

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	KYDFMS01
Office State	Kentucky	Office City	Louisville
Office Name	Kentucky Refugee Ministries		
Office Address	969b Cherokee Road, Louisville, KY 40204		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A (closing program)	Sub-office	Lexington, KY
		Administering affiliate	Louisville, KY
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)		R&P Period Out-Migration	
R&P Period Basic Needs and Core Services Provided				(b)(4) R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES					
Date of most recent PRM monitoring visit:	September 2015	Compliance Rating	(b)(4)		
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	November 2012	Compliance Rating			

RECENT AND PROPOSED CASELOAD					
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, Burundi, Central African Republic, Cuba, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Somalia, Sudan, Syria				
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burma, Burundi, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, North Korea, Pakistan, Somalia, Sudan, Syria				

Languages available on staff to support the proposed caseload	Arabic, French, Hindi, Nepali, Kinyarwanda, Kirundi, Lingala, Pashto, Swahili, Urdu
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Bilen, Burmese, Chin (Zomi, Falam, Mizo/Hahka, Tedim), Dinka, Dzongkha, Farsi (Dari), French, Hindi, Karen (Pwo, Sgaw), Kikongo, Kinyarwanda, Kirundi, Kiswahili, Korean, Kurdish, Lingala, Mai Mai, Malay, Nepali, Oromo, Pashto, Saho, Shona, Somali, Swahili, Tamil, Thai, Tigre, Tigrinya, Turkish, Urdu
Other language resources used	KRM utilizes 266 contract interpreters for in-person and over-the-phone interpretation. In-person interpreters speaking Arabic, Burmese, Chin, Somali, Kiswahili, Kirundi, Kinyarwanda and French are available at the reception desk to assist with walk-in consultations on a regular weekly schedule. These interpreters are utilized on a daily basis.

SITE RATIONALE		
Number of other affiliates present	One	
Local overall unemployment rate	4.6% February 2017, Bureau of Labor Statistics	
Available jobs for refugees	Logistics/warehouse, manufacturing, food processing, healthcare hotel/restaurant, customer services/retail, administrative	
Average starting wage for refugees	(b)(4)	
Average monthly rent and availability	1-Bedroom: \$575 2-Bedroom: \$675 3-Bedroom: \$800	Available: Always Available: Always Available: Always

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	

(b)(4)

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: <i>Metro Louisville: housing & youth services</i>						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	MIDFMS03
Office State	Michigan	Office City	Grand Rapids
Office Name	Samaritas		
Office Address	207 E. Fulton Street, Grand Rapids, MI 49503		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A (closing program)	Sub-office	Grand Rapids
		Administering affiliate	Troy
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)		R&P Period Out-Migration	
R&P Period Basic Needs and Core Services Provided				(b)(4) R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES		
Date of most recent PRM monitoring visit:	August 2013	Compliance Rating
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	September 2015	Compliance Rating

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, Burundi, Democratic Republic of Congo, Iraq, Rwanda, Somalia, Syria
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burma (Chin, Karen, Rohingya), Democratic Republic of Congo, Eritrea, Ethiopia, Iran, Iraq, Somalia, South Sudan, Sudan, Syria
Languages available on staff to support the proposed caseload	Arabic, Burmese (Chin), French, Kinyarwanda, Lingala, Nepali, Somali, Swahili

Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Burmese (Chin, Karen, Rohingya), Dari, Farsi, Kirundi, Nepali, Oromo, Somali, Swahili, Tigrinya
Other language resources used	Samaritas subcontracts for professional, in-person interpretation used one to two times per month for rare languages; also contracts for telephonic interpretation to meet unanticipated/unique language needs, and is used infrequently (two to three times per week for short, information calls to clients, i.e. to inform them of upcoming appointments)

SITE RATIONALE	
Number of other affiliates present	One
Local overall unemployment rate	3.7% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Food Production (agricultural and industrial), healthcare, hospitality (restaurant and hotel), manufacturing, retail
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$725 Available: Always 2-Bedroom: \$850 Available: Always 3-Bedroom: \$1050 Available: Frequently

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)

(b)(4)

(b)(4)

3. **Financial Resources:**

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: State of Michigan						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	MIDFMS02
Office State	Michigan	Office City	Troy
Office Name	Samaritas		
Office Address	2170 E. Big Beaver Rd. Suite C, Troy, MI 48083		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A (closing program)	Sub-office	Grand Rapids
		Administering affiliate	Troy
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES		
Total R&P Period Reports Submitted for FY 2016	(b)(4)	
R&P Period Employment	(b)(4)	R&P Period Out-Migration (b)(4)
R&P Period Basic Needs and Core Services Provided		R&P Period Household Income Exceeds Expenses

RECENT R&P MONITORING OUTCOMES		
Date of most recent PRM monitoring visit:	October 2012	Compliance Rating (b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	September 2015	Compliance Rating

RECENT AND PROPOSED CASELOAD		
Nationalities served FY 2016–FY 2017	Afghanistan, Finland, Iraq, Syria	
Proposed nationalities FY 2018	Afghanistan, El Salvador, Iran, Iraq, Syria, Ukraine	
Languages available on staff to support the proposed caseload	Arabic, Armenian, Assyrian, Chaldean, Farsi, Kurdish, Russian, Spanish	

Languages available from within the community of resettlement to support the proposed caseload	Arabic, Armenian, Assyrian, Chaldean, Farsi, Kurdish, Russian, Spanish, Turkish,
Other language resources used	When new or unanticipated populations with unique language requirements are resettled, Samaritas contracts with Certified Languages International, a telephonic interpretation service provider. Samaritas is partnering to develop a phone application which will allow for more cost-effective and brief communication in the refugees' native language. For the delivery of core services, community interpreters will be utilized on a contract basis for in-person interpretation.

