



United States Department of State

Washington, D.C. 20520

April 28, 2017

Case No. F-2015-10718

Segment: PRM-00018, PRM-00018ic1

William F. Marshall  
Judicial Watch  
425 Third St. SW. Suite 800  
Washington, DC 20024

Dear Mr. Marshall:

I refer you to our letter dated March 31, 2017, regarding the release of certain Department of State records under the Freedom of Information Act (the "FOIA"), 5 U.S.C. § 552. The search and review of the records of the Bureau of Population, Refugees, and Migration ("PRM") is complete. This review has resulted in the retrieval of 27 additional documents responsive to your request. After reviewing these documents, we have determined that 1 may be released in full and 26 may be released with excisions. An enclosure explains the FOIA exemptions and other grounds for withholding material. Where we have made excisions, the applicable FOIA exemptions are marked on each document. All non-exempt material that is reasonably segregable from the exempt material has been released.

If you have any questions, please contact Assistant U.S. Attorney Joshua Kolsky at (202) 252-2541 or [Joshua.Kolsky@usdoj.gov](mailto:Joshua.Kolsky@usdoj.gov). Please refer to the associated case number, F-2015-10718, and the civil action number, 1:15-cv-02030, in all communication regarding this case.

Sincerely,

A handwritten signature in dark ink that reads "Eric F. Stein" followed by a stylized flourish.

Eric F. Stein, Director  
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

 <p align="center"><b>U.S. Department Of State</b></p> <p align="center"><b>Federal Assistance Award Coversheet</b></p>		1. Assistance Type Cooperative Agreement	
		2. Award Number S-PRMCO-15-CA-1006	
		3. Amendment Number	4. Amendment Type
5. Recipient Name, Address and Contact Information U.S. Conference of Catholic Bishops 3211 4th St NE Washington, DC 20017-1104 UNITED STATES Ph. 202/541-3296 Contact: Ms. Mary Morton		6. Project Period From: 10/01/2014 Through: 09/30/2015	
		7. Funding Period From: 10/01/2014 Through: 09/30/2015	
		8. Program CFDA Number 19.510	
9. Recipient Federal Tax I.D./DUNS Number DUNS: 003260072 EIN: 1530196617A3		10. Type of Recipient U.S. Non-Profit Organization (501(c)(3))	
11. Award Title USCCB/MRS 2015 Reception and Placement Program		<div style="border: 1px solid black; padding: 2px;"> <b>RELEASE IN PART B4</b> </div>	
12. Purpose See next page			
13. Issued By Bureau of Population Refugees and Migration - Comptroller 2201 C Street NW, 8th Floor, SA-9 Washington, DC 20520 UNITED STATES		14. Funds Certified By Ms. Pamela-Marie Y Thorn Financial Management Analyst 12/16/2014	
15. Statutory Authority - Authorization MRAA (Migration and Refugee Assistance act)		16. Agreement: The recipient agrees to execute the work in accordance with the Notice of Award, the approved application incorporated herein by reference or as attached, and the applicable rules checked below and any subsequent revisions. 2 CFR 215(A-110) 2 CFR 230(A-122) 22 CFR 145 Approved Application Attached OMB Circular A-133	
17. Statutory Authority - Appropriation Migration and Refugee Assistance			
<div style="border: 1px solid black; padding: 2px; text-align: right;"> <b>REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer</b> </div>			
18. Funding Distribution			
	Total Prior Costs	Total New Costs	Amended Total Costs
U.S. Share of Costs	\$0.00	\$22,838,173.00	\$22,838,173.00
Recipient Share of Costs	\$0.00		
Total Costs	\$0.00		
19. Recipient Name, Title and Signature Mr. Anthony Picarello Name Electronically Signed Signature 12/17/2014 Title Date		20. Grants Officer Name, Title and Signature Ms. Norin, Reasmy Name Electronically Signed Signature Grants Officer 12/16/2014 Title Date	
21. Accounting and Appropriation Data 15-X11430002,2015,1007,1122,2512,031000,2015F05TRM 1438,103/750204		Amount \$22,838,173.00	22. Send Requests for Reimbursement to: US Department of Health and Human Services' Payment Management System
23. By signing this agreement, the recipient assures that it will comply with the terms and conditions of this award. Recipient is required to sign and return this document within 10 business days of the signature of the Grants Officer to the Grants Office listed in Section 13. Terms and Conditions attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

DS-1809

RECIPIENT NAME: U.S. Conference of Catholic Bishops

AGREEMENT NUMBER: S-PRMCO-15-CA-1006

**REMARKS:**

To provide initial funds in support of the Recipient's reception and placement program that assists refugees approved to enter the United States during the period of this agreement.



## **AWARD ATTACHMENTS**

U.S. Conference of Catholic Bishops

S-PRMCO-15-CA-1006

1. Award Specifics and Bureau/Program Specific Requirements
2. Award Proposal Documents - Attachment A
3. Standard Terms and Conditions for Grants and Cooperative Agreement (Domestic) - Attachment B
4. Financial Reports Format - Attachment C

Page 2 of 52  
SPRMC015CA1006  
USCCB/R&P

**Award Specifics**  
**U.S. Department of State**

RELEASE IN  
PART B4

**FY 2015 RECEPTION AND PLACEMENT  
BASIC TERMS  
OF  
THE COOPERATIVE AGREEMENT  
BETWEEN  
THE GOVERNMENT OF THE UNITED STATES OF AMERICA  
AND THE UNITED STATES CONFERENCE OF CATHOLIC BISHOPS (USCCB)**

1. **Standardized Assistance Instrument Identification Number:** SPRMC015CA1006
2. **Amount of Award:** \$22,838,173
3. **Purpose/Scope of Award:** Reception and Placement (R&P)
4. **Grants Officer Contact Information:**

Reasmy Norin  
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  
NorinRC@state.gov  
Phone 202-453-9233  
Fax 202-453-9395

**REVIEW AUTHORITY:** Clarke Ellis,  
Senior Reviewer

5. **Payment Method:** 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 Circulars.
6. **Post-Award Compliance:** Department of State (DOS) Standard Terms and Conditions for Federal Assistance Awards are incorporated by reference and made part of this Notice of Award. Electronic copies containing the complete text are available at: [www.statebuy.state.gov/fa](http://www.statebuy.state.gov/fa) under Resources select Notice of Awards (T&Cs) to access the domestic or overseas terms and conditions applicable to the Recipient. 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.

#### 7. Authorized Budget

Budget Categories	Total
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs (include per capita as a separate line item)	
a. Refugee Per Capita ( <input type="text"/> * \$1,125 )	
b. Affiliate Per Capita ( <input type="text"/> * \$850 ) = <input type="text"/>	
c. Other: \$ <input type="text"/>	
Professional Fees: <input type="text"/>	
Space/Utilities: <input type="text"/>	
Other: <input type="text"/>	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs* ( <input type="text"/> % provisional rate )	\$22,838,173
11. Total Costs (lines 9-10)	
12. Recipient's Share of Cost (including recipient and other funding sources)	

8. Reporting and Monitoring: See Bureau/Program Specific Requirements including Section 8.D and 8.F.

#### 9. Closing Awards with Provisional or Expired Negotiated Indirect Cost Rates Agreement (NICRA)

Provisional indirect costs rates applicable to this award are subject to adjustment based upon the final rate agreed upon by the Recipient and the Government Agency having negotiation cognizance for indirect costs with the Recipient. However in no event shall the Department reimburse the Recipient for any costs which are in excess of the total amount authorized under this award.

Page 4 of 52  
SPRMC015CA1006  
USCCB/R&P

The recipient organization must liquidate all obligations incurred under the award, and submit its Final SF-425 – Federal Financial Report (FFR), not later than 90 calendar days after the funding period. As applicable, the recipient's preliminary Final SF-425 must be accompanied with written documentation (1) noting that the Final NICRA rate is unavailable, (2) providing the recipient's cognizant agency name and point-of-contact, and (3) detailing the status of the recipient's rate determination, including a timeline for completion of the applicable audit and NICRA submission to the cognizant agency.

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

When the Final NICRA rate is still unavailable after 24 months after the project period end date, the Department shall deobligate all excess funds remaining in the award and no further payments will be authorized by the Department.

