



United States Department of State

*Washington, D.C. 20520*

March 19, 2024

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 February 16, 2024, 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 two additional responsive records subject to the FOIA. We have determined that both 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](mailto: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



EL-2019-02061

A-00000495609

"UNCLASSIFIED"

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**U.S. Department of State**  
**FEDERAL ASSISTANCE AWARD**

1. Recipient Name WORLD RELIEF CORPORATION OF NATIONAL ASSOCIATION OF EVANGELICALS DBA WORLD RELIEF CORPORATION OF NATIONAL ASSOCIATION OF EVANGELICALS		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 7 E BALTIMORE ST. BALTIMORE, MD 21202-1602 UNITED STATES			
4. Recipient POC: Casey Leyva Phone Number 443-451-1916 Email <a href="mailto:(b)(6)@wrv.org">(b)(6)@wrv.org</a>			
5. Type of Entity U.S. Non-Profit Organization (501(c) (3))	6. Unique Entity Identifier 077078194	7. EIN/ TIN *****	
8. CFDA Number 19.510	9. Statutory Authority for Assistance Migration/Refugee Act	10. Award Number SPRMCO18CA0006	
11. Period of Performance Start Date 11-Oct-2017	End Date 30-Sep-2018	12. Amendment Number M002	
13. Accounting and Appropriation Data 1900-2018--19_X11430009-1037-PRM-2512-SPRMCO18CA0006-4122--031000--- --2018FDSTRM1439-SPRMCO18CA0006		14. Funds Certified By (b)(6)	
Funding Distribution			
15.	Total Prior Costs	New Costs	Total Cost
U.S. Share of Costs	\$6,530,551.00 USD	\$2,946,530.00 USD	\$9,477,081.00 USD
Recipient Share of Costs	(b)(4)		
Total Costs			
16. Purpose of the Federal Award Activity To authorize Q3 funding for WR's FY2018 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 (b)(6)		
18b. Recipient Signature (b)(6) electronically signed	19b. Grants Officer Signature (b)(6)		
18c. Title (b)(4)	18d. Date (dd-mmm-yyyy) 14-May-2018	19c. Bureau/Office/Post BUREAU OF POPULATION, REFUGEES AND MIGRATION (PRM)	19d. Date (dd-mmm-yyyy) 14-May-2018
By signing this Federal award, the recipient acknowledges that it will comply with Federal regulations, the Terms and Conditions, and any Special Award Conditions associated with this award. Receipt of the recipient's signature and return of the Federal Award Coversheet is required within ten (10) business days of the Grants Officer's signature. Please return to the Grants Officer address indicated here: wilsoncr3@state.gov			



## U.S. Department of State Award Provisions

**The above numbered cooperative agreement is hereby amended as follows:**

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

### **1. Purpose/Scope of Award:**

b. The Recipient shall carry out the Agreement in accordance with its proposal dated September 8, 2017, **its budget modification dated April 6, 2018 (Attachment A002, hereto)**, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A and A002) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2017 through September 30, 2018.

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

### **5. Authorized Budget Summary:**

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

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

Budget Categories	Amount
1. Personnel	(b)(4)
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs	
a. (b)(4)	
b.	
c.	

(b)(4)		
9. Total Direct Costs (lines 1-8)	(b)(4)	
10. Indirect Costs		
11. Total Costs (lines 9-10)	\$9,477,081	
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 (b)(4) per refugee admitted under Section 207 of the INA who is assigned to the Recipient pursuant to this agreement for a total of up to (b)(4) refugees who are expected to arrive in the United States during the period October 1, 2017 through September 30, 2018. It is the intent of the Bureau that the per capita grants shall be spent in their entirety on expenses related to meeting the material needs of refugees and providing services to them, within the parameters of this subsection 5.c.
- 2) Of the (b)(4) fixed per capita grant:
  - a) At least \$1,125.00 (refugee per capita) is to be provided in its entirety to the affiliate to which the refugee is assigned and is to be used to cover payments made by the affiliate to or on behalf of individual refugees for cash disbursement and/or purchases on behalf of the refugee for the purpose of meeting material needs according to the requirements of the program;
    - i. No less than \$925.00 of this \$1,125.00 must be spent on behalf of the refugee by the affiliate to which the refugee is assigned during that refugee's R&P service delivery period;
    - ii. Up to \$200.00 of this \$1,125.00 may be spent on behalf of other vulnerable refugees assigned to the same affiliate who have unmet needs during their R&P period;
  - b) No more than \$1,000.00 (affiliate per capita) may be used to partially cover the actual expenses of the affiliates to which refugees are assigned in providing reception and placement services, including expenses that will lower the client-to-staff ratio, support positions that will coordinate volunteers or develop resources for the R&P program, deliver cultural orientation to refugees, and/or otherwise improve the quality of the R&P services received by refugees.
  - c) The Recipient will demonstrate through the reporting required under this agreement that the amounts funded for the per capita grants were provided by

the Recipient in their entirety to affiliates based on the total number of refugees assigned to the Recipient during the period of October 1, 2017 through September 30, 2018.

- 3) Payment of the amounts specified in subsection 5.c.2(a) shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2017 through September 30, 2018, but in no case shall the total payment of refugee per capita funds exceed [b](4) during this period.
- 4) Payment of the amounts specified in subsection 5.c.2(b) may be made in advance of actual refugee arrivals and shall be for the actual expenses of affiliates up to [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

# world relief\*

STAND/WITH THE VULNERABLE

7 E. Baltimore Street  
Baltimore, MD 21202  
T 443.451.1900 | F 443.451.1955  
worldrelief.org

(b)(6)

Bureau of Population, Refugees, and Migration  
U.S. Department of State  
2201 C Street, NW  
Washington, D.C. 20520

April 6, 2018

Dear (b)(6)

Enclosed please find a revised version of the Budget Summary and Detail Worksheet related to World Relief's FY 2018 Reception and Placement (R&P) award. Indirect costs were updated to reflect (b)(4) grants by the end of the third quarter while maintaining (b)(4) grants for the full fiscal year. This revision reflect changes requested in your email dated April 4, 2018.

Please contact us if you have any questions or need additional information.

Sincerely,

(b)(6)

(b)(6)

(b)(4)

(b)(6)

(b)(6)

(b)(4)

Withheld pursuant to exemption

(b)(4)

Withheld pursuant to exemption

(b)(4)

**FY 2018 National Management Budget Summary**

Agency:	World Relief
Revised Date:	04/06/18

Estimated Number of Refugees to be 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	(b)(4)
Number of R&P affiliates and sub-offices proposed in FY 2018	

	FY 2018 R&P National Management Budget SUMMARY																	
	October - December 2017			January - March 2018			April - June 2018			July - September 2018			FY 2018 TOTAL			FY 2017 Estimated TOTAL		
	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL												
PERSONNEL	(b)(4)																	
FRINGE BENEFITS	(b)(4)																	
TRAVEL	(b)(4)																	
EQUIPMENT	(b)(4)																	
OFFICE SUPPLIES	(b)(4)																	
PROFESSIONAL FEES	(b)(4)																	
SPACE/UTILITIES	(b)(4)																	
OTHER	(b)(4)																	
<b>TOTAL DIRECT COSTS</b>																		
<b>OVERHEAD</b>																		
<b>TOTAL PROGRAM BUDGET</b>	603,163	(b)(4)		519,263	(b)(4)		577,155	(b)(4)		882,173	(b)(4)		2,581,754	(b)(4)		0	(b)(4)	

NON-FEDERAL RESOURCES
(b)(4)

Withheld pursuant to exemption

(b)(4)

Withheld pursuant to exemption

(b)(4)

**World Relief – FY 2018 R&P Program  
Budget Narrative - National Management  
Revised: January 11, 2018**

(b)(4)

Withheld pursuant to exemption

(b)(4)



FL-2019-02061

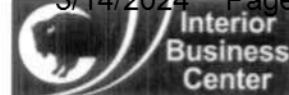
A-00000495609

"UNCLASSIFIED"

## United States Department of the Interior

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

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December 20, 2016

Mr. Marco Bonilla, Chief Administrative Officer  
World Relief Corporation  
7 East Baltimore Street  
Baltimore, MD 21202-1602

Dear Mr. Bonilla:

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 <sup>th</sup>	March 31 <sup>st</sup>
December 31 <sup>st</sup>	June 30 <sup>th</sup>
June 30 <sup>th</sup>	December 31 <sup>st</sup>

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)

Office Chief

Enclosure

cc: (b)(6) Senior Grants Coordinator, DOS  
Ref: J:\Contracts\ DOS\World Relief Corporation (Wore526)\FYs 17D 18D\Issue.ltr.docx



**Nonprofit Organization  
Indirect Cost Negotiation Agreement**

(b)(4)

Withheld pursuant to exemption

(b)(4)

Withheld pursuant to exemption

(b)(4)

Withheld pursuant to exemption

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



FL-2019-02061

A-00000285381

**U.S. Department Of State****Federal Assistance  
Award Coversheet**1. Assistance Type  
**"UNCLASSIFIED"**  
Cooperative Agreement

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2. Award Number  
S-PRMCO-17-CA-1014

3. Amendment Number

4. Amendment Type

## 5. Recipient Name, Address and Contact Information

WORLD RELIEF  
7 E Baltimore St  
Baltimore, MD 21202-1602  
UNITED STATES  
Ph. 4434511900ext116  
Contact **(b)(6)**

## 6. Project Period

From: 10/01/2016 Through: 09/30/2017

## 7. Funding Period

From: 10/01/2016 Through: 09/30/2017

## 8. Program CFDA Number

19.510

## 9. Recipient Federal Tax I.D./DUNS Number

DUNS: 077078194  
EIN: 1236393344A4

## 10. Type of Recipient

U.S. Non-Profit Organization (501(c)(3))

## 11. Award Title

World Relief FY 2017 Reception &amp; Placement Program

## 12. Purpose

To provide Reception and Placement (R&amp;P) services to refugees admitted to the United States under the US Refugee Admissions Program (USRAP).

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

**(b)(6)**  
Financial Management Analyst  
10/27/2016

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.