SITE RATIONALE	
Number of other affiliates present	Three
Local overall unemployment rate	5.1% March 2017, Bureau of Labor Statistics
Available jobs for refugees	Automotive manufacturing, landscaping, food service, mechanic shops, hospitality (housekeeping), plumbing, cleaning services, retail, driving, carpentry and laundry
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$ 650 Available: Frequently 2-Bedroom: \$ 800 Available: Frequently 3-Bedroom: \$ 1,000 Available: Always

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	

(b)(4)

(b)(4)

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: State of Michigan						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	MNDFMS01
Office State	Minnesota	Office City	Minneapolis
Office Name	Minnesota Council of Churches, Refugee Services Program		
Office Address	122 W. Franklin Ave, Suite 100, Minneapolis, MN 55404		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals					
	FY 2017 Acknowledged Capacity					
	FY 2017 Anticipated Arrivals					
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
SIV Capacity						
Total Capacity						

FY 2016 R&P PERIOD REPORT OUTCOMES		
Total R&P Period Reports Submitted for FY 2016	(b)(4)	
R&P Period Employment	(b)(4)	R&P Period Out-Migration (b)(4)
R&P Period Basic Needs and Core Services Provided		R&P Period Household Income Exceeds Expenses

RECENT R&P MONITORING OUTCOMES		
Date of most recent PRM monitoring visit:	November 2014	Compliance Rating (b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	January 2017	Compliance Rating

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Belarus, Bhutan, Burma, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Somalia, Sudan
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burma, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Moldova, Somalia, Sudan, Syria, Russia, Ukraine
Languages available on staff to support the proposed caseload	Arabic, Bhutanese, Burmese, Nepali, Somali, Thai

Languages available from within the community of resettlement to support the proposed caseload	Amharic, Anuak, Arabic, Burmese, Dari, Farsi, French, Karen (Pwo and Sgaw), Karenni, Kayah, Kinyarwanda, Lingala, Nepali, Nuer, Oromo, Pashto, Romanian, Somali, Swahili, Thai, Tigrinya, Russian, Ukrainian
Other language resources used	Independent contract interpreters provide in-person and phone interpretation for orientation classes and client meetings. Agency interpreters are used when individuals are not available. Language line resources are used when required.

SITE RATIONALE	
Number of other affiliates present	Four
Local overall unemployment rate	4.2% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Food packaging, shipping and receiving, production, assembly, personal care assistant, hospitality, meat processing, certified nurse aide, janitorial, and car wash
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$ 775 Available: Frequently 2-Bedroom: \$ 925 Available: Sometimes 3-Bedroom: \$ 1200 Available: Sometimes

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)
(b)(4)	

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: MNsure Navigator						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	NYDFMS07
Office State	New York	Office City	Buffalo
Office Name	Journey's End Refugee Services, Inc.		
Office Address	2495 Main Street, Suite 317, Buffalo, NY 14214		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A (closing program)	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)	R&P Period Out-Migration		(b)(4)
R&P Period Basic Needs and Core Services Provided			R&P Period Household Income Exceeds Expenses		

RECENT R&P MONITORING OUTCOMES		
Date of most recent PRM monitoring visit:	June 2015	Compliance Rating
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	March 2016	Compliance Rating

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Rwanda, Somalia, Sudan, Syria
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burma, Democratic Republic of Congo, Eritrea, Ethiopia, Iran, Iraq, Palestine, Somalia, Sudan, Syria
Languages available on staff to support the proposed caseload	Amharic, Arabic, Burmese, Chin, Karen, Dari, Farsi, French, Hindi, Kiswahili, Kinyarwanda, Kurdish, Lingala, Nepali, Somali, Spanish, Tigrinya,

Languages available from within the community of resettlement to support the proposed caseload	Afar, Amharic, Arabic, Bilen, Burmese, Chin, Dari, Farsi, French, Fur, Hindi, Karen, Kiswahili, Kinyarwanda, Kunama, Kurdish, Lingala, Nepali, Oromifa, Somali, Tigre, Tigrinya
Other language resources used	All language needs are available on staff or in the community.

SITE RATIONALE		
Number of other affiliates present	Three	
Local overall unemployment rate	5.9% February 2017, Bureau of Labor Statistics	
Available jobs for refugees	Manufacturing, Hotel, Restaurant, Farm	
Average starting wage for refugees	(b)(4)	
Average monthly rent and availability	1-Bedroom: \$400 2-Bedroom: \$575 3-Bedroom: \$700	Available: Sometimes Available: Always Available: Always

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY		
Indicate whether you have a grievance policy.	(b)(4)	
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.		

(b)(4)

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: <i>[SOURCE]</i>						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	NYDFMS01
Office State	New York	Office City	Syracuse
Office Name	Interfaith Works of Central New York		
Office Address	1010 James Street, Syracuse, NY 13203		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals (b)(4)					
	FY 2017 Acknowledged Capacity					
	FY 2017 Anticipated Arrivals					
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
SIV Capacity						
Total Capacity						

FY 2016 R&P PERIOD REPORT OUTCOMES						
Total R&P Period Reports Submitted for FY 2016		(b)(4)				
R&P Period Employment		(b)(4)	R&P Period Out-Migration		(b)(4)	
R&P Period Basic Needs and Core Services Provided			R&P Period Household Income Exceeds Expenses			

RECENT R&P MONITORING OUTCOMES						
Date of most recent PRM monitoring visit:	July 2016	Compliance Rating	(b)(4)			
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	March 2016	Compliance Rating				

RECENT AND PROPOSED CASELOAD						
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, Burundi, Central African Republic, Cuba, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Somalia, Sudan, Syria					
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burma, Burundi, Central African Republic, Cuba, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Somalia, Sudan, Syria					

Languages available on staff to support the proposed caseload	Arabic, Dari, Farsi, French, Hindi, Kinyarwanda, Nepali, Pashto, Setswana, Somali, Spanish, Swahili and Urdu.
Languages available from within the community of resettlement to support the proposed caseload	Languages above and Amharic, Burmese, Chin, Dingka, Fur, Karen, Karenni, Kurdish, Oromo, Sango, Tigrinya, Turkish, Ukrainian, Urdu
Other language resources used	Catholic Charities Resettlement Program has interpreters in additional languages that are utilized approximately once a year.