If the Final NICRA rate is issued within 24 months after the project period end date, the recipient shall have thirty (30) days to submit the Final SF-425 based on the Final NICRA rate. The recipient must refund any unexpended funds remaining as a result of final reporting under the award.

## **Bureau/Program Specific Requirements**

1. **SUBSTANTIAL INVOLVEMENT** – See Section 8 including Section 8.D.
2. **PRE-AWARD COSTS** - N/A (not applicable)
3. **PROGRAM INCOME** – N/A (not applicable)
4. **COST SHARING** - N/A (not applicable)
5. **SUB-RECIPIENTS** – N/A (not applicable)
6. **WAIVER OF THE ACKNOWLEDGEMENT OF DOS OR USG INVOLVEMENT** – N/A (not applicable)
7. **WAIVER OF THE PUBLICATIONS FOR PROFESSIONAL AUDIENCES** –N/A (not applicable)
8. **ADDITIONAL BUREAU SPECIFIC REQUIREMENTS**

### **8.A – PREAMBLE**

**THE GOVERNMENT OF THE UNITED STATES OF AMERICA** (hereinafter referred to as the "Government"), acting through the Department of State, Bureau of Population, Refugees, and Migration (hereinafter referred to as the "Bureau"), and the United States Conference of Catholic Bishops (USCCB), a nonprofit organization with its principal office located at 3211 Fourth Street, NE, Washington, DC 20017-1194, (hereinafter referred to as the "Recipient"), **HEREBY AGREE AS FOLLOWS:**

**WHEREAS**, the Bureau is conducting an initial reception and placement program for refugees 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");

**WHEREAS**, the Bureau deems it appropriate to seek the Recipient's assistance in furtherance of the purposes of this program; and

**WHEREAS**, the Recipient has indicated its willingness and qualifications to provide the assistance required by the Bureau in a manner acceptable to the Bureau and consistent with applicable legal requirements as described in the Recipient's proposal dated June 27, 2014 for the FY 2015 program, incorporated as Attachment A and in the Recipient's revised proposal and budget dated October 30, 2014 for the FY 2015 program also incorporated herein as Attachment A to this award, (hereinafter referred to as the "proposal");

Page 6 of 52  
SPRMCO15CA1006  
USCCB/R&P

The Recipient will assist the Bureau in accordance with the terms and conditions set forth below:

**8.B - PURPOSE, FUNDING, VALIDITY PERIOD AND DEFINITIONS**

**8.B.1 -- Purposes and Goals**

- a. The purpose of this agreement is to provide financial support to partially cover the Recipient's expenses in arranging for the reception and placement of refugees in the United States by ensuring that refugees approved for admission are placed with sponsoring agencies and offered appropriate assistance during their initial resettlement in the United States.
- b. The goals of this agreement include, but are not limited to, providing refugees with basic necessities and core services during their initial period of resettlement.
- c. The goals of this agreement also include assisting refugees in achieving economic self-sufficiency through employment as soon as possible after their arrival in the United States in coordination with publicly supported refugee service and assistance programs.

**8.B.2 -- Funding**

The Bureau hereby confirms the award of \$22,838,173 to the Recipient as provided in Section 8.E below. All funds awarded under this agreement are intended to augment private resources available to the Recipient and shall be paid and accounted for as provided in Section 8.E below. This agreement, in part, provides for a fixed per capita grant of \$1,975.00 per refugee admitted under Section 207 of the INA who is assigned to the Recipient. 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 at the affiliate assigned to assist them.

**8.B.3 -- Validity Period**

The period of this agreement shall be from October 1, 2014 through September 30, 2015.

**8.B.4 -- Definitions**

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

- a. "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.

b. "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.

c. "Affiliate" means:

1. a regional office of an Agency, which is part of the corporate structure of the Agency; or

2. 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

3. a sub-office of an entity referred to in subparagraph 2 above that the Recipient proposes for affiliate status in the proposal for the FY 2015 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.

d. "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.

e. "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.

f. "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 Sections 8.C.4 and 8.C.5 of the cooperative agreement for the refugee(s) named on the assurance form.

g. "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.

h. "Employable refugee" means any refugee who is between the ages of 18 and 64 other than a refugee who:

1. 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



2. is unable to work for physical or mental health reasons.
- i. "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.
- j. "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.

## **8.C - RESPONSIBILITIES OF THE RECIPIENT**

### **8.C.1 – Performance of Core Services by or Under the Direction of the Recipient**

- a. The Recipient shall provide the core services specified in section 8.C.5 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.
- b. 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, the Recipient shall 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.
- c. Should any change be made to the Recipient's code of conduct during the validity period of this agreement, the Recipient shall 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.
- d. 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, or other sub-agreements issued under this agreement.
- e. 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 grant 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.

f. 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.

g. 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 one hundred (100) miles within the same state of the affiliate and cases without U.S. ties to be placed within a radius of fifty (50) miles within the same state of the affiliate.

h. 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 affiliate 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.

i. 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.

j. 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 Refugee Processing Center (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.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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.

p. 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.

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

1. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
2. Change in a key person specified in the application or award document (as specified in the OMB Circular A-110, which is hereby incorporated by reference).
3. 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.

#### **8.C.2 -- Delegation of Functions by the Recipient**

a. 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 Refugee Processing Center. 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.

b. 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.

c. 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.

#### **8.C.3 -- Limitation of Responsibility to Perform Core Services**

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. Any other barriers to full compliance that are beyond the control of the Recipient should be documented in the case file.

**8.C.4 -- Basic Needs Support**

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, with appropriate language interpretation as needed, the following minimum standards of service:

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:

1. 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.

2. 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.

3. Housing should provide minimum habitable area for each occupant, including number of bedrooms or sleeping areas.

4. Each residence shall be equipped with stove, oven, and refrigerator in good repair.

5. Each residence shall be equipped with sink, flush toilet, and shower or bath in good repair.

6. Each residence shall have easily accessible storage or disposal facility for garbage.

7. Each residence shall be free of rodent and insect infestation.

8. 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.

9. 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:

Page 13 of 52  
SPRMC015CA1006  
USCCB/R&P

1. 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.

2. 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.

3. One kitchen table per family and one kitchen chair per person.

4. One couch, or equivalent seating, per family, in addition to kitchen chairs.

5. One lamp per room, unless installed lighting is present and adequate, and light bulbs.

6. One place setting of tableware (fork, knife, and spoon) and one place setting of dishes (plate, bowl, and cup or glass) per person.

7. 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.

8. One bath towel per person.

9. One alarm clock.

10. Paper, pens, and/or pencils.

11. 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.

12. Toiletries to include: toilet paper, shampoo, soap, one toothbrush per person, toothpaste, and other personal hygiene items as appropriate. These items should be new.

13. Baby items as needed.

c. Food or a food allowance to include:

1. Culturally appropriate, ready-to-eat food available on arrival, plus one (1) day's additional food supplies and staples (including baby food as needed).

2. 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.

3. Assistance with application for food stamps, if necessary, within seven (7) working days of arrival.

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. Assistance in applying for cash and medical assistance, as appropriate, within seven (7) working days of arrival.

g. Assistance in applying for social security card(s) within fourteen (14) working days of arrival.

h. Assistance with enrollment in English language programs, as appropriate, within ten (10) working days of arrival.

i. Assistance with enrollment in employment services, as appropriate, within ten (10) working days of arrival.

j. Assistance with enrollment in other services for which each refugee is eligible, as appropriate, within ten (10) working days of arrival.

k. Assistance in accessing health screenings and appropriate health services:

1. Ensure that every refugee has a health assessment within thirty (30) days of arrival.

2. Ensure that refugees with acute health care requirements receive appropriate and timely medical attention.

l. Assistance with meeting school enrollment requirements and registering children for school within thirty (30) days of arrival.

m. Transportation in compliance with local motor safety laws.

n. Transportation to job interviews and job training.

o. Assistance with registering with the selective service within thirty (30) days, as appropriate.



- p. Assistance with filing change of address forms with the U.S. Department of Homeland Security and the U.S. Post Office for all changes of address, including initial and temporary housing, during the R&P period.
- q. Assistance with completing and filing Affidavits of Relationship, as appropriate and as requested.
- r. 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.