17. Statutory Authority - Appropriation  
Migration and Refugee Assistance

2 CFR 200  
2 CFR 600  
Approved Application Attached  
Other – See Terms and Conditions

## 18. Funding Distribution

	Total Prior Costs	Total New Costs	Amended Total Costs
U.S. Share of Costs	\$0.00	\$7,207,369.00	\$7,207,369.00
Recipient Share of Costs	<b>(b)(4)</b>		
Total Costs			

## 19. Recipient Name, Title and Signature

**(b)(6)**

Name

Electronically Signed

Signature

**(b)(4); (b)(6)**

10/31/2016

Title

Date

## 20. Grants Officer Name, Title and Signature

**(b)(6)**

Name

Electronically Signed

Signature

10/28/2016

Title

Date

## 21. Accounting and Appropriation Data

19\_X1143009,2017,,1037,4122,2512,,031000,,2017FDSTRRM1439,1037750500

Amount

\$7,207,369.00

## 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:  Yes  No

WORLD RELIEF

S-PRMCO-17-CA-1014

1. U.S. Department of State Award Provisions
2. Award Proposal Documents - Attachment A
3. U.S. Department of State Standard Terms and Conditions - Attachment B
4. Quarterly Status Report - Attachment C



## U.S. Department of State Award Provisions

### 1. Purpose/Scope of Award:

a. Purpose: **World Relief Corporation (WRC)**, a non-governmental organization, (hereinafter referred to as the "Recipient") is hereby awarded a Cooperative Agreement to partially support the Recipient's expenses in administering the FY 2017 Reception and Placement Program as authorized under the applicable provisions of the Migration and Refugee Assistance Act of 1962, as amended, and the Immigration and Nationality Act, as amended (the "INA"). The Recipient shall:

- 1) arrange for the reception and placement of refugees in the United States and offer appropriate assistance during their initial resettlement in the United States;
- 2) provide refugees with basic necessities and core services during their initial period of resettlement; and
- 3) in coordination with publicly supported refugee service and assistance programs, assist refugees in achieving economic self-sufficiency through employment as soon as possible after their arrival in the United States.

b. The Recipient shall carry out the Agreement in accordance with its proposal dated September 20, 2016 and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference (Attachment A) and made an integral part of the Agreement. The period of this agreement shall be from October 1, 2016 through September 30, 2017.

c. Statement of Overall Reception and Placement (R&P) Program Objectives and Indicators:  
The Recipient agrees to:

- 1) promote effective resettlement through community involvement including, but not limited to, coordination with ethnic and other community-based, public, and private organizations and through consultation and coordination with state and local public officials involved in assisting refugees;
- 2) promote refugee placement through agencies that maximize the use of private resources and programs;
- 3) promote the placement of all refugees in areas conducive to the attainment of economic self-sufficiency;
- 4) maintain the capability and flexibility to receive and place new caseloads, including refugees with special needs, and to shift program and staff resources to reflect changing refugee populations and arrival patterns;
- 5) ensure that R&P core services and basic needs support are made available in an appropriate language to refugees through its nationwide network of affiliated offices;

- 6) ensure that each refugee receives the following R&P basic needs support and core services according to standards included in the Cooperative Agreement within the specified time frame, and that provision of such services is well-documented in case files:
  - a) Sponsorship assurance;
  - b) Pre-arrival planning;
  - c) Reception;
  - d) Basic needs support for at least 30 days, including the provision of: safe, sanitary, and affordable housing; essential furnishings; appropriate food, food allowances and other basic necessities; necessary clothing; assistance applying for social security cards; assistance in obtaining health screenings and assistance accessing other necessary health and mental health services; assistance in obtaining appropriate benefits, other social services, and English language instruction; assistance with enrollment in employment services; assistance registering children in school; and transportation to job interviews and job training;
  - e) At least two home visits within the first 30 days and a third home visit to permanent housing if the refugee moves from temporary housing within the R&P period;
  - f) Case management, including the development and implementation of individualized service plans during the initial 30-day period;
  - g) Cultural orientation, with appropriate language interpretation as needed; and
  - h) Assistance to refugee minors resettled in non-parental family units, as required: initial placement suitability assessments; orientation to U.S. child welfare requirements; assistance regarding guardianship and legal obligations in caring for the child; regular and personal contact; and follow-up assessments and suitability determinations;
- 7) ensure effective monitoring of local affiliates performing R&P services in accordance with the Cooperative Agreement;
- 8) achieve R&P performance outcomes, specifically:
  - a) Refugee is in a safe, stable environment.
    - i. Refugee is picked up at the airport upon arrival with appropriate language interpretation as needed.
    - ii. Refugee is placed in a safe dwelling.
    - iii. Refugee is placed in an affordable dwelling.
    - iv. Refugee has basic necessities.
  - b) Refugee can navigate appropriate and relevant systems.
    - i. Refugee can access/use appropriate transportation.
    - ii. Refugee obtains own food and basic needs.
    - iii. Refugee obtained social security card and other identification as needed.
    - iv. Refugee accesses health care.
    - v. Refugee demonstrates ability to contact emergency services.
    - vi. Refugee children are enrolled in school within 30 days of arrival.
    - vii. Refugee knows where to get assistance to file paperwork to bring family members to the United States.
    - viii. Refugee knows how to ask for interpretation services.
  - c) Refugee family is connected to means of ongoing support for self/family.
    - i. Refugee is connected to or enrolled in eligible services.

- ii. Refugee is financially supported (or self-sufficient).
  - iii. Refugee can explain where the household money will come from when the initial assistance is finished.
- d) Refugee understands surroundings and situation.
- i. Refugee knows his/her address, knows how to make phone call, and how to be contacted.
  - ii. Refugee understands the effects of moving.
  - iii. Refugee knows the role of the local resettlement agency and expectations of the local resettlement agency and self.
  - iv. Refugee has a basic understanding of U.S. laws and cultural practices; and
- 9) ensure that R&P program and performance information is accessible to the public.
- 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: (b)(4)
    - c) Percentage of refugees who do not out-migrate from their location of initial placement. Target: (b)(4)
  - 2) Recipient management provides sound oversight and support to maintain a flexible, well-equipped, and knowledgeable affiliate network.
    - a) Number and 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) Number and percentage of recommendations related to training made by World Relief during affiliate monitoring which are resolved within six months of the monitoring event.
  - 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 and percentage of recommendations related to the provision of core services and basic needs support made by World Relief during affiliate monitoring which are resolved within six months of the monitoring event.
    - d) Number of complaints received by the World Relief home office related to the provision of core services and basic needs support that World Relief determines to be valid.

- 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)
- 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 World Relief during affiliate monitoring which are resolved with six months of the monitoring event.

## **2. Grants Officer Contact Information:**

Courtney Wilson  
Grants Officer  
Office of the Comptroller  
Bureau of Population, Refugees, and Migration  
United States Department of State  
2201 C Street, NW, 8th Floor, SA-9  
Washington, DC 20520  
[WilsonCR3@state.gov](mailto:WilsonCR3@state.gov)  
Phone (b)(6)  
Fax 202-453-9395

## **3. Grants Officer Representative (GOR):**

Holly Herrera  
Program Officer  
Office of Admissions  
Bureau of Population, Refugees, and Migration  
United States Department of State  
2201 C Street, NW, 8th Floor, SA-9  
Washington, DC 20520  
[HerreraHA@state.gov](mailto:HerreraHA@state.gov)  
Phone (b)(6)  
Fax 202-453-9395

## **4. Post-Award Compliance:**

Department of State Standard Terms and Conditions (Attachment B) are incorporated by reference and made part of this Notice of Award. Electronic copies containing the complete text are available at: <https://statebuy.state.gov>, under Resources select Terms and Conditions to access the terms and conditions.

The Recipient and any sub-recipient, in addition to the assurances and certifications made part of the Notice of Award, must comply with all applicable terms and conditions during the project period.

##### **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. (b)(4)	
b.	
c.	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs (b)(4)	
(b)(4)	
11. Total Costs (lines 9-10)	\$7,207,369
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 (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."

## **6. Payment Method**

- a. Payments under this award will be made through the U.S. Department of Health and Human Services Payment Management System (PMS). The Payment Management System instructions are available under the PMS website and can be accessed at the following address: <http://www.dpm.psc.gov/>. Recipients should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with the policies established by the U.S. Treasury Department and mandated by the OMB Regulations.
- b. Requests for reimbursement of National Management Expenses shall be submitted separately from requests for other funds and only in amounts that are required to meet the immediate cash needs of this activity.
- c. Requests for payment of the per capita shall be submitted only for those assigned refugees who have actually arrived in the United States.

## **7. Reporting and Monitoring**

The Recipient must submit required program, financial, and inventory reports to the Bureau's Office of the Comptroller through the GrantSolutions grants management System at [www.grantsolutions.gov](http://www.grantsolutions.gov). The Recipient must submit required reports to the Office of the Comptroller using the Grant Notes functionality for this agreement number. The subject line of the Grant Note transmitting the report must include the 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 the extent to which they were accomplished. 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.

**Quarterly R&P Program Report**

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.

### **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 15<sup>th</sup> 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 Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov).

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 30<sup>th</sup>) during the validity period and transmitted as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov). 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 Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov).

**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 Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov).

### **Availability of Per Capita Funds**

A written statement must be submitted on or before December 31, 2017 as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov) 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 Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov) 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.

### **8. Acknowledgement of DOS or USG involvement:**

The Recipient shall acknowledge the involvement of the USG, as outlined in the Department of State Standard Terms and Conditions, Attachment B.

### **9. Waiver of the Publications for Professional Audiences: N/A**

### **10. Pre-Award Costs:**

The Department of State hereby agrees to reimburse the recipient for costs incurred and considered allowable within the amounts of the Authorized Budget – Section 5. This pre-award condition applies to costs incurred from October 1, 2016 until the date of the award.

## **11. Substantial Involvement:**

The Recipient shall carry out its operational and administrative responsibilities hereunder in close coordination with and under the direction of the Bureau. For the information of the Recipient, responsibilities relevant to this agreement are allocated as follows:

a. Bureau

1) Office of Admissions

Acting as the Grants Officer's representative:

- a) Provides overall policy guidance and program direction.
- b) Reviews and comments on proposed budget for the Recipient.
- c) Reviews and comments on proposed changes or revisions in terms of this agreement.
- d) Monitors and evaluates the general performance of the Recipient's operations under this agreement to ensure that the established responsibilities and objectives are being successfully met, maintains contact, including site visits and liaison, with the Recipient, assists the Grants Officer in the review of required Recipient Program and Financial Progress Reports to verify timely and adequate performance, and provides the Bureau regular written reports on whether performance is in compliance with all the terms and conditions of this agreement.

2) Office of the Comptroller

- a) Reviews and negotiates with the Recipient's headquarters the Recipient's budget and any subsequent requests for funding.
- b) Prepares and executes the cooperative agreement, interprets the terms thereof, arranges for payment, works with the Recipient's headquarters for the overall administration of the funded activities, and is the mandatory control point of record for all official communications and contacts with the Recipient that may affect the budget, the project scope, or terms and conditions of the award.
- c) Considers requests for amendments to the cooperative agreement and, upon determination of appropriateness, prepares and executes formal amendments to

the cooperative agreement. Only the Grants Officer may amend the cooperative agreement.

- d) Monitors and evaluates the Recipient's performance in providing refugee transportation loan services.

**12. Program Income:** N/A

**13. Cost-Sharing:** N/A

**14. Sub-recipients:** N/A

**15. Additional Bureau Specific Requirements:**

Responsibilities of the Recipient: The Recipient shall perform its responsibilities under this agreement in coordination with the Bureau and in a manner consistent with United States law and policy.

a. Program Management

- 1) The Recipient shall provide the core services specified in section 16 below to refugees who are assigned to it under this agreement and who arrive in the United States during the period of this agreement in a manner consistent with United States law and policy.
- 2) In compliance with the Bureau's policy that all funded activities be implemented in a manner that fully meets the standard of conduct established by the Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises, ensure that the activities conducted with funds provided under this agreement are implemented in accordance with the Recipient's established code of conduct submitted to the Bureau in its proposal (Attachment A). Should any change be made to the Recipient's code of conduct during the validity period of this agreement, inform the Bureau in writing within thirty (30) days of the changes for consideration of whether the revised code continues to meet the Bureau's standard of core principles.
- 3) The Recipient is reminded that U.S. Executive Order and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all sub-contracts/sub-awards issued under this agreement.
- 4) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. This provision shall be incorporated into all sub-agreements under this agreement. The Recipient does not promote, support, or advocate the legalization or practice of prostitution.

