funds Certified By (b)(6) Rachel A Bennett	
Funding Distribution			
15.	Total Prior Costs \$17,633,953.00 USD	New Costs \$352,750.00 USD	Total Cost \$17,986,703.00 USD
U.S. Share of Costs			
Recipient Share of Costs	(b)(4)	(b)(4)	
Total Costs			
16. Purpose of the Federal Award Activity To authorize additional per capita funding for R&P operations.			
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 (b)(6)	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) 22-Sep-2017	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 19-Sep-2017
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			



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 revised proposal dated August 19, 2016 (Attachment A), its budget modification dated December 30, 2016 (Attachment A001), its budget modification dated March 9, 2017 (A002), its budget modification dated March 31, 2017 (Attachment A003), its revised Consolidated Placement Plan Table dated June 12, 2017 (Attachment A004), **its per capita increase dated September 12, 2017 (A005, hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A, Attachment A001, A002, Attachment A003, Attachment A004, **and A005**) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2016 through September 30, 2017.

- 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)

b. Affiliate Per Capita	(b)(4)	
c. Other:		
Professional Fees:		
Space/Utilities:	(b)(4)	
Other:		
9. Total Direct Costs (lines 1-8)		(b)(4)
10. Indirect Costs	(b)(4)	
(b)(4)		
(b)(4)		
11. Total Costs (lines 9-10)		\$17,986,703
12. Recipient Share		(b)(4)

- 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 \$2,075.00 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, 2016 through September 30, 2017. 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 \$2,075.00 fixed per capita grant:
 - a) At least (b)(4) (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 or for material goods, as needed, to meet the requirements of the program:
 - i. No less than \$925.00 of this (b)(4) 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 (b)(4) 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 \$950.00 (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, 2016 through September 30, 2017.
 - 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, 2016 through September 30, 2017, 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 (b)(4) OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2016 through September 30, 2017, 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, 2016 through September 30, 2017 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 to cover cash disbursements to refugees and/or purchases of material goods on their behalf at the Recipient's affiliate for which the refugee is assigned 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 basic 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, 2017 from which funded and reported as part of the final or interim final financial report for the period October 1, 2016 through September 30, 2017. 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."

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.



-2019-02061

A-00000517191

"UNCLASSIFIED"

6/6/2023 Page 1 of 5

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 M003	
13. Accounting and Appropriation Data 1900-2018-19 X11430009-1037-PRM-2512-SPRMCO18CA0010-4122--031000--- --2018FDSTRRM1439-SPRMCO18CA0010		14. Funds Certified By (b)(6) Hurist Morgan	
Funding Distribution			
15.	Total Prior Costs \$9,567,340.00 USD	New Costs \$2,783,938.00 USD	Total Cost \$12,351,278.00 USD
U.S. Share of Costs			
Recipient Share of Costs	(b)(4)		
Total Costs			
16. Purpose of the Federal Award Activity To authorize Q4 funding for CWS' Reception & Placement Program.			
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 (b)(6)		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) 28-Aug-2018	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 28-Aug-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			



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 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) (b)(4) (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)	\$12,077,754
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 7b)(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 \$(b)(4) (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 \$(b)(4) 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 \$(b)(4) 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 \$(b)(4) 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.



2019-02061

A-00000517192

"UNCLASSIFIED"

6/6/2023 Page 1 of 24

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 31-Dec-2018	12. Amendment Number M004	
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 \$12,351,278.00 USD	New Costs \$1,502,004.00 USD	Total Cost \$13,853,282.00 USD
U.S. Share of Costs Recipient Share of Costs (b)(4)			
Total Costs			
16. Purpose of the Federal Award Activity To authorize a 90-day cost extension for CWS' Reception and Placement Program.			
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 (b)(6)		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) 27-Sep-2018	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 27-Sep-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			



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 (Attachment A), its budget modification dated February 9, 2018 (Attachment A002), **its budget modification dated September 11, 2018 (Attachment A004, hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A, Attachment A002, and **Attachment A004**) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2017 through December 31, 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)	\$13,515,945
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 December 31, 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 [b](4) (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 [b](4) 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 [b](4) 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 December 31, 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 December 31, 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 (b)(4) 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 December 31, 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 December 31, 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 December 31, 2018 from which funded and reported as part of the final or interim final financial report for the period October 1, 2017 through December 31, 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. **U.S. DEPARTMENT OF STATE AWARD PROVISION 7, Reporting and Monitoring,**
has been revised as follows:

7. Reporting and Monitoring

The Recipient must submit required program, financial, and inventory reports to the Bureau's Office of the Comptroller through the SAMS Domestic grants management system at <https://mygrants.service-now.com>. The Recipient must submit required reports to the Office of the Comptroller using the Post Award Task functionality for this agreement number. . The Recipient is required to submit quarterly program and financial reports based on the schedule outlined below. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted for all financial reports. **Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.**

The Recipient must submit performance reports using OMB-approved government-wide standard information collections when providing performance information. As appropriate in accordance with above mentioned information collections, these reports will contain, for each Federal award, brief information on the following unless other collections are approved by OMB:

- a. A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment) may be required if that information will be useful. Where performance trend data and analysis would be informative to the Federal awarding agency program, the Federal awarding agency should include this as a performance reporting requirement.
- b. The reasons why established goals were not met, if appropriate.
- c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Program Progress Report Schedule and Requirements:

<u>Quarter Start Date</u>	<u>Quarter End Date</u>	<u>Report Due Date</u>
October 1, 2017	December 31, 2017	January 31, 2018
January 1, 2018	March 31, 2018	April 30, 2018
April 1, 2018	June 30, 2018	July 31, 2018
July 1, 2018	September 30, 2018	October 31, 2018
October 1, 2018	December 31, 2018	March 31, 2019

The final three (3) month report should also contain a brief summary of the activities carried out during the full period of the agreement.