#### **8.C.5 -- Core Services**

The Recipient shall ensure that the following services are provided with appropriate language interpretation:

##### **a. Pre-Arrival Services**

The Recipient shall:

- 1. Assume responsibility for sponsorship of the refugees assigned to the Recipient under this agreement;
- 2. Arrange the placement of sponsored refugees in accordance with the policies established under Section 412(a)(2) of the INA and this agreement;
- 3. 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;
- 4. Submit sponsorship assurances to the Refugee Processing Center; and
- 5. 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.

The responsibilities in paragraphs 1, 2, 3, and 4 may not be delegated; the responsibilities in paragraph 5 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.

b. 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.

c. 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. Secure electronic signatures are acceptable. Each case file shall contain evidence of required basic needs support and core service delivery, including:

1. a clearly legible case note log which shows the date, mode, and substance of regular affiliate/refugee contact throughout the R&P period and which identifies the person or entity making such contact; a clear plan of action for each refugee, including children, in the case, based on an assessment of individual needs, and a detailed record of basic needs support and core service delivery;
2. 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 an adult member of the refugee case of 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;
3. a record of 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;
4. if appropriate, a copy of the signed co-sponsor agreement;
5. evidence that housing was provided in accordance with this agreement;
6. evidence that an intake interview as described in 8.C.5.d was conducted;
7. evidence that orientation as described in 8.C.5.e was completed, and documentation of refugee understanding of orientation topics;

8. 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;

9. documentation of assistance with enrollment in state-administered assistance and social service programs;

10. 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

11. 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);

12. 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);

13. a service plan which indicates the initial assessment of employability for each refugee, including the reason(s) a person may not be employable;

14. where applicable, copies of suitability determinations for placement of refugee minors, follow-up evaluation forms, and signed statements concerning responsibilities and legal obligations in the state of residence;

15. a legible copy of the front and back of the I-94 form for each refugee in the case;

16. 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:

- (a) that all R&P basic needs support and core services were made available to the refugee in accordance with this agreement;
- (b) whether the refugee household had income in excess of expenses at the end of the R&P period;

- (c) that each refugee was enrolled in state-funded or other appropriate social services;
- (d) the social security number for each refugee in the case; and

17. a copy of the assurance form or equivalent documentation.

d. 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.

e. 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 Center for Applied Linguistics Cultural Orientation Resource Center at [www.culturalorientation.net](http://www.culturalorientation.net). Orientation topics and content objectives must include:

1. 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.

2. 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.

### 3. 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

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

Page 20 of 52  
SPRMC015CA1006  
USCCB/R&P

- 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.

#### 8. 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.

#### 9. 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.

#### 10. 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.

#### 11. Hygiene

- There are norms for personal hygiene in the U.S.

## 12. 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.

## 13. 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.

## 14. 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.

## 15. Transportation

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

### f. Health -- Assistance with Access to Services

The Recipient shall:

1. Assist refugees (other than those with Class A conditions, covered below in paragraph g) in obtaining a health screening within thirty (30) days of arrival and other health care services, as needed, during the R&P period;



2. 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;

3. Assist refugees in accessing appropriate providers of continued therapy or preventive treatment for health conditions affecting the public health; and

4. 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.

5. Coordinate with state and /or local health care providers to provide medical services to refugees requiring medical care upon arrival.

g. Health -- Class A Conditions

The Recipient shall:

1. 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

2. 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.

These responsibilities may not be delegated beyond an affiliate.

h. Health -- Notification of State and Local Authorities

The Recipient shall 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.

i. Service Plans; Assistance with Access to Services

Page 23 of 52  
SPRMC015CA1006  
USCCB/R&P

The Recipient shall:

1. Develop and implement during the first thirty (30) days a 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;
2. Assist each employable refugee to enroll in such appropriate job counseling, job placement, and/or job training programs as are available in the community; and
3. Monitor and document implementation of the service plan and progress toward reaching each refugee's goals throughout the R&P period.

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

j. Welfare -- Communication with State and Local Authorities

The Recipient shall:

1. Notify the appropriate state, county, or other local welfare office 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;
2. 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
3. Maintain in the case file required under Section 8.C.5.c 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.

These responsibilities may not be delegated beyond an affiliate.

k. 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 section 8.C.6 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:

1. Have knowledge of the state and local child abuse and neglect mandatory reporting requirements and follow such requirements during the R&P period;
2. 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;
3. 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 Section 8.C.5.a.4 above and will include, but need not be limited to:

- (a) 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;
- (b) An assessment of the nature and extent of the current relationship between the child and others in the family unit;
- (c) 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;
- (d) An assessment of the family unit's understanding of and intentions regarding securing legal responsibility for the child; and
- (e) 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.

4. 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 Refugee Processing Center so that the minor (codes M3, M6,) can be reclassified to enter the United States as an unaccompanied minor requiring foster care. 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);

5. 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;

6. In the case of a minor entering with or coming to join non-relatives (code M3), the Recipient shall obtain the Bureau's agreement to the placement before assuring the case;

7. 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

Page 26 of 52  
 SPRMCO15CA1006  
 USCCB/R&P

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 section 8.C.5.k.3 above. In the case of a minor traveling with relatives, this will be done during the orientation described in 8.C.5.k.5 above;

8. For minors described as codes M2, M3, M5, M6 and M7, the Recipient shall:

(a) 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;

(b) Provide regular and personal contact with the minor for at least 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;

(c) 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

(d) 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 8.C.5.j may not be delegated beyond an affiliate and may only be performed by professional resettlement staff.

#### **8.C.6 – Foster Care**

##### **a. General**

1. 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;

2. The Recipient shall perform the program services specified in Section 8.C.6(b) through (e) below on behalf of foster care minors who are assigned to it under this agreement; and

3. 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 Refugee Processing Center (RPC), prior to their arrival in the United States:

1. Provide for such foster care minors the sponsorship assurances required for their admission to the United States;

2. Prepare and submit on behalf of such foster care minors sponsorship assurances and other documents required for admission to the Refugee Processing Center for transmission to appropriate overseas processing offices of the Department of Homeland Security, the Department of State, or their designees;

3. 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 voluntary 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;

4. 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 voluntary agency;

5. Upon request, consult with and provide advice to the approved provider concerning problem cases, including cases that may require transfer to another care provider; prepare the necessary paperwork for cases that require transfer; and accept appropriate pre-arrival transfer cases and assign them to an approved provider;

6. Provide orientation on the initial reception and placement of foster care minors as needed to the staffs of approved providers; and

7. 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:

1. Facilitate refugee travel to resettlement sites in the United States;
2. Upon request, consult with and provide advice to the approved provider concerning difficult cases; and
3. 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
4. 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.C.7 -- Coordination and Consultation with Public Agencies**

The Recipient shall:

- a. 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; and public education. Consultations may take place in person, 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; and a discussion of the participant stakeholders' abilities to adequately receive and



serve the actual and projected caseload. 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 after the Funding Opportunity Announcement for Reception and Placement Program is posted 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;

- b. 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;
- c. Coordinate with other publicly supported refugee services programs or refugee case management systems; and
- d. 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.

#### **8.C.8 -- Performance Standards**

The Bureau will evaluate Recipient performance on an ongoing basis and will expect timely national Agency cooperation to remedy any identified weaknesses in affiliate, sub-office, or national Agency 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:

- a. Reception and Placement Performance Outcomes

1. Refugee is in safe, stable environment
    - (a) Refugee is picked up at the airport upon arrival with appropriate language interpretation as needed;
    - (b) Refugee is placed in a safe dwelling;
    - (c) Refugee is placed in affordable dwelling; and
    - (d) Refugee has basic necessities.
  2. Refugee can navigate appropriate and relevant systems
    - (a) Refugee can access/use appropriate transportation;
    - (b) Refugee obtains own food and basic necessities;
    - (c) Refugee obtained social security card and other identification as needed
    - (d) Refugee accesses health care;
    - (e) Refugee demonstrates ability to contact emergency services;
    - (f) Refugee children are enrolled in school within thirty (30) days of arrival;
    - (g) Refugee knows where to get assistance to file paperwork to bring family members to the U.S.; and
    - (h) Refugee knows how to ask for interpretation services.
  3. Refugee family is connected to means of ongoing support for self/family
    - (a) Refugee is connected to or enrolled in eligible services;
    - (b) Refugee is financially supported (or self-sufficient); and
    - (c) Refugee can explain where the household money will come from when the initial assistance is finished.
  4. Refugee understands surroundings and situation
    - (a) Refugee knows his/her address, knows how to make a phone call, and how to be contacted;
    - (b) Refugee understands the effects of moving;
    - (c) Refugee knows the role of the agency and expectations of the agency and self; and
    - (d) Refugee has a basic understanding of U.S. laws and cultural practices.
- b. National Agency Program Management
1. Headquarters 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.