- 5) Branding and Marking Strategy: State in all appropriate publications, electronic and printed descriptions, including press releases, annual reports, and financial statements that reception and placement activities conducted under this agreement are paid for, in part, through financial assistance provided by the Department of State.
- 6) Accord the Bureau and its authorized representatives the legally enforceable right to examine, audit and copy, at any reasonable time, all records in its possession pertaining to this agreement.
- 7) Assist the Bureau, as appropriate, in evaluating the Recipient's performance under this agreement by facilitating access to all relevant records and to all persons directly involved under this agreement.
- 8) Permit the Bureau to make available to the public the Recipient's performance outcomes, the Bureau's monitoring reports on the Recipient and its affiliates, and the Recipient's final consolidated placement plan, in a manner to be determined by the Bureau.

b. Prior Approval Requirements and Revision of Budget and Program Plans. The Recipient must submit all requests for prior approvals and revisions required under this award in writing to the GO/GOR, before the project period end date indicated on form DS-1909. Final approval is subject to review and acceptance by the GO. The transfer of funds among direct cost categories or programs, functions and activities for which the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total approved budget (see 2 CFR 200.308(e)) requires prior approval by the GO by way of amendment.

## **16. Specific Conditions: Reception and Placement Program Core Services**

### a. Definitions

For the purposes of this agreement and the Attachments thereto, which are an integral part of it:

- 1) "**Refugee**" means a person admitted to the United States under section 207(c) of the Immigration and Nationality Act, as amended, or a person to whom eligibility for the resettlement assistance available to individuals admitted under section 207(c) has been extended by statute.
- 2) "**Agency**" means a public entity or a private nonprofit organization, registered as such with the Internal Revenue Service under 26 U.S.C. 501(c)(3), having a cooperative agreement with the Bureau for reception and placement services.
- 3) "**Affiliate**" means:
  - a) a regional office of an Agency, which is part of the corporate structure of the Agency;
  - b) a public entity or a private nonprofit legal entity which has accepted in a written agreement with the Agency responsibility to provide, or ensure the provision of, reception and placement services to certain refugees sponsored by an Agency; or
  - c) a sub-office of an entity referred to in subparagraph 2) "Agency" above that the Recipient proposes for affiliate status in the proposal for the FY 2017 program or during the course of the year, and that the Bureau agrees in writing may serve as an affiliate. A "sub-office" is defined as an office where reception and placement services are provided and refugee case files are maintained during the reception

and placement period with management oversight provided by a nearby affiliate office.

- 4) "**Local co-sponsor**" means an established community group, such as a congregation or service organization, which has accepted in a written agreement with an Agency responsibility to provide, or ensure the provision of, reception and placement services to certain refugees sponsored by an Agency. Individuals or informal groups may not serve as local co-sponsors. Local co-sponsors differ from volunteers in that they agree in writing to accept responsibility for performing certain services required in this agreement.
- 5) "**Local resettlement agency**" means "Affiliate" (see above).
- 6) "**The Refugee Processing Center**" (RPC) means the center located at 1401 N. Wilson Boulevard, Arlington, Virginia 22209, which will manage, on behalf of the Bureau, data processing of refugee cases.
- 7) "**Assurance**" means a written commitment, submitted by a Recipient, to provide, or ensure the provision of, the basic needs support and core services specified in subsections 16.3.g.1 through 16.3.g.6 of the cooperative agreement for the refugee(s) named on the assurance form.
- 8) "**Reception and Placement period**" (R&P period) means an initial thirty (30)-day period that can be extended up to ninety (90) days after arrival should more than thirty (30) days be required to complete R&P Program requirements.
- 9) "**Employable refugee**" means any refugee who is between the ages of 18 and 64 other than a refugee who:
  - a) is required to be in the home to care for a child under one year of age or other fully dependent person (only one adult per household unit may be considered to be in this category); or
  - b) is unable to work for physical or mental health reasons.
- 10) "**Loan Services**" means those activities deemed appropriate through consultation with the International Organization for Migration and the Bureau to ensure that maximum efforts are made to conduct required loan activities for refugees signing Promissory Notes executed by IOM for funds advanced by the Bureau to cover transportation costs to the United States.
- 11) "**Appropriate language interpretation/translation**" means interpretation/translation which allows for communication with the refugee in his/her native language, if possible, or in a common language in which the refugee is fluent.

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 Outcomes and Indicators and Recipient Outcomes 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.

c. Performance of Core Services by or Under the Direction of the Recipient

- 1) A written proposal, submitted by the Recipient and incorporated into this agreement as Attachment A, will constitute the basis for the assignment of Reception and Placement responsibility for specific refugees. Subject to any limitations established in this agreement (e.g., the inability of the Recipient to assist refugees of a particular linguistic group), the Bureau may assign a reasonable number of special cases to any participating Recipient. The Recipient shall describe its network of affiliates in its annual proposal, including the proposed service area to be covered by each affiliate. A Recipient may assure and place a case assigned to it under the Agreement only within the approved service area and caseload projections of its approved affiliates as set forth in the proposal. The Bureau authorizes cases with U.S. ties to be placed within a radius of 100 miles within the same state of the affiliate and cases without U.S. ties to be placed within a radius of 50 miles within the same state of the affiliate.
- 2) The Bureau will consider approving a larger service area for cases with U.S. ties when the Recipient demonstrates to the satisfaction of the Bureau that the larger area will not impair the quality of service provided to refugees placed in that area. The Recipient will ensure that the affiliate will be able to respond on a same day basis to any urgent needs of the refugees and assist the refugees to resolve the issues.
- 3) The Recipient may propose to open a new affiliate or sub-office during the validity period. The Recipient must provide a statement of rationale for each proposed new site. The rationale should be accompanied by: a completed abstract; a letter of support from the proposed site's governing entity; a letter of support from the state refugee coordinator; letters of support from local refugee service agencies; an explanation of the proposed management structure at the new location; a timeline for the opening of the proposed site and implementation of program activities; and a detailed training plan for R&P staff. Each affiliate or sub-office abstract should present information pertaining only to activities of that specific office and should not include data related to activities corresponding to partner agencies (at joint sites), sub-offices, or administering affiliates. Abstracts representing jointly operated affiliates must contain information in all fields regarding only the sponsoring Agency's activities; it should not reflect a combination of partner Agencies' information. The Bureau may request additional information.
- 4) The Recipient must inform the Bureau and the relevant state refugee coordinator in writing of the intended closure of an established affiliate or sub-office at least thirty (30) days in advance of closure. The notification submitted to the Recipient's designated program officer in the Bureau should include: a plan for completion of services for all active R&P cases; a list of all assured cases that have not arrived to be returned to the RPC for reallocation; a list of all outstanding Affidavits of Relationship (AORs), including pre-case ID numbers, and anchor contact information; a plan for the disposition of all R&P records and case files (to be retained for a period of no less than three years),

including a plan to transfer files to the affiliate designated to receive active cases; and a copy of the Recipients' notice of closure letter to the state refugee coordinator.

As a part of the affiliate closure process, the Bureau must approve in advance the transfer of AORs and current cases from the closing affiliate to any other affiliate. This includes transfers to another affiliate within the Recipient's network. Upon approval by the Bureau, the affiliate closure plan will be forwarded to the RPC for action.

In the case of planned consolidation of a sub-office operation into an administering affiliate, the Recipient should follow the procedures outlined above and prepare a revised Abstract for submission to the Bureau which reflects the consolidation information.

The Recipient will further ensure that its affiliate provides written notification to all active cases and to persons with AORs on file at the closing site. The closing affiliate should inform filers of AORs that they may express in writing a preference to work with a specific alternate affiliate. If the AOR filer identifies an alternate affiliate, the Recipient will transfer the AOR directly to the appropriate R&P Agency upon approval by the Bureau. Evidence of such direct transfers should be included in the closure plan submitted to the Bureau. All other outstanding AORs will be transferred to nearby affiliates by RPC, in coordination with the Bureau.

- 5) A copy of the signed assurance form will be maintained on file at the headquarters of the Recipient for a period of at least one year from the date the refugee enters the United States.
- 6) With respect to every placement, the Recipient or affiliate will have on staff, or available from within the community of resettlement, persons who can communicate with the refugee in a common language and who can assist with the provision of services in person, as needed. These services will be available to the refugee on a daily basis during the R&P period.
- 7) The procedures for initial assignment, assurance, and transfer of refugee cases are set forth in the Allocations Handbook, which may be updated during the agreement period and is hereby incorporated by reference.
- 8) The basic needs support and core services shall be provided to any refugee assigned to the Recipient during the R&P period after the refugee's arrival in the United States, except where a different period of time is stated.
- 9) The basic needs support and core services shall be provided in accordance with the proposal submitted by the Recipient as approved by the Bureau. Deviations from the proposal involving the addition of affiliates or increases of more than ten percent (10%) in each proposed affiliate's caseload must be approved in advance in writing by the Bureau. An increase in an affiliate's caseload does not increase the total number of a Recipient's proposed and accepted total network capacity for refugee arrivals during the fiscal year. Any increase in a Recipient's total network capacity for refugee arrivals must be requested by the Recipient in writing and approved in advance in writing by the Bureau. It is understood that caseload may fall short of that in the proposal, and deviations resulting from such shortfall do not require Bureau approval.
- 10) Faith-based Recipients should take steps to ensure their inherently religious activities, such as religious worship, instruction, or proselytizing, are separate in time or location

from the government-funded services that they offer. Also the Recipients may not require refugees to profess a certain faith or participate in religious activities in order to receive services.

11) Recipients shall request prior approval from the Bureau for one or more of the following program or National Management budget related reasons:

- a) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- b) Change in a key person specified in the application or award document (as specified in the 2 CFR 200).
- c) The absence for more than three months, or a twenty-five percent (25%) reduction in time devoted to the project, by the approved project director.

d. Delegation of Functions by the Recipient

- 1) Unless otherwise provided herein, the responsibilities assumed by the Recipient shall be delegated only to an affiliate designated in the approved proposal, who may re-delegate such responsibilities to a local co-sponsor, provided such co-sponsor is identified on the applicable assurance form submitted to the RPC. When the Recipient relies on an affiliate or local co-sponsor to provide a service, the Recipient shall remain responsible for ensuring that the service is provided.
- 2) Any local co-sponsor to whom the Recipient's responsibility for providing core services is re-delegated by an approved affiliate must be located in the affiliate's approved area of geographic responsibility, as designated in the proposal. When the affiliate has an agreement with a local co-sponsor to provide basic needs support or core services, the affiliate shall remain responsible for ensuring that the services are provided.
- 3) The Recipient, and any affiliate and/or local co-sponsor to which a delegation is made, must carry out its responsibilities in accordance with Title VI of the Civil Rights Act of 1964.

e. Coordination and Consultation with Public Agencies

The Recipient shall:

- 1) Conduct placement planning, reception, and basic needs and core service activities in close cooperation and coordination with state and local governments. In each placement location, the affiliate(s) responsible for refugee placement shall convene and conduct quarterly consultations with state and local government officials concerning the sponsorship process and the intended distribution of refugees in such localities before their placement in those localities. Local participation should include, at minimum, representation from the following offices: state refugee coordinator; state refugee health coordinator; local governance (city and/or county, as applicable); local and/or county public health; welfare and social services; public safety; and public education. Consultations may take place in person and simultaneously via teleconference, videoconference, or a combination thereof. The content of the consultations should include year-to-date arrivals and projections through the end of the current federal fiscal year compared to approved placement numbers; a presentation of characteristics of arriving refugee populations including nationality, ethnicity, average family size and composition, language and education background, and medical conditions; a discussion

of the participant stakeholders' abilities to adequately receive and serve the actual and projected caseload; and a discussion about aspects of integration to support refugee participation in civic life. Issues that might prevent adequate resettlement should be discussed. Concerns that might result in changes to the approved placement plan should be raised with the affiliate's/affiliates' headquarters immediately, and resolved. Existing procedures and protocols between the Bureau and the resettlement agencies shall be used to make any necessary changes to approved placement plans.