SITE RATIONALE	
Number of other affiliates present	One
Local overall unemployment rate	5.7% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Housekeeping; Cleaning; Factory/production; Warehouse/logistics; Assembly; Staffing agencies; Restaurant and food service; Farming; Landscaping; Healthcare; Construction; Pharmaceutical; Security
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$550 Available: Sometimes 2-Bedroom: \$650 Available: Frequently 3-Bedroom: \$750 Available: Frequently

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)

(b)(4)

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: NY State						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

The Domestic and Foreign Missionary Society
FY 2018 Affiliate/Sub-office Abstract

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National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	NCDFMS01
Office State	North Carolina	Office City	New Bern
Office Name	Diocese of East Carolina Interfaith Refugee Ministry		
Office Address	1913 Trent Blvd., New Bern, NC 28560		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)		R&P Period Out-Migration	
R&P Period Basic Needs and Core Services Provided				(b)(4)	
				R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES			
Date of most recent PRM monitoring visit:	December 2013	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	April 2017	Compliance Rating	

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Burma, Colombia, Democratic Republic of Congo, Iraq, Jordan, Syria
Proposed nationalities FY 2018	Burma (Chin, Kachin, Karen, Rohingya), Colombia, Cuba, Democratic Republic of Congo, Iraq, Syria
Languages available on staff to support the proposed caseload	Burmese, Burmese-Chin, Chichewa, French, Kiswahili, Lingala, Spanish, Swahili

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Languages available from within the community of resettlement to support the proposed caseload	Arabic, Burmese, Burmese-Chin, Burmese-Kachin, Burmese-Karen, Burmese-Karenni, Burmese-Rohingya, Chichiwa, French, Kiswahili, Lingala, Spanish, Swahili	
Other language resources used	Language line will be used when there is no alternative and other interpreters are not available. This could be in case of emergency or other extreme needs. This occurs as infrequently as once a year.	

SITE RATIONALE	
Number of other affiliates present	Zero
Local overall unemployment rate	5.1% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Manufacturing; Poultry processors; hospitality; restaurants
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$500 Available: Always 2-Bedroom: \$650 Available: Always 3-Bedroom: \$800 Available: Always

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	OHDFMS02
Office State	Ohio	Office City	Columbus
Office Name	Community Refugee and Immigration Services		
Office Address	1925 E. Dublin-Granville Rd, Suite 102, Columbus, OH 43229		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A (closing program)	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)		R&P Period Out-Migration	
R&P Period Basic Needs and Core Services Provided				(b)(4) R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES			
Date of most recent PRM monitoring visit:	March 2015	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	May 2014	Compliance Rating	

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, Democratic Republic of Congo, El Salvador, Eritrea, Ethiopia, Iran, Iraq, Pakistan, Somalia, Syria, Uganda
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burma (Chin), Colombia, Cuba, Democratic Republic of Congo, El Salvador, Eritrea, Ethiopia, Guatemala, Honduras, Iran, Iraq, Pakistan, Somalia, Sudan, Syria, Uganda

Languages available on staff to support the proposed caseload	Amharic, Arabic, French, Hindi, Kinyarwanda, Luganda, Mai Mai, Nepali, Somali, Spanish, Swahili, Tigrinya
Languages available from within the community of resettlement to support the proposed caseload	Bantu, Burmese, Chin (Lai, Falam, Hakha) Dari, Dinka, Farsi, Kikongo Kimbala, Kinyamulenge, Kirundi, Kurdish, Lai, Lingala, Malay, Massalit, Mizo, Pashto, Siyin, Tedim, Urdu
Other language resources used	CRIS utilizes community interpretation/translation contract services both in person and by phone when needed.

SITE RATIONALE		
Number of other affiliates present	One	
Local overall unemployment rate	4.5% February 2017, Bureau of Labor Statistics	
Available jobs for refugees	Manufacturing, trade, logistics industries	
Average starting wage for refugees	(b)(4)	
Average monthly rent and availability	1-Bedroom: \$ 555 2-Bedroom: \$ 680 3-Bedroom: \$ 875	Available: Always Available: Frequently Available: Sometimes

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)

(b)(4)

(b)(4)

3. Financial Resources:

Type of Donor	Projected Contributions to the R&P Program					
	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	TNDFMS02
Office State	Tennessee	Office City	Chattanooga
Office Name	Bridge Refugee Services, Inc.		
Office Address	4791A Hal Drive, Chattanooga, TN 37416		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	Chattanooga
		Administering affiliate	Knoxville
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)		R&P Period Out-Migration	
R&P Period Basic Needs and Core Services Provided				(b)(4)	
				R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES			
Date of most recent PRM monitoring visit:	February 2016	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	September 2015	Compliance Rating	

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Burundi, Colombia, Cuba, Iraq, Kazakhstan, Moldova, Russia, Somalia, Sudan, South Sudan, Syria, Ukraine
Proposed nationalities FY 2018	Iraq, Moldova, Russia, Sudan, Syria, Ukraine
Languages available on staff to support the proposed caseload	Arabic, Russian, Ukrainian

Languages available from within the community of resettlement to support the proposed caseload	Arabic, Dinka, Fur, Kirundi, Kiswahili, Russian, Swahili, Ukrainian
Other language resources used	All necessary interpretation and translation services are provided via staff language capacity or contract interpreters in the community.

SITE RATIONALE		
Number of other affiliates present	Zero	
Local overall unemployment rate	4.9% February 2017, Bureau of Labor Statistics	
Available jobs for refugees	Environmental services, food processing, food service, housekeeping, light manufacturing, sewing, warehousing	
Average starting wage for refugees	(b)(4)	
Average monthly rent and availability	1-Bedroom: \$ 540 2-Bedroom: \$ 650 3-Bedroom: \$ 760	Available: Frequently Available: Frequently Available: Frequently

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)

(b)(4)

(b)(4)

3. Financial Resources

Projected Contributions to the R&P Program						
various Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	TNDFMS03
Office State	Tennessee	Office City	Knoxville
Office Name	Bridge Refugee Services		
Office Address	38839 Buffat Mill Road, Knoxville, TN 37914		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	Chattanooga
		Administering affiliate	Knoxville
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals						(b)(4)	
	FY 2017 Acknowledged Capacity							
	FY 2017 Anticipated Arrivals							
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
SIV Capacity								
Total Capacity								

FY 2016 R&P PERIOD REPORT OUTCOMES			
Total R&P Period Reports Submitted for FY 2016		(b)(4)	
R&P Period Employment	(b)(4)	R&P Period Out-Migration	(b)(4)
R&P Period Basic Needs and Core Services Provided		R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES			
Date of most recent PRM monitoring visit:	February 2016	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	October 2016	Compliance Rating	

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Burma, Burundi, Democratic Republic of Congo, Iraq, Rwanda, Sudan, Ukraine,
Proposed nationalities FY 2018	Burma, Burundi, Democratic Republic of Congo, Iraq, Rwanda, Syria, Ukraine, Honduras, El Salvador
Languages available on staff to support the proposed caseload	French, Kinyarwanda, Kirundi

Languages available from within the community of resettlement to support the proposed caseload	Arabic, Bembe, Burmese, French, Kinyarwanda, Kirundi, Kurdish, Swahili, Spanish, Ukrainian
Other language resources used	Independent interpreters provide in person interpretation about 4-5 times per month. Foreign Language Academy, a telephonic interpretation is used rarely.