2. On-Site Affiliate Monitoring

(a) 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 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.

(b) Written Reports

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

- (1) a description that quantifies and qualifies how the affiliate coordinates volunteers or develops private resources for Reception and Placement activities;
- (2) a description of the affiliate's policy on how refugee per capita funds beyond the \$925 per person minimum are spent;
- (3) a narrative statement describing the affiliate's R&P program, including quality of housing, local services, and the local resettlement environment;
- (4) evidence of a review of the affiliate's performance and compliance with R&P requirements, including evidence of refugee understanding of cultural orientation topics;
- (5) 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;
- (6) evidence of compliance with quarterly stakeholders meeting requirements;
- (7) a description of the affiliate's training plan;
- (8) evidence of the affiliate's policy on protection from sexual exploitation and abuse;
- (9) 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, and R&P period reports. The report must also indicate whether the case logs presented a complete and accurate picture of the resettlement process;

(10) 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

(11) recommendations for any necessary follow-up.

### 3. Quarterly R&P Program Reports

The Recipient shall submit quarterly a brief summary of program activities, such as conferences, workshops, and training or other activities funded through this agreement. The report shall include a brief summary of the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored. The report shall include 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 agency or Bureau monitoring. The report shall also include evidence of final compliance with all prior agency or State Department monitoring findings and recommendations. In addition, the report shall include the number and percentage of affiliates in compliance with the requirement to convene and conduct quarterly stakeholders meetings, and describe both best practices in placement planning and issues that prevent adequate resettlement or result in changes in placement plans.

Reports shall be submitted to the Bureau within thirty (30) days of the end of each reporting period. The reports shall be due on or before January 30, 2015, April 30, 2015; July 31, 2015; and October 31, 2015.

4. 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:

- a. R&P Period Reports
- b. Sponsorship Assurances
- c. Affidavits of Relationship
- d. Ninety (90)-day follow-up reports for minors coded M2-M3 and M5-M7
- e. Quarterly R&P Program Reports
- f. Record of affiliates' local consultations
- g. Annual Report
- h. Reconciliation of Claimed Refugee Sponsorships
- i. Quarterly Financial Status Reports
- j. Availability of Funds Statement for Current Fiscal Year
- k. Audit Data Collection Form and Reporting Package
- l. Policy on the Prevention of Sexual Exploitation and Abuse

c. Employment and Out-Migration

1. 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.

2. Out-Migration of Refugees

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

d. Bureau Monitoring of Agency Affiliates

1. 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:

- (a) affiliate staff understanding of required Reception and Placement Program services;
- (b) demonstration of effective coordination with other organizations and agencies that provide services to refugees;
- (c) compliance and quality of R&P basic needs support and core service delivery;
- (d) evidence of refugee understanding of cultural orientation topics;
- (e) presence of all documents in files and degree to which each has been thoroughly and legibly completed;
- (f) evidence of orientation and training of staff, volunteers, and co-sponsors;
- (g) evidence of the affiliate's policy on the prevention of sexual exploitation and abuse; and
- (h) affiliate R&P performance outcomes.

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

e. 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.

**8.C.9 -- 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:

1. 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;
2. billing refugees monthly provided a valid address is available;
3. maintaining a system that actively seeks refugees' current addresses and social security numbers for use in billing activities;
4. maintaining a system that records and calculates balances on individual refugee loan accounts;
5. establishing and maintaining a procedure for reviewing and determining the appropriateness of requests for deferral, in accordance with established criteria;
6. maintaining a procedure for transferring funds to IOM on a monthly basis with required accounting details;
7. reporting accounts status and fund transfers on a quarterly basis to IOM and to the Bureau;
8. transferring to IOM all loan notes becoming in default;
9. submitting requests to IOM as needed for approval to forgive ("cancel") loans for humanitarian reasons; and
10. 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 8.C.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.

#### **8.C.10 -- Additional Responsibilities**

The Recipient shall also:

a. State in all appropriate publications, 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.

b. 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.

#### **8.D - LIAISON**

##### **8.D.1 -- General Liaison with the Bureau**

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

a. Office of Refugee Admissions

Acting as the Grants Officer's representative:

1. Provides overall policy guidance and program direction;
2. Reviews and comments on proposed annual proposal and budget for the Recipient;
3. Reviews and comments on proposed changes or revisions in terms of this agreement; and
4. Monitors and evaluates the general performance of the Recipient under this agreement to ensure that the Recipient is successfully meeting established responsibilities, 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.

b. Office of the Comptroller

1. 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;
2. 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; and
3. Monitors and evaluates the Recipient's performance in providing refugee transportation loan services.

**8.E - FUNDING**

**8.E.1 - Authorized Items of Expenditure**

a. National Management

1. The funds awarded pursuant to this agreement are for the reimbursement of expenses incurred in accordance with the approved budget contained in the proposal. The funds provided herein shall be expended within the amounts funded for the following categories of expenses as displayed in the Award Specifics, Section 7, Authorized Budget.



2. Funds may be adjusted, without prior written approval, among the items of expenditure for direct costs provided the cumulative amount of such adjustments during the validity period of this agreement does not exceed ten percent (10%) of the total amount of the approved budget. Any authorized adjustment, however, must be reported promptly to the Bureau in writing.

3. Funds may NOT be adjusted between the direct cost items of expenditure and the indirect cost item of expenditure during the validity period of this agreement UNLESS the Bureau executes an amendment to this agreement to recognize (i) a change in the indirect cost rate agreement approved by the Recipient's cognizant or oversight U.S. Government agency; or (ii) an increase in charges of applicable items of expenditure resulting in an increase in the direct cost base used in determining the total allowable indirect costs. In the absence of written approval from the Bureau, the amount charged to indirect costs may not exceed the amount approved by the Bureau in the budget.

4. Should it become apparent that cumulative adjustments in excess of the ten percent (10%) limitation may be needed for the successful completion of the program, the Recipient must submit a request in writing to the Bureau for approval prior to incurring any increased costs.

5. (a) Indirect costs may be charged on the basis of the rate or rates indicated in the above items of expenditures applied to those direct costs applicable and allocable in accordance with the provisions of the Office of Management and Budget (OMB) Circular A-122, dated May 10, 2004, "Cost Principles for Non-Profit Organizations." The rate or rates may be subject to adjustment by the Bureau subsequent to the expiration of the validity period upon the determination of a final rate or rates by the appropriate U.S. Government cognizant agency, or responsible organization, insofar as it applies to indirect costs applicable to the period of this agreement. An adjustment of a rate will be made only if such final rate or rates differ from the stipulated rates. Any adjustment, however, will be limited to the amount of unexpended funds available within the overall total award of this agreement.

(b) Notwithstanding the provision in Paragraph 5(a) above, it is expressly understood and agreed that should another U.S. Government agency propose the negotiation of a special indirect cost rate for work to be performed in an environment which appears to generate a significantly different level of indirect costs than the rate which has been negotiated by the cognizant or oversight agency, the Recipient shall inform the Bureau prior to the proposed negotiations in order to permit the Bureau to participate in such negotiations to ensure that any change that may result in the rate or the cost base of the provisional rate applicable to this agreement is acceptable to the Bureau.

6. 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.

7. 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.