One of these consultations shall take place in preparation of an Agency's application to participate in the R&P Program the following fiscal year. Agencies will keep a record of their affiliates' local consultations and report on the number and percentage of their affiliates in compliance with this guidance. Agencies will report to the Bureau in quarterly narrative reports the number and percentage of affiliates in compliance, as well as describe both best practices and issues that prevent adequate resettlement or result in changes in placement plans;

- 2) Ensure that its affiliates participate in appropriate meetings called by state and local governments in their geographic areas of responsibility to coordinate plans for the placement of refugees;
- 3) Coordinate with other publicly supported refugee services programs or refugee case management systems; and
- 4) Inform both the Bureau and the Department of Homeland Security Bureau of Citizenship and Immigration Services of any suspected fraud in any refugee case sponsored by the Recipient. Such reporting is required of the Recipient regardless of whether the applicants are still overseas or whether they have already been admitted into the United States as refugees.

f. Limitation of Responsibility to Perform Core Services

- 1) The Recipient shall be relieved of its responsibilities under this agreement to the extent they cannot be carried out because (1) the refugee does not remain in the general geographic area where initially placed or (2) the refugee refuses to receive services from or to cooperate with the Recipient, its affiliates, or its local co-sponsors. In cases when non-cooperation by the refugee makes compliance impossible, the Recipient should ensure that the refugee is counseled and that such counseling and result is noted in the case file. Unexpended refugee per capita funds may be retained by the affiliate and returned to Bureau. Any other barriers to full compliance that are beyond the control of the Recipient should be documented in the case notes.

g. Core Services

1) Pre-Arrival Services

The responsibilities in paragraphs a), b), c), and d) below may not be delegated; the responsibilities in paragraph e) for training local co-sponsors may be delegated to an affiliate. Training must be provided in person by a representative of the Recipient or its affiliate to any local co-sponsor that has not resettled a refugee who arrived in the United States within the past two (2) years. The Recipient shall:

- a) Assume responsibility for sponsorship of the refugees assigned to the Recipient under this agreement;
  - b) Arrange the placement of sponsored refugees in accordance with the policies established under Section 412(a)(2) of the INA and this agreement;
  - c) Ensure that its affiliates and local co-sponsors share relevant information with health care providers and/or state and local officials, as needed, in order to plan for the provision of appropriate health services for refugees who have health care requirements;
  - d) Submit sponsorship assurances to the RPC; and
  - e) Train any affiliate or local co-sponsor that has agreed in writing to assist the Recipient in sponsorship and ensure that the affiliate or local co-sponsor understands the overall sponsorship process, the Recipient's role, and the responsibilities of affiliates and local co-sponsors.
- 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 between the ages of 18 and 26 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.
- 3) Reception Services

The Recipient shall ensure that refugees assigned to it are met at the airport of final destination and transported to furnished living quarters and provided culturally appropriate, ready-to-eat food and seasonal clothing as necessary to meet immediate needs. The Recipient shall visit the refugees the next calendar day after arrival to ensure

that all immediate basic needs have been met and to provide refugees with basic orientation regarding housing and personal safety matters, including emergency contacts and procedures. These services shall be provided with appropriate language interpretation.

4) **Basic Needs Support**

Upon arrival and for a period of not less than thirty (30) days after arrival, the Recipient shall provide or ensure that the refugees assigned to it are provided the following:

- a) Decent, safe, and sanitary housing based on federal housing quality standards or local or state standards if local or state standards are higher than federal standards, and the following:
  - i. All areas and components of the housing (interior and exterior) should be free of visible health and safety hazards and in good repair, including no visible bare wiring, no peeling or flaking interior paint for dwellings built before 1978, no visible mold, and no detectable dangerous or unsanitary odors.
  - ii. Housing should include identified and accessible emergency escape route(s); fire extinguishers in accessible locations where required; working locks on all windows and outside doors; appropriate number of working smoke detectors; windows in working order; adequate heat, ventilation, lighting, and hot and cold running water in working order; and electrical fixtures in good repair.
  - iii. Housing should provide minimum habitable area for each occupant, including number of bedrooms or sleeping areas.
  - iv. Each residence shall be equipped with stove, oven, refrigerator, sink, flush toilet, and shower or bath in good repair.
  - v. Each residence shall have easily accessible storage or disposal facility for garbage.
  - vi. Each residence shall be free of rodent and insect infestation.
  - vii. In cases of refugees with disabilities, housing should be free of, or permit the removal of, architectural barriers and otherwise accommodate known disabilities, to the extent required by law.
  - viii. To the extent possible, the family should be able to assume payment of rent at the end of the R&P period, based upon projected family income from all sources. The family should be left with sufficient resources for other essential expenses (food, transportation, utilities, etc.) after rent payments are made.
- b) Furniture and household items that need not be new, but must be clean, in good condition, and functional and include the following:
  - i. Beds (described as bed frame and spring, or equivalent, and mattress) appropriate for age and gender composition of family; one set of sheets for each bed; blanket or blankets for each bed as seasonally appropriate; and one pillow and pillowcase for each person. Only married couples or small children of the same gender may be expected to share beds.
  - ii. One set of drawers, shelves, or other unit appropriate for storage of clothing in addition to a closet, unless the closet has shelving to accommodate clothing, per family.

- iii. One kitchen table per family and one kitchen chair per person.
  - iv. One couch, or equivalent seating, per family, in addition to kitchen chairs.
  - v. One lamp per room, unless installed lighting is present and adequate, and light bulbs.
  - vi. One place setting of tableware (fork, knife, and spoon) and one place setting of dishes (plate, bowl, and cup or glass) per person.
  - vii. Food preparation utensils to include at least one sauce pan; one frying pan; one baking dish; mixing/serving bowls; one set of kitchen utensils (such as spatula, wooden spoon, knife, serving utensils, etc.); and one can opener per family, and additional items appropriate to family size and composition.
  - viii. One bath towel per person.
  - ix. One alarm clock.
  - x. Paper, pens, and/or pencils.
  - xi. Cleaning supplies to include: dish soap, bathroom/kitchen cleanser, sponges or cleaning rags and/or paper towels, laundry detergent, two waste baskets, mop or broom, and trash bags.
  - xii. Toiletries to include: toilet paper, shampoo, soap, one toothbrush per person, toothpaste, and other personal hygiene items as appropriate. These items should be new.
  - xiii. Baby items as needed.
- c) Food or a food allowance to include:
- i. Culturally appropriate, ready-to-eat food available on arrival, plus one (1) day's additional food supplies and staples (including baby food as needed).
  - ii. Within one (1) day of arrival, food or food allowance at least equivalent to the food stamp allocation for the family unit and continued food assistance until receipt of food stamps or until the individual or family is able to provide food for himself, herself, or themselves.
- d) Appropriate seasonal clothing required for work, school, and everyday use as required for all members of the family, including proper footwear for each member of the family, and diapers for children as necessary. Clothing need not be new, but must be clean, in good condition, and functional.
- e) An appropriate amount of pocket money for each adult throughout the first thirty (30) days to allow independent spending at the refugee's discretion.
- f) Transportation in compliance with local motor safety laws.
- g) Transportation to job interviews and job training.
- 5) Services
- These services shall be provided with appropriate language interpretation:
- a) Intake Interview
    - An intake interview shall be conducted within five (5) working days of arrival to verify refugee documentation and discuss roles and responsibilities of the Recipient and any other individual or group assisting in sponsorship, as well as the refugee's role and responsibilities.
  - b) Home visits

At least two (2) home visits within thirty (30) days of arrival, which shall include an assessment of the welfare, living conditions and any current or expected needs of the refugee(s), and assistance with any basic needs. 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.

- c) Assistance with the following on the schedule noted:
  - i. Application for social security card(s) within seven (7) working days of arrival.
  - ii. Application for cash and medical assistance, as appropriate, within seven (7) working days of arrival.
  - iii. Application for food stamps, if necessary, within seven (7) working days of arrival.
  - iv. Enrollment in or application for other services for which each refugee is eligible, as appropriate, within thirty (30) days of arrival.
  - v. Enrollment in English language programs, as appropriate, within ten (10) working days of arrival.
  - vi. Enrollment in employment services, as appropriate, within ten (10) working days of arrival.
  - vii. Meeting school enrollment requirements and registering children for school within thirty (30) days of arrival.
  - viii. Registration with the selective service within thirty (30) days, as appropriate.
  - ix. Filing change of address forms with the U.S. Department of Homeland Security and the U.S. Post Office (and Selective Service, as applicable) for all changes of address, including initial and temporary housing, during the R&P period.
  - x. Completing and filing Affidavits of Relationship, as appropriate and as requested.
- d) Resettlement Service Plans

These responsibilities must be performed by the affiliate or the affiliate in active collaboration with the local co-sponsor. The Recipient shall:

  - i. Develop and implement during the first thirty (30) days a resettlement service plan with each refugee. For each employable refugee, the principal objective of the service plan shall be assisting the refugee to obtain early employment. The plan for each refugee in the case may be documented on the same form; and
  - ii. Monitor and document implementation of the service plan and progress toward reaching each refugee's goals throughout the R&P period.
- e) Assistance with Access to Health Services

These responsibilities must be performed by the affiliate or the affiliate in active collaboration with the local co-sponsor. The Recipient shall:

  - i. Coordinate with state and /or local health care providers to provide medical services to refugees requiring medical care upon arrival;
  - ii. Ensure that refugees with acute health care requirements receive appropriate and timely medical attention;

- iii. Assist refugees (other than those with Class A conditions, covered below in paragraph d) in obtaining a health screening within thirty (30) days of arrival and other health care services, as needed, during the R&P period;
  - iv. Encourage and assist refugees as soon as possible after arrival to obtain or complete immunizations as required for adjustment to permanent resident alien status one year after arrival;
  - v. Assist refugees in accessing appropriate providers of continued therapy or preventive treatment for health conditions affecting the public health;
  - vi. In the case of a refugee who fails or refuses to receive health screenings, provide additional information and counseling to the refugee, including an explanation of local health regulations and practices, and document the circumstances and action taken in the case file; and
  - vii. Ensure that its affiliates and local co-sponsors cooperate with state and local public health officials by sharing information needed to locate refugees, including secondary migrants to the degree possible, for the purpose of providing health services to them.
- f) Class A Health Conditions
- These responsibilities may not be delegated beyond an affiliate. The Recipient shall:
- i. Advise, encourage, and assist, insofar as possible, refugees with Class A physical disorders affecting the public health (as designated by the Public Health Service) to report within seven (7) days of arrival to the official public health agency in the resettlement area; request the local health provider (by telephone or in person) to give refugees with Class A health conditions an appointment date within seven (7) days of their arrival; and document in the case file the dates of such advice, assistance and requests, including the name of the individual contacted; and
  - ii. Advise, encourage, and assist, insofar as possible, a refugee who has a Class A mental disorder to receive within thirty (30) days of arrival an initial evaluation by the health care provider who supplied a written commitment prior to the granting of a waiver for admission; request the health care provider to provide a copy of the initial evaluation to Refugee Activity, Division of Quarantine, Centers for Disease Control and Prevention, Atlanta, Georgia 30333; make reasonable efforts to ensure that such refugee receives assistance in seeking medical treatment, education, and training that any previously identified mental disorder may require; and document in the case file the dates of such advice, assistance, and requests, including the name of the individual contacted.
- g) Communication with State and Local Welfare Authorities
- These responsibilities may not be delegated beyond an affiliate. The Recipient shall:
- i. Notify the appropriate state, county, or other local welfare office per their local requirements at the time the Recipient, its affiliate, or local co-sponsor becomes aware that a refugee receiving welfare benefits has been offered employment or has voluntarily quit a job, and notify the refugee that such information has been provided to the welfare office. Notice of offered employment shall be given whether or not the refugee accepts the offer;