SITE RATIONALE	
Number of other affiliates present	Zero
Local overall unemployment rate	4.7% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Agriculture, construction, light manufacturing, custodial/maintenance, food processing, housekeeping, warehousing, auto repair
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$550 Available: Always 2-Bedroom: \$650 Available: Always 3-Bedroom: \$700 Available: Frequently

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	

(b)(4)

(b)(4)

3. Financial Resources:

Type of Donor	Projected Contributions to the R&P Program					
	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: City of Knoxville						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	TXDFMS02
Office State	Texas	Office City	Austin
Office Name	Refugee Services of Texas, Inc.		
Office Address	500 E St. John's Avenue, Suite 1280, Austin, TX 78752		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	Austin
		Administering affiliate	Dallas
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals		(b)(4)			
	FY 2017 Acknowledged Capacity					
	FY 2017 Anticipated Arrivals					
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
SIV Capacity						
Total Capacity						

FY 2016 R&P PERIOD REPORT OUTCOMES			
Total R&P Period Reports Submitted for FY 2016			(b)(4)
R&P Period Employment	(b)(4)	R&P Period Out-Migration	(b)(4)
R&P Period Basic Needs and Core Services Provided		R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES			
Date of most recent PRM monitoring visit:	February 2015	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	December 2013	Compliance Rating	

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Cuba, Democratic Republic of Congo, Eritrea, Iran, Iraq, Iraq, South Sudan, Syria
Proposed nationalities FY 2018	Afghanistan, Bhutan, Burundi, Cuba, Democratic Republic of Congo, El Salvador, Eritrea, Ethiopia, Guatemala, Honduras, Iran, Iraq (Yazidi), Somalia, Sudan, Syria

Languages available on staff to support the proposed caseload	Arabic, French, Hindi, Kirundi, Kiswahili, Kurdish, Lingala, Maithili, Nepali, Spanish, Tshiluba
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Dari, Farsi, French, Kinyarwanda, Kiswahili, Kurdish, Lingala, Nepali, Pashto, Somali, Spanish, Tigrinya, Urdu
Other language resources used	RST Austin uses professional interpretation and translation services through the Multicultural Refugee Coalition and Translation Interpretation Services (telephonic and in-person interpretation) for emergency uses when RST staff or community resources are unavailable.

SITE RATIONALE	
Number of other affiliates present	One
Local overall unemployment rate	3.7% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Housekeeping, electronics assembly, food service, warehouse (packaging and assembly), security, and manufacturing
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	1-Bedroom: \$850 Available: Always 2-Bedroom: \$1064 Available: Always 3-Bedroom: \$1500 Available: Sometimes

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	

(b)(4)

(b)(4)

3.

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society		Affiliate Code	TXDFMS01
Office State	Texas		Office City	Houston
Office Name	Interfaith Ministries for Greater Houston			
Office Address	3303 Main St., Houston, TX 77002			
JOINT SITE		SUB-OFFICE		
If joint site, with which agency or agencies?	N/A	Sub-office	N/A	
		Administering affiliate	N/A	
R&P PROGRAM AFFILIATE STAFFING				
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio	
FY 2017	(b)(4)			
FY 2018				

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals		(b)(4)			
	FY 2017 Acknowledged Capacity					
	FY 2017 Anticipated Arrivals					
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
SIV Capacity						
Total Capacity						

FY 2016 R&P PERIOD REPORT OUTCOMES			
Total R&P Period Reports Submitted for FY 2016		(b)(4)	
R&P Period Employment	(b)(4)	R&P Period Out-Migration	(b)(4)
R&P Period Basic Needs and Core Services Provided		R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES		
Date of most recent PRM monitoring visit:	April 2013	Compliance Rating
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	September 2014	Compliance Rating

RECENT AND PROPOSED CASELOAD	
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, Cuba, Democratic Republic of Congo, Eritrea, Ethiopia, Honduras, Iran, Iraq, Somalia, Sudan, Syria
Proposed nationalities FY 2018	Afghanistan, Bhutan, Democratic Republic of Congo, Eritrea, Ethiopia, Iraq, Iran, Somalia, El Salvador, Guatemala, Honduras
Languages available on staff to support the proposed caseload	Amharic, Arabic, Bengali, French, Hindi, Kinyarwanda, Kirundi, Lingala, Luganda, Mai Mai, Nepali, Somali, Swahili, Spanish

Languages available from within the community of resettlement to support the proposed caseload	Amharic, Burmese, Arabic, Dari, Farsi, French, Kinyarwanda, Kirundi, Lingala, Luganda, Mai Mai, Pashto, Tigrinya Somali, Swahili, Urdu
Other language resources used	In-person translation services are available through two other Houston resettlement agencies. Phone interpretation services are available at Day Interpreters, but Interfaith Ministries has not needed to use these resources to date.