8. With regard to National Management funding, the Recipient shall comply with the provisions of OMB Circular A-110-Revised (which is incorporated into this Agreement by reference).

b. Local Offices/Affiliates and Services to Refugees

1. The Bureau shall provide the Recipient a fixed per capita grant of \$1,975.00 per refugee admitted under Section 207 of the INA who is assigned to the Recipient pursuant to this agreement for a total of up to [ ] refugees who are expected to arrive in the United States during the period October 1, 2014 through September 30, 2015. 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 8.E.1.b.

2. Of the \$1,975.00 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 \$850.00 (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, 2014 through September 30, 2015.

3. Payment of the amounts specified in subsection 8.E.1.b.2(a) shall be made only for the number of assigned refugees who actually arrive in the United States during the period

84

Page 39 of 52  
SPRMC015CA1006  
USCCB/R&P

October 1, 2014 through September 30, 2015, but in no case shall the total payment of refugee per capita funds exceed \$ [ ] during this period.

B4

4. Payment of the amounts specified in subsection 8.E.1.b.2(b) may be made in advance of actual refugee arrivals and shall be for the actual expenses of affiliates up to \$ [ ] OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2014 through September 30, 2015, whichever is higher. In no case shall the total payment of affiliate per capita funds exceed \$ [ ] during this period.

B4

B4

5. This agreement may be amended prior to December 31, 2015 to reflect the actual number of refugee arrivals during the period October 1, 2014 through September 30, 2015 and to adjust the amount of funds accordingly.

6. With regard to per capita funding, the Recipient shall comply with the provisions of OMB Circular A-110-Revised (which is incorporated into this Agreement by reference), except the following Sections in Subpart B or portions of Attachments thereto: Section 12 - Forms for Applying for Federal Assistance; Section 23 - Cost Sharing and Matching; Section 24 - Program Income; Section 25 - Revision of Budget and Program Plans; Sections 30 through 37 - Property Standards; and Section 52 - Financial Reporting, paragraph a.

#### **8.E.2 -- Payment Procedures**

a. The funds awarded pursuant to this agreement shall be made available electronically through the HHS Payment Management System (PMS) for deposit directly into the Recipient's bank account in accordance with the policies and procedures issued by HHS. A request for payment will be submitted through the Internet or by telephone in accordance with instructions provided by HHS' Division of Payment Management. Payment requests shall be submitted only in amounts that are required to meet the immediate cash needs of this activity.

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.

#### **8.E.3 -- Use of Funds**

a. 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.

- b. 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 Section 8.E.1.b.2.
- c. 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 Section 8.E.1.b.2.
- d. Recipients should ensure that all expenditures of funds provided under this agreement are in accordance with OMB Circular A-122 "Cost Principles for Nonprofit Organizations" (which is incorporated into this agreement by reference).
- e. 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.
- f. 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.

g. 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, 2015 from which funded and reported as part of the final or interim final financial report for the period October 1, 2014 through

September 30, 2015. 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 paragraph f.3 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.

#### **8.E.4 -- Transportation**

- a. 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.
- b. 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."

#### **8.F - REPORTING REQUIREMENTS**

##### **8.F.1 -- Program Reports**

##### **a. Quarterly R&P Program Report**

The Recipient shall submit quarterly a brief summary of program activities, such as conferences, workshops, and training or other activities funded through this agreement. The report shall include a brief summary of the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored. The report shall include 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. The report shall also include evidence of final compliance with all prior Recipient or Bureau monitoring findings and recommendations. The Recipient shall also report on the number and percentage of affiliates in compliance with the requirements for community consultations, as well as describe both best practices and issues that prevent adequate resettlement in a given community or result in changes in the Recipient's placement plans. The reports shall be transmitted as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov). The reports shall be due on or before January 31, 2015, April 30, 2015, July 31, 2015, and October 31, 2015.

##### **b. Annual Report**

The Recipient shall submit no later than March 31, 2016, a report to be submitted by the Bureau to Congress pursuant to Section 412(b)(7)(E) of the INA. One (1) copy of the Annual Report shall be submitted to the Bureau's Office of Refugee Admissions, and one (1) copy shall be submitted to the Bureau's Office of the Comptroller transmitted as a Grant Note through www.grantsolutions.gov. The report will be considered timely if submitted on or before the due date. Such report shall describe for the period October 1, 2014 through September 30, 2015:

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, 2015, 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.

c. R&P Period Reports

A copy of the completed R&P period report form will be provided to the Agency headquarters. Data from this form will be submitted to the 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. Agency headquarters 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.

8.G.2 -- Financial Reports

All financial reports required herein shall be submitted 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.

a. Reconciliation of Claimed Refugee Sponsorships

1. The Recipient shall reconcile with the Refugee Processing Center within sixty (60) days its claimed arrivals each month.

2. A final summary of the Recipient's claimed arrivals for the period October 1, 2014 through September 30, 2015 must be reconciled with the Refugee Processing Center no later than December 31, 2015.

b. Quarterly Financial Status Report

1. (a) (1) The Recipient shall submit calendar quarterly financial status reports, in the formats attached hereto as Attachment C. Financial 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. 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.

(a) (2) 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.

(b) A final or interim final financial report for expenditures together with a summary report of the previously reported quarterly expenditures shall be due March 31, 2016. 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 indicated in paragraph a.2 above. 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.

(c) For the Recipient that does not have an approved U.S.G. 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 of issuance of the OMB A-133 audit report.

2. For the Recipient that has an approved U.S.G. 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 or oversight 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.

3. (a) **For National Management and Local Office/Affiliate and Payments to or on Behalf of Refugees**, reports reflecting expenditures by the Recipient 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. The Recipient should indicate in block 12 of the SF-425 – Remarks, the amounts of cash received for National Management and amounts received for per capita during the reporting period.

(b) **For National Management expenses**: In addition to the SF-425 required in paragraph (a) 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).

(c) **For Local Office/Affiliate and Payments to or on Behalf of Refugees expenses**: In addition to the SF-425 required in paragraph (a) 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).

c. Availability of Per Capita Funds

1. A written statement must be submitted on or before December 31, 2015 reporting the amount of per capita funds and accrued interest unexpended and available as of October 1, 2015. 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, 2014 through September 30, 2015.

2. Should the Recipient have any unexpended per capita funds as of the financial report due on March 31, 2016, such funds must be returned to the Bureau no later than April 30, 2016.

d. IOM Promissory Note Repayments



The Recipient shall submit 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, 2015, April 30, 2015, July 31, 2015, and October 31, 2015.

e. Audit

1. The Recipient will have the U.S. Government Federal funds awarded to it under this cooperative agreement included in an appropriate audit or audits performed by independent public accountants in accordance with U.S. Government Auditing Standards established by the Comptroller General of the United States covering financial audits. In particular, the audit must include confirmation that the reported quarterly charges were actually incurred in the amounts and during the periods specified and that such reported charges were not based on average costs, estimates, or predetermined fees, except for charges such as indirect cost recovery, fringe benefits or other appropriately allocated expenses such as space and utilities.

2. The audit must be performed in a manner to meet the requirements of the U.S. Government's Office of Management and Budget (OMB) Circular A-133 - Revised, "Audits of States, Local Governments, and Non-Profit Organizations." The audit shall be completed and the data collection form and reporting package shall be submitted (as set forth in Subpart C of the Circular) within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine months after the end of the audit period.

3. The Recipient shall confirm in writing to the Bureau the date it submits the data collection form and audit package to the Single Audit Clearinghouse located at Federal Clearinghouse, Bureau of the Census, 1201 E. 10<sup>th</sup> Street, Jeffersonville, IN 47132, in accordance with Circular A-133.

f. Lobbying Disclosure Report

When applicable, the Recipient shall submit the OMB Standard Form LLL "Disclosure of Lobbying Activities" which is available electronically at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/) at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed pursuant to this agreement.

**8.H - MISCELLANEOUS**

**8.H.1 -- Entire Agreement**

This agreement constitutes the entire agreement of the parties hereto concerning this funding arrangement. It replaces and renders void any prior agreement or understanding, whether written or oral, existing between the parties concerning any matter addressed herein.