- ii. Respond to inquiries from a state, county, or other local welfare office relating to a refugee's application for and receipt of cash or medical assistance, and furnish, upon request of such office or agency, documentation respecting any cash or other resources provided directly by the Recipient, its affiliate, local co-sponsor, or other sources, to the refugee; and
  - iii. Maintain in the case file required under subsection 16.g.2 above 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 provided by the Recipient to state, county, or other local welfare offices and of all information provided by such offices to the Recipient.
- h) Orientation
- During the initial reception and placement period, the Recipient shall provide or ensure that the refugees assigned to it are provided orientation, with appropriate language interpretation if needed. To the extent practical, written orientation materials in an appropriate language covering the topics listed below shall be made available to the refugee upon arrival. Complete orientation on all topics shall be completed before the end of the R&P period. Orientation materials are available from the Cultural Orientation Resource Exchange at [www.COResourceExchange.org](http://www.COResourceExchange.org). Orientation topics and content objectives must include:
- i. Role of the Local Resettlement Agency
    - The local resettlement agency is not a government agency.
    - Assistance provided by the local resettlement agency and public assistance is limited and benefits vary across agencies, locations, and cases.
    - There are a number of organizations that will work alongside local resettlement agencies to assist with access to locally-available programs and provision of services.
    - The local resettlement agency provides assistance to refugees through the provision of items and/or money to meet initial needs, a limited scope of services, and advocacy on refugees' behalf to receive service for which they are eligible.
    - The quality and quantity of items provided will vary.
    - Refugees and the local resettlement agency are responsible in partnership for successful resettlement.
  - ii. Refugee Status
    - There are rights related to refugee status.
    - There are responsibilities related to refugee status.
    - Applying for permanent residency and naturalization are important steps in the adjustment process.
    - There may be immigration consequences to breaking U.S. laws.
    - Refugees may be eligible to file for family reunification, which would allow family members overseas to come to the U.S.
  - iii. English

- For both adults and children, learning English is critical to successful adjustment in the U.S.
  - Learning English will take time and the process may vary from person to person.
  - There are a variety of ways to learn English.
- iv. Public Assistance
- Public assistance is available to help refugees pay for their needs, but is limited in amount and scope.
  - There are a variety of types of government assistance.
  - The local resettlement agency will provide help in accessing public assistance services.
  - There are responsibilities associated with some types of assistance.
- v. U.S. Laws
- The U.S. is governed by the rule of law.
  - The U.S. has many laws governing behavior in public.
  - There are legal rights and restrictions related to family life.
  - There are rights and responsibilities related to U.S. residency and citizenship.
- vi. Your New Community
- There are community and public services that are available to support residents.
  - The local resettlement agency will assist refugees in becoming acquainted with their new community.
  - Members of the refugee's ethnic or religious group who live in the area may be a good source of support.
- vii. Employment
- Early employment and job retention are essential to survival in the U.S., and must be the primary focus for all employable adults (men and women).
  - A person's initial job might not be in their chosen profession.
  - The refugee himself or herself plays a central role in finding/obtaining employment in the U.S.
  - A crucial way of finding better paying jobs is learning how to speak English.
  - There are general characteristics of U.S. professional and work culture to which refugees must adapt in order to be successful in finding and maintaining employment.
  - Employees have rights as well as responsibilities in the workplace.
- viii. Health
- Only critical and immediate health care needs may be met in the initial weeks of resettlement.
  - Initial health screenings and immunizations will be scheduled within thirty (30) days of arrival.

- The U.S. has no universal healthcare system and refugee medical assistance (RMA) differs state by state. In many cases, RMA is available for eight months.
  - A variety of health care services are available in the U.S.
  - Preventative health care plays a large role in maintaining good health.
  - There are norms associated with health care services in the U.S.
  - U.S. health practices may differ from those of other cultures or countries.
  - There are local resources available to support refugees' mental health.
- ix. Budgeting and Personal Finance
- Refugees are responsible for managing their personal finances.
  - In the U.S., financial transactions are mostly conducted through the banking system.
  - Paying taxes is a legal obligation in the U.S.
- x. Housing
- There are a variety of types of housing arrangements depending on affordability and the local context (including shared housing, apartment, house, etc.).
  - The local resettlement agency provides assistance in home orientation, after which housekeeping and home maintenance are individual and family responsibilities.
  - Understanding basic safety considerations and use of appliances / facilities will promote safety in the home.
  - There are additional domestic life skills that facilitate independent living.
- xi. Hygiene
- There are norms for personal hygiene in the U.S.
- xii. Safety
- Attention to personal safety is an important consideration for all people.
  - Police and law enforcement agencies exist to help people if they become a victim of a crime.
  - It is important to be prepared for emergencies.
  - It is important to be familiar with safety procedures.
- xiii. Cultural Adjustment
- There are core characteristics that define the American experience.
  - There are cultural norms and expectations that are fairly widespread throughout the U.S.
  - The philosophies of self-sufficiency and self-advocacy are central to American culture and to refugees' cultural adjustment.
  - There are numerous phases of cultural adjustment.
  - Resettlement may have an impact on family roles and dynamics.
  - Expectations regarding parenting practices may differ in the U.S. from what refugees are used to.

- There are some basic coping mechanisms to deal with the stress of adjustment.

- There are ways to seek assistance from others in your community.

xiv. Education

- There are legal and normative expectations regarding schooling in the U.S.
- The value for adults and teenagers to continue formal education should be weighed against the need to work.
- There are many options for continuing education and training beyond compulsory K-12 schooling.

xv. Transportation

- Public transportation options exist in most communities.
- Owning or having access to a personal vehicle comes with benefits and responsibilities.

6) Assistance to Refugee Minor Children

Unaccompanied refugee minors (under 18 years of age) are defined and categorized by their relationships with traveling companions and ultimate resettlement circumstances. The following codes are used to identify the circumstances of refugee minor children.

Refugee Minor Codes:

**M1:** Minors attached to, traveling with, and resettling with biological or legally adoptive parents;

**M2:** Minors attached to, traveling with, and resettling with blood relatives other than biological or legally adoptive parents;

**M3:** Minors attached to, traveling with and resettling with non-relatives and minors traveling alone to join non-relatives (only those agencies with refugee foster care responsibilities as described in subsection 16.g.7 will have the authority to place refugee children in this category unless otherwise approved by the Bureau);

**M4:** Minors destined for foster care (only those agencies with refugee foster care responsibilities as described in the cooperative agreement will have the authority to place refugee children in this category);

**M5:** Minors traveling apart from but destined to join biological or legally adoptive parent(s). This includes minors traveling alone to join parent(s) in the U.S., minors traveling with relatives other than parents to join parent(s) in the U.S. and minors traveling with non-relatives to join parent(s) in the U.S.;

**M6:** Minors traveling apart from the blood relative(s) (other than parents) they are destined to join. This includes minors traveling alone to join a relative (not parent) in the U.S. and minors traveling with non-relatives to join a relative (not parent) in the U.S.;

**M7:** Minors who are married regardless of their traveling companions or U.S.-based relatives.

With respect to any minor allocated to the Recipient under this agreement entering the United States according to one of the minor codes listed above, the Recipient shall:

- a) Have knowledge of the state and local child abuse and neglect mandatory reporting requirements and follow such requirements during the R&P period;
- b) Ensure that case files covering such minors can readily be identified and segregated (codes M2-M7) and include a copy of the Best Interest Determination (BID) of the child, if available;
- c) In the case of a minor entering the United States unaccompanied by parents and seeking to be united with relatives, or other caretakers, including parents (codes M2, M3, M5, M6), conduct a suitability determination of the family unit, taking into account the principle that children should be reunited with relatives whenever possible and appropriate. The suitability determination shall be conducted prior to submitting a sponsorship assurance for minors whose designated caregivers are already in the U.S. (codes M5, M6, M3) and within seven (7) days of arrival for minors who are traveling with relatives or other caretakers (codes M2, M3), in accordance with subsection 16.g.1.d above and will include, but need not be limited to:
  - i. An assessment of the nature and extent of any previous relationship between the child and the family unit prior to the minor's arrival in this country;
  - ii. An assessment of the nature and extent of the current relationship between the child and others in the family unit;
  - iii. An assessment of whether the family unit is willing and able to provide ongoing care and supervision of the child, and how the family plans to provide for the child;
  - iv. An assessment of the family unit's understanding of and intentions regarding securing legal responsibility for the child; and
  - v. An assessment of the requirements of state law, including whether the family unit must be licensed as a foster care provider or must acquire legal custody or guardianship so that the child may legally remain in the household.
- d) If the Recipient's professional resettlement staff determine that the placement is not suitable, the Recipient shall immediately notify the Bureau and return the case to the RPC so that the minor (codes M3, M6,) can be reclassified to enter the United States as an unaccompanied minor requiring foster case. In the event that a caseworker deems a parent unsuitable to receive a minor (code M5), the State Refugee Coordinator and the Bureau must be immediately notified. If the Recipient's professional resettlement staff determines that the placement is not suitable during a post-arrival suitability determination (M2, M3), the Recipient shall immediately notify the Bureau and the State Refugee Coordinator. A copy of the statement of suitability determination shall be retained in the minor's case file (codes M2, M3, M5, M6);

- e) If the minor is traveling with non-relatives to be resettled with the same or other non-relatives (code M3), the Recipient shall undertake the assessment as described above within seven (7) days of arrival of the family. If the Recipient's professional resettlement staff determines that the child's placement with the non-parental unit is not suitable, the Recipient shall notify the Bureau immediately in order to coordinate transfer of the unaccompanied minor to foster care;
- f) In the case of a minor entering with or coming to join non-relatives (code M3), the Recipient, other than those referenced in subsection 16.g.6 above, shall obtain the Bureau's agreement to the placement before assuring the case;
- g) For unaccompanied minors resettling with non-relatives or non-parental relatives (code M2, M3, M6), the Recipient shall orient the family unit to the nature and expectations of U.S. practices and legal requirements respecting child care using appropriate language interpretation as necessary, and provide the family unit with a written statement, provided or approved by the state, county, or local child welfare bureau, and translated as necessary, of its responsibilities and legal obligations in caring for the child. This statement shall include requirements for guardianship, licensing as a foster care provider if relevant, or other forms of legal responsibility. The acknowledgement of understanding and commitment to carry out such responsibilities in the written statement shall be documented by having the responsible adult(s) in the family unit sign the statement. Copies of the signed statement shall be given to the family unit and retained in the case file covering the minor. In the case of a minor entering the United States alone, this will be done at the time of the suitability determination described in subsection 16.g.6.c above. In the case of a minor traveling with relatives, this will be done during the orientation described in subsection 16.g.6.e above;
- h) For minors described as codes M2, M3, M5, M6 and M7, the Recipient shall:
  - i. Advise, encourage, and assist the family in regard to the above-mentioned responsibilities and legal obligations in caring for the child under the requirements of the state;
  - ii. Provide regular and personal contact with the minor for ninety (90) days following arrival, and maintain in the case file covering the minor records of assistance to the minor and of the minor's needs during the ninety (90)-day period;
  - iii. Within fourteen (14) days after the ninetieth (90<sup>th</sup>) day after arrival, conduct a follow-up home visit to determine the continued suitability of the placement and to assess the need for continued services and arrange for such services, if needed and feasible; and
  - iv. Within thirty (30) days after the ninetieth (90<sup>th</sup>) day after arrival submit a minor follow-up evaluation report, including an assessment of the family unit's understanding and intentions regarding the securing of legal responsibility for the minor under state law. Copies of this evaluation shall be retained in the case file covering the minor and sent to the Recipient's headquarters and the State Refugee Coordinator so that further action may be taken by the state if the state deems it necessary. Headquarters should maintain the completed Minor Follow-up Evaluation Forms for no less than one year after the minor's arrival to the U.S.