SITE RATIONALE	
Number of other affiliates present	Five
Local overall unemployment rate	5.9% February 2017, Bureau of Labor Statistics
Available jobs for refugees	Hospitality/service industry, Light industrial/Assembly, retail, retail and manufacturing.
Average starting wage for refugees	(b)(4)
Average monthly rent and availability	<p>1-Bedroom: \$685 Available: Always 2-Bedroom: \$885 Available: Always 3-Bedroom: \$1200 Available: Always</p>

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	(b)(4)
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)

(b)(4)

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						

National Agency	The Domestic and Foreign Missionary Society	Affiliate Code	WADFMS01
Office State	Washington	Office City	Seattle
Office Name	Diocese of Olympia, Refugee Resettlement Office		
Office Address	1610 South King St., Seattle, Washington 98144		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2017	(b)(4)		
FY 2018			

CASELOAD STATISTICS (number of individuals)	FY 2016 Actual Arrivals					(b)(4)				
	FY 2017 Acknowledged Capacity									
	FY 2017 Anticipated Arrivals									
PROPOSED FY 2018	AF	EA	ECA	LAC	NE/SA	Total				
U.S. Tie Capacity	(b)(4)									
No U.S. Tie Capacity										
SIV Capacity										
Total Capacity										

FY 2016 R&P PERIOD REPORT OUTCOMES					
Total R&P Period Reports Submitted for FY 2016		(b)(4)			
R&P Period Employment		(b)(4)		R&P Period Out-Migration	(b)(4)
R&P Period Basic Needs and Core Services Provided				R&P Period Household Income Exceeds Expenses	

RECENT R&P MONITORING OUTCOMES					
Date of most recent PRM monitoring visit:	June 2013	Compliance Rating	(b)(4)		
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	March 2015	Compliance Rating			

RECENT AND PROPOSED CASELOAD					
Nationalities served FY 2016–FY 2017	Afghanistan, Bhutan, Burma, El Salvador, Eritrea, Ethiopia, Iran, Iraq, Somalia, Syria, Ukraine				
Proposed nationalities FY 2018	Afghanistan, Bhutan, Eritrea, Ethiopia, Iran, Iraq, Somalia, Syria, Ukraine				
Languages available on staff to support the proposed caseload	Arabic, Amharic, French, Somali, Tigrinya, Farsi, Pashto				

Languages available from within the community of resettlement to support the proposed caseload	Arabic, Amharic, Farsi Nepali, Pashto, Somali, Tigrinya, Urdu, Ukrainian
Other language resources used	N/A

SITE RATIONALE		
Number of other affiliates present	Four	
Local overall unemployment rate	3.2% March 2017, Bureau of Labor Statistics	
Available jobs for refugees	Manufacturing assembly, the fishing industry, restaurants and hotels, airport.	
Average starting wage for refugees	(b)(4)	
Average monthly rent and availability	1-Bedroom: \$1,100 2-Bedroom: \$1,450 3-Bedroom: \$1,800	Available: Sometimes Available: Sometimes Available: Sometimes

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY		
Indicate whether you have a grievance policy.	(b)(4)	
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	(b)(4)	

(b)(4)

(b)(4)

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY 2016 Actual Cash	FY 2016 Actual In-kind Value	FY 2017 Estimated Cash	FY 2017 Estimated In-kind Value	FY 2018 Projected Cash	FY 2018 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
State/County/Local Government: Lutheran Social Services						
Headquarters: Diocese of Olympia						
Affiliate/Sub-office						
Other:						
TOTALS						
TOTALS PER CAPITA						



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM that [(b)(4)]

(b)(4)

(b)(4)

(b)(4)



- (b)(4)

- A copy of EMM's (b)(4) letter to the New York State Refugee Coordinator, (b)(b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6) NY State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM that (b)(4)

(b)(4)

(b)(4)



- (b)(4)

- A copy of EMM's (b)(4) letter to the Ohio State Refugee Coordinator, (b)(6) (b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6) OH State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

(b)(4)





- (b)(4)
-
- A copy of EMM's (b)(4) letter to the Colorado State Refugee Coordinator, (b)(6) (b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6) IN State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM that (b)(4)

(b)(4)



- (b)(4)

- A copy of EMM's (b)(4) letter to the Michigan State Refugee Coordinator, (b)(6) (b)(6)s attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6), MI State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM that (b)(4)

(b)(4)



- (b)(4)
-
- A copy of EMM's (b)(4) letter to the Indiana State Refugee Coordinator, (b)(6) (b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6) IN State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM that (b)(4)

(b)(4)

A large rectangular area of the page is completely blank and white, indicating a significant portion of the document has been redacted under the (b)(4) exemption.



- (b)(4)
- A copy of EMM's (b)(4) letter to the Kentucky State Refugee Coordinator, (b)(6) (b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6) KY State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM [b](4)

[b](4)

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- (b)(4)

- A copy of EMM's (b)(4) letter to the Kentucky State Refugee Coordinator, (b)(6) (b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: (b)(6) KY State Refugee Coordinator



January 11, 2018

Ms. Barbara Day
Chief, Domestic Resettlement, Refugee Admissions
Bureau of Population, Refugees and Migration
2025 E Street, N.W.
SA-9, 8th floor
Washington, D.C. 20522-0908

Dear Ms. Day,

Per December 2017 guidance received from PRM [(b)(4)]

(b)(4)



- [redacted] (b)(4)
- A copy of EMM's [redacted] (b)(4) letter to the Michigan State Refugee Coordinator, [redacted] (b)(6) [redacted] (b)(6) is attached for your record.

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

[redacted] (b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: [redacted] (b)(6) MI State Refugee Coordinator



January 11, 2018

(b)(6)

State Refugee Coordinator
New York State Office of Temporary and Disability Assistance
Refugee Services
40 North Pearl Street, 10D
Albany, New York 12243

Dear (b)(6)

This is to formally inform you that per December 2017 guidance received from DOS/BPRM that (b)(4)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(4)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Ohio Department of Job and Family Services
Refugee Services Section
4200 East Fifth Avenue, 2nd Floor
Columbus, OH 43218-3204

Dear (b)(6)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Colorado Department of Human Services
Colorado Refugee Services Program
1575 Sherman Street, 8th Floor
Denver, CO 80203

Dear (b)(6)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Michigan Department of Health and Human Services
Refugee Services
333 S. Grand Avenue
Lansing, MI 48909

Dear (b)(6)

This is to formally inform you that per December 2017 guidance received from DOS/BPRM (b)(4)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Division of Family Resources
Indiana Family and Social Services Administration
1700 Magnavox Way Suite 210
Fort Wayne, IN 46804

Dear (b)(6)

This is to formally inform you that per December 2017 guidance received from DOS/BPRM (b)(4)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Kentucky Office for Refugees
2222 West Market Street
Louisville, KY 40212

Dear (b)(6)

This is to formally inform you that per December 2017 guidance received from DOS/BPRM that (b)(4)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Kentucky Office for Refugees
2222 West Market Street
Louisville, KY 40212

Dear (b)(6)

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(b)(4)

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Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration



January 11, 2018

(b)(6)

State Refugee Coordinator
Michigan Department of Health and Human Services
Refugee Services
333 S. Grand Avenue
Lansing, MI 48909

Dear (b)(6)

This is to formally inform you that per December 2017 guidance received from DOS/BPRM that (b)(4)

(b)(4)

Please do not hesitate to contact us with any question or concern you may have.