**8.H.2 -- Communications**

Page 46 of 52  
SPRMC015CA1006  
USCCB/R&P

Except as otherwise provided herein, any document and any notice, request or other communication given, made or delivered by the Bureau or the Recipient pursuant to this agreement shall be in writing and shall be deemed to have been duly given, made or delivered to the party to which it is addressed when actually delivered, whether by hand, mail, telegram, electronic mail (e-mail), or through [www.grantsolutions.gov](http://www.grantsolutions.gov) to such party at the following address:

a. For communications to the Bureau on:

1. Financial or other designated issues:

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  
Or for electronic mail:  
[prmcomptroller2@state.gov](mailto:prmcomptroller2@state.gov)

2. Program or other designated issues:

Office of Admissions  
Bureau of Population, Refugees, and Migration  
Department of State  
SA-9, 8th Floor  
2025 E Street, NW  
Washington, D.C. 20522-0908

3. Or for courier delivery:

2201 C Street, NW 8th Floor, SA-9  
Washington, DC 20520

a. For communications to the Recipient:

United States Conference of Catholic Bishops (USCCB)  
3211 Fourth Street, NE  
Washington, DC 20017-1194

**8.H.3 – Notice of Award Certifications and Assurances**

In accepting this award, the authorized representative of the Recipient has provided the certifications and assurances required by Federal law or regulations for the Department of State's federal assistance programs, that are consolidated pursuant to U.S. Code, Title 218, Section

1001, stated on OMB Standard Form 424 (SF-424). The list of certifications and assurances can be found at:

[www.statebuy.state.gov/fa](http://www.statebuy.state.gov/fa)

#### **8.H.4. -- Compliance With Federal And State Employment Laws**

In the performance of this agreement, the Recipient agrees to comply with all applicable federal and state laws, rules, and regulations that deal with or relate to the terms and conditions of employment of persons employed by the Recipient in positions funded under this agreement.

#### **8.H.5 -- Conflict Of Interest**

The Recipient shall not employ in any position funded under this agreement the spouse, child, household member, or dependent of an employee of the Bureau, or any other Government employee (including any refugee, consular or INS officer) who (1) directs the work of or works with any person employed in a position funded under this agreement; or (2) has responsibility for directing the activities funded under this agreement. Furthermore, the Recipient shall not employ in any position funded under this agreement persons who have relationships with Bureau employees which might result in, or create the appearance of, conflict of interest.

#### **8.H.6 -- Exchange Rate**

If expenditures incurred under this agreement are made in currencies other than United States dollars, the exchange rate to the United States dollar used for establishing the monthly claim should be based on the actual exchange rate obtained at the time of exchange. The Recipient must consistently use the same method throughout the validity period of this cooperative agreement for reporting expenditures.

#### **8.H.7 -- Gratuities**

(a) The right of the Recipient to proceed under this agreement may be terminated by written notice if, after notice and hearing, the Assistant Secretary of the Bureau or a designee determines that the Recipient, its agent, or another representative --

- (1) offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official, or employee of the Government; and
- (2) intended, by the gratuity, to obtain an agreement of favorable treatment under an agreement.

(b) The facts supporting this determination may be reviewed by any court having lawful jurisdiction.

(c) If this agreement is terminated under paragraph (a) above, the Government is entitled to pursue the same remedies as in a breach of this agreement.

(d) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement.

#### **8.H.8 -- Performance Responsibilities**

Recipients shall perform all responsibilities specified in this agreement in coordination with the Bureau and in a manner consistent with U.S. law and policy, as well as applicable laws of countries where approved activities are performed.

#### **8.H.94 -- Personnel Termination And/Or Severance Pay**

Employee termination and/or severance benefits shall be considered an appropriate charge under this agreement when the expense is actually incurred or is recognized during the period of this agreement by the Recipient as an expense in accordance with its established policy and financial management system. Such expense, however, shall be limited to the Bureau's responsibility in accordance with an employee's direct relation to this or other Bureau funded activities. For example, an employee charged to Bureau activities for one-half of his/her employment with the Recipient shall have only one-half of his/her termination or severance costs charged to the Bureau under this agreement or under other appropriate funding arrangements.

#### **8.H.10 -- Property Management Procedures**

A summary description of the Recipient's property management procedures shall be submitted to the Bureau within thirty (30) days of signed acceptance of the terms and conditions of this agreement. Should any changes to these procedures occur, a revised summary description shall be submitted within thirty (30) days to the Bureau.

#### **8.H.11 -- Reasonable Expenditures**

The activities funded by this agreement shall be planned and administered by the Recipient in accordance with business standards and practices at least equal to those that would be applied to similar projects undertaken in the same geographical area by reputable and experienced commercial organizations. All property, goods and services acquired by the Recipient or any agent of the Recipient with proceeds of this agreement, whether by purchase, lease or otherwise, shall be acquired at prices not greater than those generally prevailing for similar property, goods and services at the time and place so acquired.

#### **H.8.12 -- Recipient Personnel**

Personnel funded in full, or in part, under this agreement shall be subject only to those personnel policies and practices established by the Recipient for similar activities; provided however, that such policies and practices fully comply with local laws and employment practices of the

specific country of operation. Should any changes to the Recipient's established policies and practices be proposed during the validity period of this agreement, the Recipient shall submit such proposed changes to the Bureau's Office of the Comptroller, at least thirty (30) days prior to the planned effective date, for review and approval for any additional costs that may be charged to this agreement.

#### **H.8.13 -- Refunds**

(a) The Recipient shall ensure that funds received in excess of authorized expenditures claimed under this agreement are returned promptly to the Bureau at the end of this agreement's validity period, and in no event later than the date established in this agreement for the submission of the final financial report. A check in the amount of the excess receipts shall be made payable to the Department and submitted in accordance with the financial reporting requirements of this agreement.

(b) If the Bureau determines that any disbursement made to the Recipient under this agreement has been applied by the Recipient other than in accordance with this agreement, the Bureau may so notify the Recipient in writing, suspend further payments under this agreement, and instruct the Recipient to incur no additional obligations of funds disbursed under this agreement pending corrective action by the Recipient or a decision by the Bureau whether to terminate this agreement per below. The Recipient shall be allowed thirty (30) days from the date of such notice to correct the violation and to notify the Bureau in writing of the corrective action taken by it. If the Bureau is not satisfied with the corrective action taken, it will so notify the Recipient and the Recipient shall, within ninety (90) days after the date of the Bureau's notice, refund to the Bureau the full amount of such disbursement determined to have been applied by the Recipient in violation of this agreement; provided, however, that the Recipient shall be allowed all necessary and proper costs that the Recipient could not reasonably avoid after the date of such notice to the extent that such costs meet the cost principles required to be followed by the provision of this agreement.

(c) If the Bureau determines that any disbursement under this agreement was made to the Recipient in violation of U.S. law, or was applied by the Recipient in violation of U.S. law but not in violation of this agreement, the Bureau shall so notify the Recipient in writing. The Recipient shall take prompt and appropriate action to eliminate all further expenditures from such disbursement and to cancel outstanding obligations financed thereby. Within ninety (90) days after the date of the Bureau's notice, the Recipient shall refund to the Bureau such amount of such disbursement as is required by law to be refunded, but in no event less than the unexpended portion of such disbursement.

(d) The Bureau may, to the extent permitted by law, elect to ratify expenditures made by the Recipient in violation of U.S. law or this agreement in lieu of requiring the refunds provided for in paragraphs (a) and (b) above. The decision whether to ratify shall be within the sole discretion of the Bureau.

#### **8.H.14 -- Sovereign Immunity; Non-Liability**

(a) This agreement is made as a public and sovereign act by the Government, and no waiver of sovereign immunity of the Government is intended by it or shall be claimed against it in connection with any matter arising under or out of this agreement.

(b) Without in any manner limiting or derogating from the provisions of paragraph (a) above, the Recipient hereby agrees to indemnify and to hold harmless the Government, the departments and agencies thereof, and its officials and agents acting in their official capacities, for any and all liability arising under this agreement or in connection with any activities conducted pursuant thereto and resulting from the negligent acts or omissions of the Recipient, its employees, or agents.

**8.H.15 – Termination For Cause**

(a) The Bureau may terminate this agreement in whole or in part at any time before the date of completion if the Bureau determines that the Recipient has failed to comply with the conditions of this agreement. The Bureau shall promptly notify the Recipient in writing of the determination and the effective date.