Responsibilities enumerated in section 16.g.6. may not be delegated beyond an affiliate and may only be performed by professional resettlement staff.

7) Foster Care

a) General

- i. The services performed by the Recipient under this section shall be performed for the purposes of (a) ensuring that foster care minors (minor code M4) approved for admission to the United States are sponsored as required by law, (b) facilitating Department of Health and Human Services/Office of Refugee Resettlement (HHS/ORR) efforts to place such children under the laws of the states pursuant to section 412(d)(2)(B) of the INA, and (c) ensuring that foster care minors are admitted and moved to their resettlement locations in a manner that takes due regard of their special circumstances;
- ii. The Recipient shall perform the program services specified in subsection 16.g.7.(b) through 16.g.7.(d) below on behalf of foster care minors who are assigned to it under this agreement; and
- iii. The program services shall be performed by paid staff of the Recipient's operational headquarters.

b) Pre-arrival Services

The Recipient shall, with respect to foster care minors assigned to it by the RPC, prior to their arrival in the United States:

- i. Provide for such foster care minors the sponsorship assurances required for their admission to the United States;
- ii. Prepare and submit on behalf of such foster care minors sponsorship assurances and other documents required for admission to the RPC for transmission to appropriate overseas processing offices of the Department of Homeland Security, the Department of State, or their designees;
- iii. After a careful review of the case (including, but not necessarily limited to, consideration of the minor's ethnicity, educational level, medical status, family relationships, reunification potential, age, and religion), and in consultation with the appropriate overseas processing post and Agency, assign the case to one of the state-authorized providers of foster care services (hereinafter referred to as an "approved provider") listed in the proposal;
- iv. Notify the approved provider that the case has been assigned to it, transmit available information (including appropriate documentation) concerning the foster care minor to the approved provider, respond to inquiries from the approved provider and other appropriate state or local social service providers concerning the foster care minor, and obtain additional information as needed from the appropriate processing post and Agency;
- v. Upon request, consult with and provide advice to the approved provider concerning problem cases, including cases that may require transfer to another core provider; prepare the necessary paperwork for cases that require transfer; and accept appropriate pre-arrival transfer cases and assign them to an approved provider;

- vi. Provide orientation on the initial reception and placement of foster care minors as needed to the staffs of approved providers; and
- vii. Assist in the preparation of documents needed to process applications for the parents of foster care minors for admission to the United States as refugees.

c) Post-arrival Services

The Recipient shall, with respect to foster care minors assigned to it under this agreement, after their arrival in the United States:

- i. Facilitate refugee travel to resettlement sites in the United States;
- ii. Upon request, consult with and provide advice to the approved provider concerning difficult cases;
- iii. When the Recipient deems it appropriate, provide funding for emergency needs of foster care minors that cannot be met through other social service programs and that arise within ninety days of a minor's arrival in the United States; and
- iv. Initiate preparation of the Interstate Compact Form and prepare documents that are required to transfer a foster care minor to another state, if necessary.

d) Case Files

The Recipient shall establish and maintain a case file on each arriving foster care minor assigned under this agreement that includes a written confirmation of sponsorship, biographic data, and other information pertinent to managing the minor's initial resettlement. The Bureau, the Inspector General of the Department of State, and any of their authorized representatives shall have the right to examine at any reasonable time the case files maintained by the Recipient. It is expected that all case files will be treated as confidential.

8) Loan Services

- a) Recipient hereby confirms that it will operate in accordance with all the terms of the current Memorandum of Understanding (MOU) entered into by the Recipient or its representative with IOM for servicing refugee transportation loans, and also confirms that it will actively participate in all meetings organized by the IOM, in consultation with the Bureau, to discuss methods, policies and procedures for standardizing services among all participating organizations. These meetings are intended to provide information and guidance that will improve loan services.
- b) In accordance with the MOU, entered into by the Recipient or its representative with IOM, the Recipient is required to use its best efforts for transportation loan services through the establishment and maintenance of a computerized system that permits the initial bill to be sent within six (6) months of the refugee's arrival in the U.S.; the regular mailing of bills and reminder notices to encourage repayments to be made according to schedule; the management of the loan billing and repayment records; and full accounting and appropriate transfer of funds to IOM. In accordance with the terms, criteria, policies and procedures of the MOU, entered into by the Recipient or its representative with IOM, the Recipient's efforts shall include:

- i. developing and maintaining a loan tracking system that provides for the prompt billing of refugees within six (6) months of arrival, provided required loan information has been received;
  - ii. billing refugees monthly provided a valid address is available;
  - iii. maintaining a system that actively seeks refugees' current addresses and social security numbers for use in billing activities;
  - iv. maintaining a system that records and calculates balances on individual refugee loan accounts;
  - v. establishing and maintaining a procedure for reviewing and determining the appropriateness of requests for deferral, in accordance with established criteria;
  - vi. maintaining a procedure for transferring funds to IOM on a monthly basis with required accounting details;
  - vii. reporting accounts status and fund transfers on a quarterly basis to IOM and to the Bureau;
  - viii. transferring to IOM all loan notes becoming in default;
  - ix. submitting requests to IOM as needed for approval to forgive ("cancel") loans for humanitarian reasons; and
  - x. reporting monthly to a consumer reporting agency ("CRA").
- c) In addition, the Recipient will ensure that each affiliate, during the Reception and Placement period informs each refugee who signed an IOM loan note that the loan is a legal debt that must be repaid in accordance with the terms of the note, and documents this notification in the case file; reports to the Recipient headquarters on a monthly basis any known change in the address of an adult refugee; and requests and maintains a record of the Social Security number obtained by each refugee in connection with the assistance provided under section 16.g.4 of the Cooperative Agreement.
- d) The Recipient agrees to cover all expenses of loan services activities from the twenty-five percent (25%) amount that is authorized to be retained from the funds repaid by refugees and to transfer the remaining seventy-five percent (75%) promptly to IOM.
- e) In the event Recipient provides resettlement services to a refugee but is not designated by IOM as the billing agency for the refugee's transportation loan or has returned the loan to IOM, Recipient shall assist IOM or any other entity assigned responsibility for providing loan services to refugees being resettled under this Cooperative Agreement. The assistance shall continue during the Reception and Placement period and include: informing each adult refugee having signed a loan note of their legal responsibility to fully repay the loan in accordance with the schedule set forth in their loan note, unless revised in writing by the loan servicing agency; reporting each adult refugee's initial resettlement address or subsequent address change; responding to inquiries from the loan servicing agency for address information; and providing the social security number of each adult refugee holding a loan.

**17. Special Provision for Performance in a Designated Combat Area (SPOT): N/A**

**18. State Department Leahy Amendment Vetting Requirements:** N/A

**19. Statutory Deviations:** N/A

# world relief<sup>®</sup>

STAND/WITH THE VULNERABLE<sup>™</sup>

(b)(6)

Bureau of Population, Refugees, and Migration  
U.S. Department of State  
2201 C Street, NW  
Washington, D.C. 20520

7 E. Baltimore Street  
Baltimore, MD 21202  
T 443.451.1900 | F 443.451.1955  
worldrelief.org

September 20, 2016

Dear (b)(6)

Enclosed please find revised versions of the following documents related to World Relief's FY 2017 Reception and Placement (R&P) application:

- SF424 Application
- SF424A Budget Information
- National Management Budget Narrative: Totals for indirect costs updated
- Budget Summary and Detail: Totals for indirect costs updated

These documents reflect changes to the proposal as requested in Kiera Berdinner's e-mail of September 16, 2016.

Please contact me if you have any questions or need additional information.

Sincerely,

(b)(6)

(b)(6)

(b)(4)

<b>Application for Federal Assistance SF-424</b>			
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	<input type="text"/>	
<input type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify): <input type="text"/>	
<input checked="" type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision		
* 3. Date Received:	4. Applicant Identifier:		
<input type="text"/>	<input type="text"/>		
5a. Federal Entity Identifier:	5b. Federal Award Identifier:		
<input type="text"/>	<input type="text"/>		
<b>State Use Only:</b>			
6. Date Received by State:	<input type="text"/>	7. State Application Identifier:	<input type="text"/>
<b>8. APPLICANT INFORMATION:</b>			
* a. Legal Name: <input type="text"/> World Relief Corporation National Assoc. of Evangelicals			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 23-6393344		* c. Organizational DUNS: <input type="text"/> 0770781940000	
<b>d. Address:</b>			
* Street1:	<input type="text"/> 7 E. Baltimore Street		
Street2:	<input type="text"/>		
* City:	<input type="text"/> Baltimore		
County/Parish:	<input type="text"/>		
* State:	<input type="text"/> MD: Maryland		
Province:	<input type="text"/>		
* Country:	<input type="text"/> USA: UNITED STATES		
* Zip / Postal Code:	<input type="text"/> 21202-1602		
<b>e. Organizational Unit:</b>			
Department Name:	<input type="text"/> Resettlement Programs	Division Name:	<input type="text"/> U.S. Programs
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
Prefix:	<input type="text"/> (b)(6)	* First Name:	<input type="text"/> (b)(6)
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text"/> (b)(6)		
Suffix:	<input type="text"/>		
Title:	<input type="text"/> (b)(4)		
Organizational Affiliation: <input type="text"/>			
* Telephone Number:	<input type="text"/> (b)(6)	Fax Number:	<input type="text"/>
* Email:	<input type="text"/> (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 Programs

**\* 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:

FY 2017 Notice of Funding Opportunity for Reception and Placement Program

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

World Relief's FY 2017 Reception &amp; Placement Program

Attach supporting documents as specified in agency instructions.