Sincerely yours,

(b)(6)

The Rev'd Canon E. Mark Stevenson
Director
Episcopal Migration Ministries

Cc: Ms. Barbara Day, Chief, Domestic Resettlement, Refugee Admissions, Bureau of Population, Refugees and Migration

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

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Agency:	Episcopal Migration Ministries
Date:	04/27/18

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

Number of R&P affiliates and sub-offices in FY 2017	31
Number of R&P affiliates and sub-offices proposed in FY 2018	14

FY 2018 R&P National Management Budget SUMMARY

FY 2017 Actual Expenses*			October 2017 - March 2018 Previously Approved Budget			April - June 2018			July - September 2018			FY 2018 TOTAL			
Federal Funds (b)(4)	Non-Federal (b)(4)	TOTAL (b)(4)	Federal Funds (b)(4)	Non-Federal (b)(4)	TOTAL (b)(4)	Federal Funds (b)(4)	Non-Federal (b)(4)	TOTAL (b)(4)	Federal Funds (b)(4)	Non-Federal (b)(4)	TOTAL (b)(4)	Federal Funds (b)(4)	Non-Federal (b)(4)	TOTAL (b)(4)	
PERSONNEL	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)	
FRINGE BENEFITS															
TRAVEL															
EQUIPMENT															
OFFICE SUPPLIES															
PROFESSIONAL FEES															
SPACE/UTILITIES															
OTHER															
TOTAL DIRECT COSTS															
OVERHEAD															
TOTAL PROGRAM BUDGET	1,121,798			586,736			284,170			284,170			1,155,075		

* as reported in Form E-2 of the National Management Financial Report of 9/30/2017 sent with the SF425

NON-FEDERAL RESOURCES

Please provide a breakdown of sources for private resources included in this budget, showing the source of funding and the amount. You may insert additional lines and modify the descriptions as

IOM Loans	(b)(4)
Outside Grants (specify)	
Private Donor Contributions	
Episcopal Church (cash)	
TOTAL	

RECEPTION & PLACEMENT PROGRAM
FY 2018 National Management Budget Detail

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Agency: Episcopal Migration Ministries

Date: 4/27/2018

Proposed FY 2018 National Management Budget															
FY 2017 Actual Expenses			October 2017 - March 2018 Prev Approved			April - June 2018			July - September 2018			FY 2018 Total			
	Federal Funding	Non-Federal Funding		Federal Funding	Non-Federal Funding		Federal Funding	Non-Federal Funding		Federal Funding	Non-Federal Funding		Federal Funding	Non-Federal Funding	
	Federal Funding (PRM)	Non-Federal Funding (PRM)		Federal Funding (PRM)	Non-Federal Funding (PRM)		Federal Funding (PRM)	Non-Federal Funding (PRM)		Federal Funding (PRM)	Non-Federal Funding (PRM)		Federal Funding (PRM)	Non-Federal Funding (PRM)	
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)	(b)(4)		(b)(4)	(b)(4)		(b)(4)	(b)(4)	
EQUIPMENT/FURNITURE															
OFFICE SUPPLIES															
(b)(4)															
PROFESSIONAL FEES															
(b)(4)															
SPACE/UTILITIES															
(b)(4)															
OTHER (requires detail)															
(b)(4)															
TOTAL DIRECT COST															
OVERHEAD @ (b)(4)															
GRAND TOTAL	1,121,798	586,736		284,170	284,170		284,170	284,170		1,155,075	1,155,075				

ADDITIONAL COMMENTS:

RECEPTION & PLACEMENT PROGRAM
Proposed FY 2018 National Management Travel Requirements
R&P Agency: Episcopal Migration Ministries

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		Travel Category 1: Monitoring Visits					
#	Departure City	Arrival City	Duration (days)	# Travelers	Total Airfare/traveler (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/diem (unit cost * duration * traveler)
1	New York City	Los Angeles	(b)(4)				
2	New York City	Chattanooga					
3	New York City	Seattle					
4	New York City	Syracuse					
5	New York City	Boise					
6	New York City	Tucson					
Overall Total							
Travel Category 2: Bureau Meetings							
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/trav el (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/diem (unit cost * duration * traveler)
1	New York City	Washington DC	(b)(4)				
2	New York City	Washington DC					
Overall Total							
Travel Category 3: Outreach and Consultations							
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/traveler (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/diem (unit cost * duration * traveler)
1	Lexington	TBD	(b)(4)				
2	Richmond	TBD					
3	New York City	TBD					
Overall Total							

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#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/trav- er (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&E per diem (unit cost * duration * traveler)	Total rental, ground transport (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	TBD	(b)(4)								
2	TBD	TBD									
3	TBD	TBD									
	Overall Total										
	Grand Total										

Three-Year Affiliate Monitoring Plan
Reception and Placement Program
FY2016 - FY2018

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R&P Agency: The Domestic and Foreign Missionary Society (DFMS)