(b) After receipt of the Notice of Termination, the Recipient shall (1) cancel all outstanding commitments under this agreement pertaining to the procurement of materials, supplies, equipment and miscellaneous items and (2) exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services and extending beyond the effective date of such termination to the extent that they relate to the performance of any work terminated by the notice. The Recipient shall not incur new obligations for the terminated portion that would extend beyond the effective date of the termination. The Bureau shall allow full credit to the Recipient for any non-cancellable obligations properly incurred by the Recipient under this agreement prior to the effective date.

(c) With respect to commitments cancelled pursuant to a Notice of Termination from the Bureau, the Recipient agrees (1) to settle all outstanding liabilities and all claims arising out of such cancellation of commitments, with the approval or ratification of the Bureau, to the extent that may be required, which approval or ratification shall be final for all purposes of this clause, and (2) to assign to the Government, in the manner, at the time and to the extent directed by the Bureau, all of the right, title, and interest of the Recipient under the orders and subcontracts so terminated, in which case the Bureau shall have the right, in its discretion, to settle or to pay any or all claims arising out of the termination of such orders and subcontracts.

(d) The Recipient shall submit a termination claim to the Comptroller of the Bureau promptly after receipt of a Notice of Termination, but in no event later than ninety (90) days from the effective date thereof, unless one or more extensions in writing are granted by the Comptroller of the Bureau upon written request of the Recipient within such ninety (90) day period or authorized extension thereof. Upon failure of the Recipient to submit the termination claim within the time allowed, the Comptroller of the Bureau may, subject to any review required by the Bureau's procedures in effect as of the date of execution of this funding

arrangement, determine, on the basis of available information, the amount, if any, due to the Recipient by the reason of the termination and shall thereupon pay to the Recipient the amount so determined.

#### **8.H.16 – Termination For Convenience**

- (a) The Bureau or Recipient may terminate this agreement in whole or in part when both parties agree that its continuation will not produce beneficial results commensurate with the further expenditure of funds subject to the provisions of paragraphs (b) through (d) below, the two parties shall agree upon the termination conditions, including the effective date and, in the case of a partial termination, the portion to be terminated.
- (b) When a termination is agreed to under this provision, the Recipient shall (1) cancel all outstanding commitments under this agreement pertaining to the procurement of materials, supplies, equipment and miscellaneous items and (2) exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services and extending beyond the effective date of such termination to the extent that they relate to the performance of any work terminated by the notice. The Recipient shall not incur new obligations for the termination portion that would extend beyond the effective date of the termination. The Bureau shall allow full credit to the Recipient for any non-cancellable obligations properly incurred by the Recipient under this agreement prior to the effective date of the termination.
- (c) With respect to commitments cancelled pursuant to this provision, the Recipient agrees (1) to settle all outstanding liabilities and all claims arising out of such cancellation of commitments, with the approval or ratification of the Bureau, to the extent that may be required, which approval or ratification shall be final for all purposes of this clause, and (2) to assign to the Government, in the manner, at the time and to the extent directed by the Bureau, all of the rights, title, and interest of the Recipient under the orders and subcontracts so terminated, in which case the Bureau shall have the right, in its discretion, to settle or to pay any or all claims arising out of the termination of such orders and subcontracts.
- (d) The Recipient shall submit a termination claim to the Comptroller of the Bureau promptly after a termination under this provision, but in no event later than ninety (90) days from the effective date thereof, unless one or more extensions in writing are granted by the Comptroller of the Bureau upon written request of the Recipient within such ninety (90) day period or authorized extension thereof. Upon failure of the Recipient to submit the termination claim within the time allowed, the Comptroller of the Bureau may, subject to any review required by the Bureau's procedures in effect as of the date of execution of this grant, determine, on the basis of available information, the amount, if any, due to the Recipient by the reason of the termination and shall thereupon pay to the Recipient the amount so determined.

#### **8.H.17 – Unauthorized Commitments**

Page 52 of 52  
SPRMC015CA1006  
USCCB/R&P

Only the Grants Officer has authority to increase the funds obligated for this cooperative agreement. Any direction given to the recipient by anyone other than the Grants Officer which causes the Recipient to incur costs which exceed the amount obligated for this agreement shall be borne entirely by the Recipient. In the event such an unauthorized commitment is made, the Recipient shall immediately report the incident to the Grants Officer.

9. SPECIAL AWARD CONDITIONS – N/A (not applicable)

10. DEVIATIONS – N/A (not applicable)

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



OMB Number: 4040-0004

Expiration Date: 8/31/2018

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		** 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text" value="06/27/2014"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:			
* a. Legal Name: <input type="text" value="U.S. Conference of Catholic Bishops"/>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="53-0196617"/>		* c. Organizational DUNS: <input type="text" value="0032600720000"/>	
d. Address:			
* Street1: <input type="text" value="3211 Fourth Street, NE"/>			
Street2: <input type="text"/>			
* City: <input type="text" value="Washington"/>			
County/Parish: <input type="text"/>			
* State: <input type="text" value="DC: District of Columbia"/>		REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer	
Province: <input type="text"/>			
* Country: <input type="text" value="USA: UNITED STATES"/>			
* Zip / Postal Code: <input type="text" value="20017-1194"/>			
e. Organizational Unit:			
Department Name: <input type="text" value="Migration and Refugee Services"/>		Division Name: <input type="text" value="Grants&amp;Programs Administration"/>	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: <input type="text" value="Ms."/>		* First Name: <input type="text" value="Mary"/>	
Middle Name: <input type="text"/>			
* Last Name: <input type="text" value="Horton"/>			
Suffix: <input type="text"/>			
Title: <input type="text" value="Grants and Programs Administrator"/>			
Organizational Affiliation: <input type="text"/>			
* Telephone Number: <input type="text" value="(202)541-3296"/>		Fax Number: <input type="text" value="(202)541-3447"/>	
* Email: <input type="text"/>			

B6

<b>Application for Federal Assistance SF-424</b>			
* 9. Type of Applicant 1: Select Applicant Type:			
M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)			
Type of Applicant 2: Select Applicant Type:			
Type of Applicant 3: Select Applicant Type:			
* Other (specify):			
** 10. Name of Federal Agency:			
Bureau of Population, Refugees, and Migration			
11. Catalog of Federal Domestic Assistance Number:			
19.510			
CFDA Title:			
U.S. Refugee Admissions Program			
* 12. Funding Opportunity Number:			
PRM-PRMOSRAP-15-001			
* Title:			
FY 2015 Funding Opportunity Announcement for Reception and Placement Program			
* 13. Competition Identification Number:			
PRM-PRMOSRAP-15-001-049460			
Title:			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
14. Areas Affected by Project.pdf			
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>			
* 15. Descriptive Title of Applicant's Project:			
USCCB/MRS: 2015 Reception and Placement Program			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>			

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="DC-00"/>	* b. Program/Project: <input type="text" value="US-all"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text" value="Cong Districts 2015.pdf"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="10/01/2014"/>	* b. End Date: <input type="text" value="09/30/2015"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* 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"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b> <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>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 28, Section 1001)</b> <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement of agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Anthony"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Picarello"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Associate General Secretary"/>	
* Telephone Number: <input type="text" value="(202) 541-3100"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

B4

B6

## BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. National Admin.	19.510	\$	\$	\$		
2. Local Admin.						
3.						
4.						
5. Totals		\$ 0.00	\$ 0.00	\$ 41,551,632.00	\$ 0.00	\$ 41,551,632.00

SECTION B - BUDGET CATEGORIES					
8. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) National Admin.	(2) Local Admin.	(3)		
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)			0.00	0.00	
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$ 0.00	\$ 0.00	\$ 41,551,632.00

7. Program Income	\$	\$	\$	\$	\$ 0.00
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Previous Edition Usable

 REVIEW AUTHORITY: Clarke Ellis, Senior  
 Reviewer

 Standard Form 424A (Rev. 7-97)  
 Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$				
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$				

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 41,551,832.00	\$ 10,387,908.00	\$ 10,387,908.00	\$ 10,387,908.00	\$ 10,387,908.00
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$				

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks: *Provisional agreement - adjusted at year end.	