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

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

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

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="3,669,179.00"/>
* b. Applicant	<input type="text" value="(b)(4)"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

**\* 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

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

 \*\* I AGREE

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

**Authorized Representative:**

Prefix:   \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:   Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

9/20/2016

## WORLD RELIEF

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**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program, Function or Activity (a)	Catalog of Federal Domestic Assistance # (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Reception and Placement	<b>19.510</b>	\$0	(b)(4)	\$3,669,179	(b)(4)	(b)(4)
2.						
3.						
4.						
5. TOTALS		\$0		\$3,669,179		

<b>SECTION B - BUDGET CATEGORIES</b>						
GRANT PROGRAM, FUNCTION OR ACTIVITY						
6. Object Class Categories	<b>Federal Funds</b> (1)		(2)	(3)	(4)	<b>TOTAL</b> (5)
a. Personnel	(b)(4)	(b)(4)				
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$3,669,179	(b)(4)				
7. Program Income	\$0	(b)(4)				

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

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

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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL (b)(6)	TITLE (b)(4)
APPLICANT ORGANIZATION World Relief Corp. of National Assoc. of Evangelicals	DATE SUBMITTED 05/20/2016

## 1. Organizational Structure and Management

### *Background on World Relief*

World Relief is an international relief and development organization [redacted]

(b)(4)

### *Management Structure*

(b)(4)



(b)(4)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)

(b)(6)	(b)(6)
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(b)(4)
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(b)(4)
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*Domestic Network*

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

(b)(4)

*Selecting and Maintaining Resettlement Sites*

(b)(4)

(b)(4)

(b)(4)

(b)(4)

## **2. Program Management**

### *Communication*

(b)(4)

(b)(4)

### *Community Engagement and Public Outreach*

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

*Assistance with Local and State Challenges*

(b)(4)

(b)(4)

(b)(6)

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

(b)(4)

*Fraud Prevention*

(b)(4)

(b)(4)

(b)(4)

### 3. Placement

#### *Placement Planning Procedures*

(b)(4)

(b)(4)

(b)(4)

*Multi-Directional Communication*

(b)(4)

(b)(4)

*Fluctuations in Arrivals*

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

*Placement Exceptions*

(b)(4)

**4. Gender Analysis**

(b)(4)

(b)(4)

(b)(4)

## 5. Network Monitoring

(b)(4)

Withheld pursuant to exemption

(b)(4)

Withheld pursuant to exemption

(b)(4)

(b)(4)

(b)(4)

*Monitoring Trends*

(b)(4)

(b)(4)

(b)(4)

## 6. Network Training

(b)(4)

(b)(4)

Withheld pursuant to exemption

(b)(4)

**7. IOM Travel Loan Program**

(b)(4)	
(b)(6) [redacted]	
(b)(6) [redacted]	(b)([redacted])

**FY 2017 Reception and Placement Program Objectives and Indicators****National Agency:** World Relief**Objective #1: Resettlement Agency management ensures sound and timely operations to appropriately prepare and plan for refugee arrivals to the United States.**

<b>Indicator</b>	<b>Target</b>	<b>Baseline</b>	<b>How measured/ documented/collected</b>	<b>Progress (<i>to be reported quarterly</i>)</b>
(b)(4)				

**Objective #2: Resettlement Agency management provides sound oversight and support to maintain a flexible, well-equipped, and knowledgeable affiliate network.**

<b>Indicator</b>	<b>Target</b>	<b>Baseline</b>	<b>How measured/ documented/collected</b>	<b>Progress (<i>to be reported quarterly</i>)</b>
(b)(4)				

**Objective #3: Resettlement Affiliates deliver timely and individualized services that promote refugee well-being and self-sufficiency.**

Indicator	Target	Baseline	How measured/ documented/collected	Progress ( <i>to be reported quarterly</i> )
(b)(4)				

**Objective #4: Resettlement Affiliates regularly engage, inform, and consult resettlement partners, stakeholders, and communities.**

Indicator	Target	Baseline	How measured/ documented/collected	Progress ( <i>to be reported quarterly</i> )
(b)(4)				

(b)(4)

**Objective #5: Resettlement Affiliates ensure refugees are connected to services and oriented to their new communities.**

Indicator	Target	Baseline	How measured/ documented/collected	Progress ( <i>to be reported quarterly</i> )
(b)(4)				

(b)(4)

*U.S. Programs  
Organizational Chart  
Updated 5/2016*



world relief™

**Proposed FY 2017 National Headquarters Management Staff Summary****R&P Agency:**  World Relief

Name	Title	Description of R & P Duties (Brief summary of major tasks)	Hours working on R&P	% Time Funded by PRM	% Time Funded by Other
(b)(6)	(b)(4)				

(b)(6)

(b)(4)

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(b)(6)

(b)(4)

Reception and Placement Program  
FY 2015 - FY 2017

R&P Agency: World Relief

Affiliate Information	Monitoring Plan
(b)(4)	
(b)(4)	

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 FY 2016 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 = (b)(4)

ND =

IA =

SC =

FY 2017 Proposed Consolidated Placement PlanReception and Placement Program

R&amp;P Agency:

FL-2019-02061  
World Relief

A-00000285381

"UNCLASSIFIED"

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<b>Affiliate Information</b>			<b>FY 2017 - U.S. Tie</b>	<b>FY 2017 - No U.S. Tie</b>	<b>FY 2017 Total</b>	<b>Client/FTE Ratio</b>
<b>State</b>	<b>City</b>	<b>Affil Code</b>	(b)(4)	(b)(4)		
(b)(4)					(b)(4)	
(b)(4)			(b)(4)	(b)(4)	(b)(4)	
<b>TOTAL</b>						

National Agency	World Relief	Affiliate Code	AZWRRS01
Office State	Arizona	Office City	Mesa
Office Name	WR Phoenix		
Office Address	933 N. Lindsay Road, Mesa, AZ 85213		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY 2016	(b)(4)		
FY 2017			

CASELOAD STATISTICS  (number of individuals)	FY 2015 Actual Arrivals		(b)(4)			
	FY 2016 Acknowledged Capacity					
	FY 2016 Anticipated Arrivals					
PROPOSED FY 2017	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
Total Capacity						

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
Total R&P Period Reports Submitted for FY 2015		(number of cases/number of individuals)	
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	

<b>RECENT R&amp;P MONITORING OUTCOMES</b>			
Date of most recent PRM monitoring visit:	N/A	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	N/A	Compliance Rating	

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015-FY 2016	<i>Not applicable.</i>
Proposed nationalities FY 2017	<i>Afghan, Burmese, Burundian, Central African, Congolese, Eritrean, Ethiopian, Iranian, Iraqi, North Korean, Rwandan, Somali, South Sudanese, Sudanese, and Syrian.</i>
Languages available on staff to support the proposed caseload	<i>Not applicable.</i>
Languages available from within the	<i>Amharic, Arabic (all dialects), Chin, Dari, Farsi, French,</i>

community of resettlement to support the proposed caseload	<i>Kachin, Karen, Karenni, Kinyarwanda, Kirundi, Korean, Kurdish, Lingala, Nepali, Nuer, Pashto, Rohingya, Somali, Tigrinya, Urdu, and others as needed.</i>
Other language resources used	<i>Contractual, in-person and telephone interpreters are widely available; however, it is expected the office will rarely use these resources due to the areas access to volunteer interpretation.</i>

<b>SITE RATIONALE</b>	
Number of other affiliates present	5
Local overall unemployment rate	4.5%
Available jobs for refugees	<i>Retail, sales, food preparers/servers, moving, construction, housekeeping, janitorial and cleaning.</i>
Average starting wage for refugees	(b)(4)
Average monthly rent and availability <i>(Note whether Always, Frequently, Sometimes, or Never Available)</i>	1-Bedroom: \$735 Available: Always 2-Bedroom: \$914 Available: Always 3-Bedroom: \$1,332 Available: Frequently

<b>GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY</b>	
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:**

<b>Projected Contributions to the R&amp;P Program</b>						
<b>Type of Donor</b>	<b>FY 2015 Actual Cash</b>	<b>FY 2015 Actual In-kind Value</b>	<b>FY 2016 Estimated Cash</b>	<b>FY 2016 Estimated In-kind Value</b>	<b>FY 2017 Projected Cash</b>	<b>FY 2017 Projected In-kind Value</b>
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:						
<b>TOTALS</b>						
<b>TOTALS PER CAPITA</b>						

National Agency	World Relief	Affiliate Code	CAWRRS01
Office State	CA	Office City	Garden Grove
Office Name	WR Garden Grove		
Office Address	13121 Brookhurst Street #G, Garden Grove, CA 92843		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	(b)(4)	Sub-office	(b)(4)
		Administering affiliate	
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2016	(b)(4)		
FY2017			

<b>CASELOAD STATISTICS (number of individuals)</b>	FY2015 Actual Arrivals						(b)(4)	
	FY2016 Acknowledged Capacity							
	FY2016 Anticipated Arrivals							
PROPOSED FY2017	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
Total Capacity								

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>						
Total R&P Period Reports Submitted for FY 2015	(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		

<b>RECENT R&amp;P MONITORING OUTCOMES</b>			
Date of most recent PRM monitoring visit:	July 2015	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	June 2015	Compliance Rating	

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015–FY 2016	Afghan, Armenian, Azerbaijani, Belarusian, Burmese, Cuban, Ethiopian, Iranian, Iraqi, Nepali, Russian, Somali, Sudanese, Syrian, Ugandan, Ukrainian, and Vietnamese.
Proposed nationalities FY 2017	Afghan, Arab, Armenian, Azerbaijani, Belarusian, Burmese, Cuban, Ethiopian, Iranian, Iraqi, Nepali, Russian, Sudanese, Syrian, Ugandan, Ukrainian, and Vietnamese.
Languages available on staff to support the proposed caseload	Dari, English, Pashto, Spanish, and Vietnamese.

Languages available from within the community of resettlement to support the proposed caseload	<i>Arabic, Armenian, Burmese, Dari, Farsi, French, Nepali, Romanian, Russian, Somali, Spanish, Thai, Turkish, Urdu, and Vietnamese.</i>
Other language resources used	<i>In-person interpreters are provided by government programs and refugee social service providers when conducting refugee health screenings and soliciting social services.</i>

<b>SITE RATIONALE</b>	
Number of other affiliates present	6
Local overall unemployment rate	5.1%
Available jobs for refugees	<i>Construction, professional and business services, education, health, retail trade, transportation.</i>
Average starting wage for refugees	(b)(4)
Average monthly rent and availability <i>(Note whether Always, Frequently, Sometimes, or Never Available)</i>	1-Bedroom: \$1000 Available: Frequently 2-Bedroom: \$1300 Available: Frequently 3-Bedroom: \$1750 Available: Frequently

<b>GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY</b>	
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:**

<b>Projected Contributions to the R&amp;P Program</b>						
<b>Type of Donor</b>	<b>FY2015 Actual Cash</b>	<b>FY2015 Actual In-kind Value</b>	<b>FY2016 Estimated Cash</b>	<b>FY2016 Estimated In-kind Value</b>	<b>FY2017 Projected Cash</b>	<b>FY2017 Projected In-kind Value</b>
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
Local Government						
Headquarters						
Affiliate/Sub-office						
Other:						
<b>TOTALS</b>						
<b>TOTALS PER CAPITA</b>						

National Agency	World Relief	Affiliate Code	CAWRRS09
Office State	CA	Office City	Modesto
Office Name	WR Modesto		
Office Address	1401 F Street , Modesto, CA 95354		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2016	(b)(4)		
FY2017			

CASELOAD STATISTICS  (number of individuals)	FY2015 Actual Arrivals		(b)(4)			
	FY2016 Acknowledged Capacity					
	FY2016 Anticipated Arrivals					
PROPOSED FY2017	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
Total Capacity						

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
Total R&P Period Reports Submitted for FY 2015		(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	

<b>RECENT R&amp;P MONITORING OUTCOMES</b>			
Date of most recent PRM monitoring visit:	January 2014	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	March 2016	Compliance Rating	

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015–FY 2016	<i>Afghan, Iranian, Iraqi, Syrian, and Ukrainian.</i>
Proposed nationalities FY 2017	<i>Afghan, Iranian, Iraqi, Sudanese, Syrian, and Ukrainian.</i>
Languages available on staff to support the proposed caseload	<i>English</i>
Languages available from within the community of resettlement to support	<i>Arabic, Dari, Farsi, Kurdish, Pashto, Turkish, and Ukrainian.</i>

the proposed caseload	
Other language resources used	(b)(4)