State	City	PRM/RPC Affiliate Code	Affiliate Information		Monitoring Plan	
			If joint site, list collaborating agency	FY2016 Month Actual	FY2017 Month Planned	FY2018 Month Planned
Arizona	Tucson	AZDFMS01	DFMS/LIRS	ND - Dec-15 (DFMS)		ND - Mar-18 (DFMS/LIRS)
California	Los Angeles	CADFMS02	DFMS/LIRS/CWS			X - Feb-18 (DFMS/CWS/LIRS)
Colorado	Denver	CODFMS02	DFMS/LIRS	New Site - Mar-16 (DFMS)		
Connecticut	New Haven	CTDFMS01	DFMS/CWS		X Feb-17 (DFMS)	
Florida	Jacksonville	FLDFMS03	DFMS/LIRS		X/ND Nov-16 (DFMS)	X/ND - Jun-17 (DFMS)
Florida	Miami	FLDFMS02	N/A			
Georgia	Atlanta	GADFMS01	DFMSC/CWS	Oct-15 (CWS)		
Idaho	Boise	IDDFMS01	N/A	Jul-16		ND - Dec-17 (DFMS)
Illinois	Chicago	ILDFMS01	DFMS/CWS	Nov-15 (DFMS/CWS)		
Indiana	Indianapolis	INDFMS01	DFMS/CWS		ND Dec-16 (CWS)	ND Apr-17 (CWS)
Kansas	Wichita	KSDFMS04	N/A	ND - Feb-16		
Kentucky	Louisville	KYDFMS01	DFMSC/CWS			X - Sept-18 (DFMS/CWS)
Kentucky	Lexington	KYDFMS02	DFMS/CWS		ND Mar-17 (CWS)	ND Dec-16 (CWS)
Massachusetts	Westfield	MADFMS02	DFMS/LIRS			X - Aug-18 (DFMS/LIRS)
Michigan	Grand Rapids	MIDFMS03	DFMS/LIRS			X - Jun-18 (DFMS/LIRS)
Michigan	Troy	MIDFMS02	DFMS/LIRS			
Minnesota	Minneapolis	MNDFMS01	DFMSC/CWS		*SC/ND Nov-16 (DFMS)	*SC/ND Feb-17 (DFMS)
New Hampshire	Concord	NHDFMS01	DFMS/LIRS/CWS		*SC/X Mar-17 (DFMS/LIRS)	*SC/X Mar-17 (LIRS)
New York	Buffalo	NYDFMS07	DFMS/CWS	Mar-16 (DFMS)		
New York	Syracuse	NYDFMS01	DFMS/CWS	Mar-16 (DFMS)	ND Nov-16 (CWS)	ND - Nov-17 (DFMS/CWS)
North Carolina	New Bern	NCDFMS01	N/A		X Feb-17	Apr-17
North Carolina	Wilmington	NCDFMS02	N/A		X Apr-17	Apr-17
North Dakota	Fargo	NDDFMS01	DFMS/LIRS		ND Oct-16 (LIRS)	ND Oct-16 (LIRS)
North Dakota	Grand Forks	NDDFMS03	DFMS/LIRS		ND Oct-16 (DFMS)	ND Oct-16 (DFMS)
Ohio	Columbus	OHDFMS02	DFMSC/CWS		X Dec-16 (DFMS)	X - Aug-17 (DFMS)
Tennessee	Knoxville	TNDFMS03	DFMS/CWS		*SC/ND Oct-16 (DFMS)	*SC/ND Oct-16 (DFMS)

Tennessee	Chattanooga	TNDFMS02	N/A	FL-2019-02061	A-00000517199	"UNCLASSIFIED"	11115/2023	Page 108 of 132	X - Apr-17 (DFMS)
Texas	Austin	TXDFMS02	DFMSCWS			X Jan-17 (CWS)	X Jul-17 (CWS)		
Texas	Houston	TXDFMS01	DFMSCWS			X Apr-17 (CWS)	X Aug 17 - (CWS)		
Washington	Seattle	WADFMS01	N/A					X - Oct-17 (DFMS)	

Agency conducting monitoring is noted in parenthesis for joint sites.

(b)(4)

Note: Sites in RED indicate affiliates that are no longer EMM refugee resettlement sites and EMM will no longer be going on those trips.

Instructions:

1. Only official, on-site monitoring visits should appear on this three-year plan.
2. List the month in which the visit is planned.
3. Do not list technical assistance, training, or other visits.
4. Briefly describe below the reasons any FY2016 proposed sites were not monitored.
5. PRM Affiliate code is the code assigned by PRM/RPC, e.g. AZ (agency acronym)01.
6. For joint site affiliates, identify the collaborating agency and identify the agency making the visit.

Key

X = Scheduled Monitoring Visit

ND = New Director Monitoring Visit

IA = Insufficient Arrivals (Fewer than 25 arrivals; site is not part of FY2016 on-site monitoring plan)

SC = Special Circumstances Monitoring Visit - briefly describe

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Staffing 2018 NYC Ministry HQ PERSONNEL	POSITION	Total Salary	Total Benefits	PRM FTE	PRM Total	PRM Salary	Total Benefits
1 (b)(6)	(b)(4)						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12 Vacant							

RECEPTION & PLACEMENT PROGRAM
Proposed FY 2018 National Headquarters Management Staff (Sample Format)
R&P Agency: Episcopal Migration Ministries

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

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

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Vacant

Total FTEs FY 2018:

(b)(4)

(b)(4)

(In this chart staff members report to the individual in the block above establishing clear lines of responsibility and authority.)

Table 2: Travel Budget

RECEPTION & PLACEMENT PROGRAM

Proposed FY 2018 National Management Travel Requirements

R&P Agency: Episcopal Migration Ministries

Travel Category 1: Monitoring Visits											
#	Departure City	Arrival City	Duration (days)	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	Los Angeles	(b)(4)								
2	New York City	Chattanooga									
3	New York City	Seattle									
4	New York City	Syracuse									
5	New York City	Boise									
6	New York City	Tucson									
	Overall Total										
Travel Category 2: Bureau Meetings											
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	Washington DC	(b)(4)								
2	New York City	Washington DC									
	Overall Total										
Travel Category 3: Outreach and Consultations											
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	Lexington	TBD	(b)(4)								
2	Richmond	TBD									
3	New York City	TBD									
	Overall Total										
Travel Category 4: Other											
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	TBD	(b)(4)								
2	TBD	TBD									
3	TBD	TBD									
	Overall Total										
Grand Total											

C. Equipment/Furniture

(b)(4)

D. Office Supplies

(b)(4)

E. Professional Fees

(b)(4)

F. Space/Utilities

(b)(4)

G. Other

(b)(4)

(b)(4)

H. Overhead

(b)(4)

I. Summary

(b)(4)

Table 7: Summary R&P Federal Resources

Description	FY 2018
PERSONNEL	(b)(4)
FRINGE BENEFITS	
TRAVEL	(b)(4)
EQUIPMENT	
OFFICE SUPPLIES	(b)(4)
PROFESSIONAL FEES	(b)(4)
SPACE/UTILITIES	(b)(4)
OTHER	(b)(4)
TOTAL	1,155,075

Table 8: Summary of Changes in Budget by Amounts

Changes in Budget	Amount
(b)(4)	
New Budget Submission	1,155,075

ANNEX
DFMS In-Kind Contributions

(b)(4)

(b)(4)

Program Distinction from Other Federal & Non-governmental Programs

EMM will continue to ensure that costs described above for the R&P Program remain distinct from those charged to other federal programs or non-governmental programs by assigning distinct accounting codes and tracking these costs separately in its general ledger. This will also apply to its disbursements and the account of monthly financial reports received from sub-recipient affiliates. In addition, EMM ensures that services provided under the R&P Program will not duplicate other services available through existing federal, state, or local programs (such as R&P, Wilson/Fish, and Preferred Communities Programs) through close monitoring of each affiliate's client service provision, case notes, and case financial documentation.