<b>SITE RATIONALE</b>	
Number of other affiliates present	1
Local overall unemployment rate	9.4%
Available jobs for refugees	<i>Hospitality and restaurant services, distribution centers, delivery service, truck driving, and retail opportunities.</i>
Average starting wage for refugees	(b)(4)
Average monthly rent and availability <i>(Note whether Always, Frequently, Sometimes, or Never Available)</i>	1-Bedroom: \$775 Available: Frequently 2-Bedroom: \$850 Available: Frequently 3-Bedroom: \$1100 Available: Sometimes

<b>GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY</b>	
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	FY2015 Actual Cash	FY2015 Actual In-kind Value	FY2016 Estimated Cash	FY2016 Estimated In-kind Value	FY2017 Projected Cash	FY2017 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
Local Government						
Headquarters						
Affiliate/Sub-office						
Other:						
<b>TOTALS</b>						
<b>TOTALS PER CAPITA</b>						

National Agency	World Relief	Affiliate Code	CAWRRS07
Office State	CA	Office City	North Highlands
Office Name	WR Sacramento		
Office Address	4616 Roseville Road, Suite 107, North Highlands, CA 95660		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2016	(b)(4)		
FY2017			

CASELOAD STATISTICS  (number of individuals)	FY2015 Actual Arrivals						(b)(4)	
	FY2016 Acknowledged Capacity							
	FY2016 Anticipated Arrivals							
PROPOSED FY2017	AF	EA	ECA	LAC	NE/SA	Total		
U.S. Tie Capacity	(b)(4)							
No U.S. Tie Capacity								
Total Capacity								

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
Total R&P Period Reports Submitted for FY 2015		(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	

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

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015–FY 2016	Afghan, Belarusian, Burmese, Iranian, Iraqi, Moldovan, Russian, Syrian, and Ukrainian.
Proposed nationalities FY 2017	Afghan, Belarusian, Burmese, Iranian, Iraqi, Moldovan, Russian, Syrian, and Ukrainian.
Languages available on staff to support the proposed caseload	Arabic, Dari, Farsi, Pashtun, Russian, and Ukrainian.
Languages available from within the community of resettlement to support	Arabic, Burmese, Dari, Farsi, Pashtun, Romanian, Russian, and Ukrainian.

the proposed caseload	
Other language resources used	<i>Contractual interpreters are available, but are never used because the office has a strong base of community interpreters.</i>

<b>SITE RATIONALE</b>	
Number of other affiliates present	3
Local overall unemployment rate	5.1%
Available jobs for refugees	<i>Entry-level manufacturing (assembly and/or repair), trucking/transportation, construction, hospitality and retail industries.</i>
Average starting wage for refugees	(b)(4)
Average monthly rent and availability <i>(Note whether Always, Frequently, Sometimes, or Never Available)</i>	1-Bedroom: \$700 Available: Frequently 2-Bedroom: \$750 Available: Frequently 3-Bedroom: \$900 Available: Sometimes

<b>GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY</b>	
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.	

**1. Health Care Access and Refugees with Special Needs:**

(b)(4) is able to serve refugees with special needs (b)(4)

(b)(4)

**2. Community Engagement:**

(b)(4) leads multiple awareness, education and training events each month. (b)(4)

(b)(4)

(b)(4)

**3. Financial Resources:**

Projected Contributions to the R&P Program						
Type of Donor	FY2015 Actual Cash	FY2015 Actual In-kind Value	FY2016 Estimated Cash	FY2016 Estimated In-kind Value	FY2017 Projected Cash	FY2017 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
Local Government						
Headquarters						
Affiliate/Sub-office						
Other:						
<b>TOTALS</b>						
<b>TOTALS PER CAPITA</b>						

National Agency	World Relief	Affiliate Code	FLWRRS03
Office State	FL	Office City	Jacksonville
Office Name	WR Jacksonville		
Office Address	5107 W. University Blvd., Suite 200, Jacksonville, FL 32216		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2016	(b)(4)		
FY2017			

CASELOAD STATISTICS  (number of individuals)	FY2015 Actual Arrivals		(b)(4)			
	FY2016 Acknowledged Capacity					
	FY2016 Anticipated Arrivals					
PROPOSED FY2017	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
Total Capacity						

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
Total R&P Period Reports Submitted for FY 2015		(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	

<b>RECENT R&amp;P MONITORING OUTCOMES</b>			
Date of most recent PRM monitoring visit:	June 2014	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	April 2016	Compliance Rating	

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015–FY 2016	Afghan, Burmese, Central African, Colombian, Congolese (DRC), Congolese (ROC), Cuban, Eritrean, Ethiopian, Iranian, Iraqi, Sudanese, and Syrian.
Proposed nationalities FY 2017	Afghan, Burmese, Central African, Colombian, Congolese (DRC), Congolese (ROC), Cuban, Eritrean, Ethiopian, Iranian, Iraqi, Sudanese, and Syrian.
Languages available on staff to support the proposed caseload	Amharic, Arabic, Burmese Chin, Dinka, French, Kachin, Karen, Kinyarwanda, Kirundi, Kiswahili, Kurdish, Spanish, and

	<i>Tigrinya.</i>
Languages available from within the community of resettlement to support the proposed caseload	<i>Amharic, Arabic, Burmese Chin, Dari, Dinka, Farsi, French, Kachin, Karen, Kinyarwanda, Kirundi, Kiswahili, Kurdish, Spanish, and Tigrinya.</i>
Other language resources used	<i>The Florida State Office of Refugee Services provides LanguageLine access for telephonic interpretation. This is used only on an as-needed basis for unscheduled meetings with clients, or when a staff interpreter is unavailable.</i>

<b>SITE RATIONALE</b>	
Number of other affiliates present	2
Local overall unemployment rate	4.8%
Available jobs for refugees	<i>Hospitality, manufacturing, restaurant and food services, retail, fish processing, packaging, and landscaping industries.</i>
Average starting wage for refugees	(b)(4)
Average monthly rent and availability <i>(Note whether Always, Frequently, Sometimes, or Never Available)</i>	1-Bedroom: \$670 Available: Frequently 2-Bedroom: \$775 Available: Frequently 3-Bedroom: \$915 Available: Sometimes

<b>GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY</b>	
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.	

**1. Health Care Access and Refugees with Special Needs:**

(b)(4) can accept cases with mental health and special needs, including disabilities.

(b)(4)

**2. Community Engagement:**

In FY 2016, (b)(4) engaged in outreach with local faith-based organizations through in-person meetings, telephone, and ongoing email communication.

(b)(4)

(b)(4)

### 3. Financial Resources:

Projected Contributions to the R&P Program					
Type of Donor	FY2015 Actual Cash	FY2015 Actual In-kind Value	FY2016 Estimated Cash	FY2016 Estimated In-kind Value	FY2017 Projected Cash
Foundations/ Corporations	(b)(4)				
Faith-based/ Community-based Organizations					
Fees for Service					
Individuals					
Volunteer Hours/Miles					
Local Government					
Headquarters					
Affiliate/Sub-office					
Other:					
<b>TOTALS</b>					
<b>TOTALS PER CAPITA</b>					

National Agency	World Relief	Affiliate Code	FLWRRS01
Office State	FL	Office City	Miami
Office Name	WR Miami		
Office Address	2742 SW 8th Street , #208, Miami, FL 33135		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2016	(b)(4)		
FY2017			

CASELOAD STATISTICS  (number of individuals)	FY2015 Actual Arrivals		(b)(4)			
	FY2016 Acknowledged Capacity					
	FY2016 Anticipated Arrivals					
PROPOSED FY2017	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
Total Capacity						

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
Total R&P Period Reports Submitted for FY 2015	(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	

<b>RECENT R&amp;P MONITORING OUTCOMES</b>			
Date of most recent PRM monitoring visit:	March 2014	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	November 2014	Compliance Rating	

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015–FY 2016	<i>Burmese, Colombian, Cuban, El Salvadoran, Honduran, Iraqi, and Tunisian.</i>
Proposed nationalities FY 2017	<i>Colombian, Cuban, El Salvadoran, Honduran, Guatemalan, and Iraqi.</i>
Languages available on staff to support the proposed caseload	<i>English and Spanish</i>
Languages available from within the community of resettlement to support	<i>Arabic, Burmese, and Spanish.</i>

the proposed caseload	
Other language resources used	<i>Pacific Interpreters offers contractual interpretation, and is used infrequently, when local volunteers are unavailable.</i>

SITE RATIONALE	
Number of other affiliates present	6
Local overall unemployment rate	5.5%
Available jobs for refugees	<i>Housekeeping, maintenance, construction, laundry and food service, child care, cashiers, car wash, and elderly care.</i>
Average starting wage for refugees	(b)(4)
Average monthly rent and availability <i>(Note whether Always, Frequently, Sometimes, or Never Available)</i>	1-Bedroom: \$900 Available: Always 2-Bedroom: \$1200 Available: Frequently 3-Bedroom: \$1700 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.	

**1. Health Care Access and Refugees with Special Needs:**

(b)(4) is able to accommodate most medical conditions through public health clinics.

(b)(4)

**2. Community Engagement:**

(b)(4) is a longstanding member of a large network of community organizations, churches and social groups that help support refugee programs (b)(4)

(b)(4)

(b)(4)

### 3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2015 Actual Cash	FY2015 Actual In-kind Value	FY2016 Estimated Cash	FY2016 Estimated In-kind Value	FY2017 Projected Cash	FY2017 Projected In-kind Value
Foundations/ Corporations	(b)(4)					
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles						
CATALYST Miami & Branches						
Headquarters						
Affiliate/Sub-office						
Other:						
<b>TOTALS</b>						
<b>TOTALS PER CAPITA</b>	(b)(4)					

National Agency	World Relief	Affiliate Code	GAWRRS01
Office State	GA	Office City	Stone Mountain
Office Name	WR Atlanta		
Office Address	655 Village Square Drive, Stone Mountain, GA 30083		
<b>JOINT SITE</b>		<b>SUB-OFFICE</b>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2016	(b)(4)		
FY2017			

CASELOAD STATISTICS  (number of individuals)	FY2015 Actual Arrivals		(b)(4)			
	FY2016 Acknowledged Capacity					
	FY2016 Anticipated Arrivals					
PROPOSED FY2017	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	(b)(4)					
No U.S. Tie Capacity						
Total Capacity						

<b>FY 2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
Total R&P Period Reports Submitted for FY 2015		(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	

<b>RECENT R&amp;P MONITORING OUTCOMES</b>			
Date of most recent PRM monitoring visit:	November 2015	Compliance Rating	(b)(4)
Date of most recent Resettlement Agency headquarters monitoring visit (R&P):	March 2015	Compliance Rating	

<b>RECENT AND PROPOSED CASELOAD</b>	
Nationalities served FY 2015–FY 2016	Afghan, Bhutanese, Burmese, Central African, Chadian, Congolese, Cuban, Ecuadorian, El Salvadoran, Eritrean, Ethiopian, Gambian, Indonesian, Iranian, Iraqi, Ivorian, Nepali, Pakistani, Russian, Sierra Leoni, Somali, Sudanese, and Syrian
Proposed nationalities FY 2017	Afghan, Bhutanese, Burmese, Central African, Congolese, Cuban, El Salvadoran, Eritrean, Ethiopian, Iranian, Iraqi, Ivorian, Pakistani, Somali, Sudanese, and Syrian
Languages available on staff to support the proposed caseload	Amharic, Arabic, Burmese, Dzongkha, Falam, French, Hakha, Kinyarwanda, Kirundi, Lingala, Nepali, Spanish, Swahili, Urdu,