Introduction to the Budget

EMM amended its FY 2018 budget to reflect modifications requested by PRM in its email of 12/4/2017 to the USRAP program. Those modifications include:

(b)(4)

A. Personnel and Fringe Benefits

(b)(4)

Table 1: Personnel and Fringe benefits

Staffing 2018 NYC Ministry HQ PERSONNEL	POSITION	Total Salary	Total Benefits	PRM FTE	PRM Total	PRM Salary	Total Benefits
1 (b)(6)	(b)(4)						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12 Vacant							

(b)(4)

(b)(4)

(b)(4)

B. Travel

(b)(4)

(b)(4)

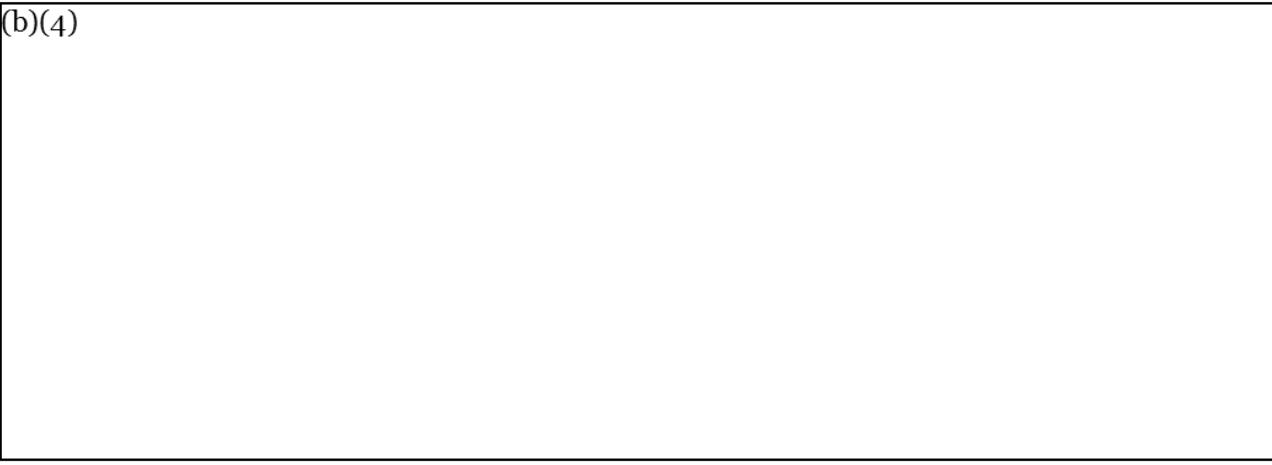


Table 2: Travel Budget

RECEPTION & PLACEMENT PROGRAM

Proposed FY 2018 National Management Travel Requirements

R&P Agency: Episcopal Migration Ministries

Travel Category 1: Monitoring Visits											
#	Departure City	Arrival City	Duration (days)	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	Los Angeles	(b)(4)								
2	New York City	Chattanooga									
3	New York City	Seattle									
4	New York City	Syracuse									
5	New York City	Boise									
6	New York City	Tucson									
	Overall Total										
Travel Category 2: Bureau Meetings											
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	Washington DC	(b)(4)								
2	New York City	Washington DC									
	Overall Total										
Travel Category 3: Outreach and Consultations											
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	Lexington	TBD	(b)(4)								
2	Richmond	TBD									
3	New York City	TBD									
	Overall Total										
Travel Category 4: Other											
#	Departure City	Arrival City	Duration	# Travelers	Total Airfare/travel (unit cost * travelers)	Total lodging (unit cost * duration * traveler)	Total M&IE/per diem (unit cost * duration * traveler)	Other (car rental, ground transport) (unit cost * duration * traveler)	TOTAL COST	Total Cost Funded by PRM	% of Total Cost Funded by PRM
1	New York City	TBD	(b)(4)								
2	TBD	TBD									
3	TBD	TBD									
	Overall Total										
Grand Total											

C. Equipment/Furniture

(b)(4)

D. Office Supplies

(b)(4)

E. Professional Fees

(b)(4)

F. Space/Utilities

(b)(4)

G. Other

(b)(4)

(b)(4)

H. Overhead

(b)(4)

I. Summary

(b)(4)

Table 7: Summary R&P Federal Resources

Description	FY 2018
PERSONNEL	(b)(4)
FRINGE BENEFITS	
TRAVEL	(b)(4)
EQUIPMENT	
OFFICE SUPPLIES	(b)(4)
PROFESSIONAL FEES	(b)(4)
SPACE/UTILITIES	(b)(4)
OTHER	(b)(4)
TOTAL	1,155,075

Table 8: Summary of Changes in Budget by Amounts

Changes in Budget	Amount
(b)(4)	
New Budget Submission	1,155,075

ANNEX
DFMS In-Kind Contributions

(b)(4)

(b)(4)

Program Distinction from Other Federal & Non-governmental Programs

EMM will continue to ensure that costs described above for the R&P Program remain distinct from those charged to other federal programs or non-governmental programs by assigning distinct accounting codes and tracking these costs separately in its general ledger. This will also apply to its disbursements and the account of monthly financial reports received from sub-recipient affiliates. In addition, EMM ensures that services provided under the R&P Program will not duplicate other services available through existing federal, state, or local programs (such as R&P, Wilson/Fish, and Preferred Communities Programs) through close monitoring of each affiliate's client service provision, case notes, and case financial documentation.