B4

B4

B4

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-87) Page 2

State	City
Alabama	Mobile
Alaska	Anchorage
Arizona	Phoenix
	Tucson
Arkansas	Springdale
California	Glendale
	Oakland
	Sacramento
	San Bernardino
	San Diego
	San Francisco
	San Jose
	Santa Rosa
Connecticut	Hartford
Delaware	Wilmington
Florida	Jacksonville
	Miami
	North Port
	Orlando
	Pensacola
	Riviera Beach
	Tampa
Georgia	Atlanta
Illinois	Chicago
	Rockford
Indiana	Fort Wayne
	Indianapolis
Iowa	Cedar Rapids
	Des Moines
Kansas	Kansas City
Kentucky	Louisville
Louisiana	Alexandria
	Baton Rouge
	Lafayette
	Metairie
Maine	Portland
Massachusetts	South Boston
	Worcester

State	City
Michigan	Clinton Township
	Lansing
Minnesota	Rochester
	Saint Paul
Mississippi	Biloxi
	Jackson
Missouri	Columbia
	Saint Louis
Nebraska	Lincoln
Nevada	Las Vegas
New Jersey	Camden
New Mexico	Albuquerque
New York	Albany
	Amtlyville
	Brooklyn
	Buffalo
	New York
	Rochester
	Syracuse
North Carolina	Charlotte
Ohio	Cincinnati
	Cleveland
	Dayton
Oklahoma	Oklahoma City
	Tulsa
Oregon	Portland
Pennsylvania	Erie
	Harrisburg
	Pittsburgh
	Scranton
Puerto Rico	San Juan
Rhode Island	Providence
Tennessee	Nashville
Texas	Amarillo
	Austin
	Corpus Christi
	Dallas

State	City
Texas	El Paso
	Fort Worth
	Houston
	San Antonio
Utah	Salt Lake City
Virginia	Arlington
	Richmond
West Virginia	Charleston
Wisconsin	Green Bay
	Milwaukee

RELEASE  
IN FULL

## 14. Areas Affected by Project

REVIEW AUTHORITY: Clarke Ellis, Senior  
Reviewer

An Additional list of Program/Congressional Districts.

AL - 001  
AK - all  
AZ - 003, 009  
AR - 003  
CA - 005, 006, 012, 013, 017, 028, 031, 053  
CT - 001  
DE - all  
FL - 001, 002, 005, 009, 014, 016, 020, 024, 025  
GA - 006  
IL - 007, 016  
IN - 003, 007  
IA - 001, 003  
KS - 003  
KY - 003  
LA - 001, 003, 005, 006  
ME - 001  
MA - 002, 008  
MI - 008, 009  
MN - 001, 004  
MS - 003, 004  
MO - 001, 004  
NE - 001  
NV - 001  
NJ - 001  
NM - 001  
NY - 002, 007, 010, 020, 024, 025, 026  
NC - 012  
OH - 001, 010, 011  
OK - 001, 005  
OR - 003  
PA - 003, 011, 014, 017  
RI - 002  
TN - 005  
TX - 002, 013, 016, 021, 027, 032, 033, 035  
UT - 002  
VA - 007, 008  
WV - 002  
WI - 005, 008

Puerto Rico - all

**USCCB/MRS FY2015 RECEPTION AND PLACEMENT PROJECT NARRATIVE**

**ORGANIZATIONAL MANAGEMENT**

RELEASE IN PART  
B4

Migration and Refugee Services (MRS) of the U.S. Conference of Catholic Bishops (USCCB) is the official agency of the US Catholic bishops with responsibility for migration and refugee affairs. USCCB/MRS, through its Office of Resettlement Services, provides sponsorship for refugees in need of protection and resettlement without regard to race, religion, nationality, membership in a particular social group, or political opinion and has worked in partnership with the US government to serve over 1 million refugees since the inception of the US Refugee Program. USCCB/MRS is located in Washington, D.C. with an office in Miami, Florida serving Cuban and Haitian entrants.

B4

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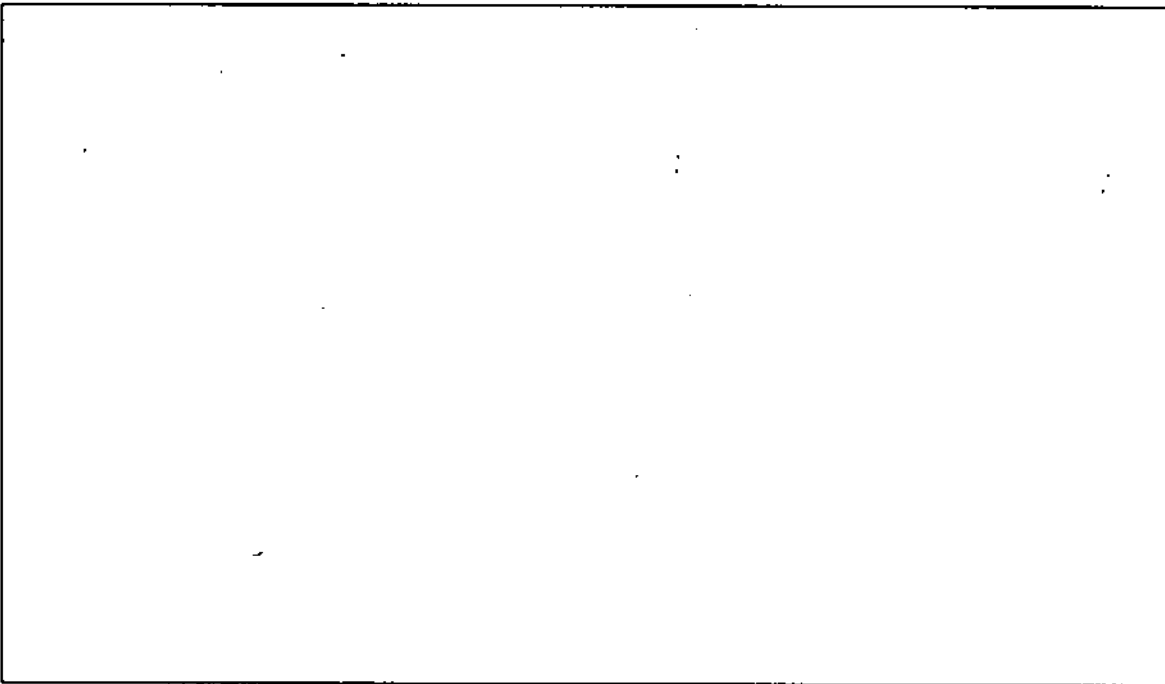
**REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer**

*FY2015 USCCB/MRS R&P Project Narrative - 1*





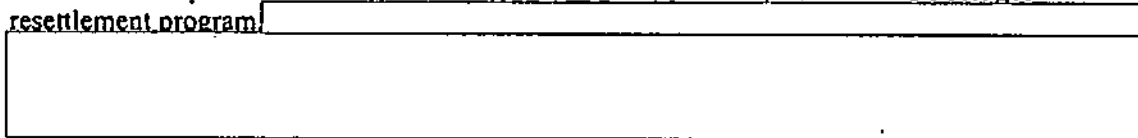
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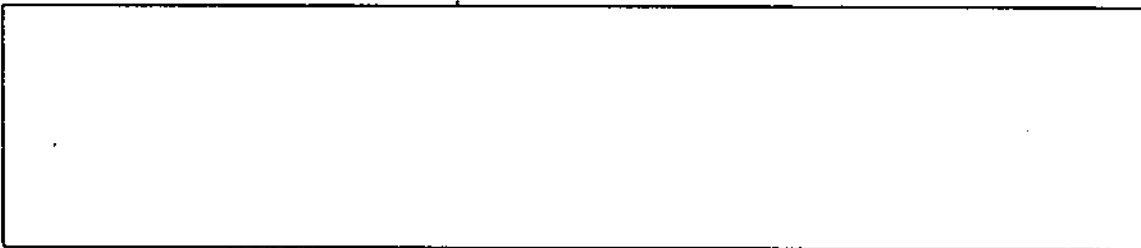
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***Affiliates***

USCCB/MRS has the largest network of local affiliates in the United States, which has been flexible and responsive to changes in refugee flows since the inception of the US refugee resettlement program.



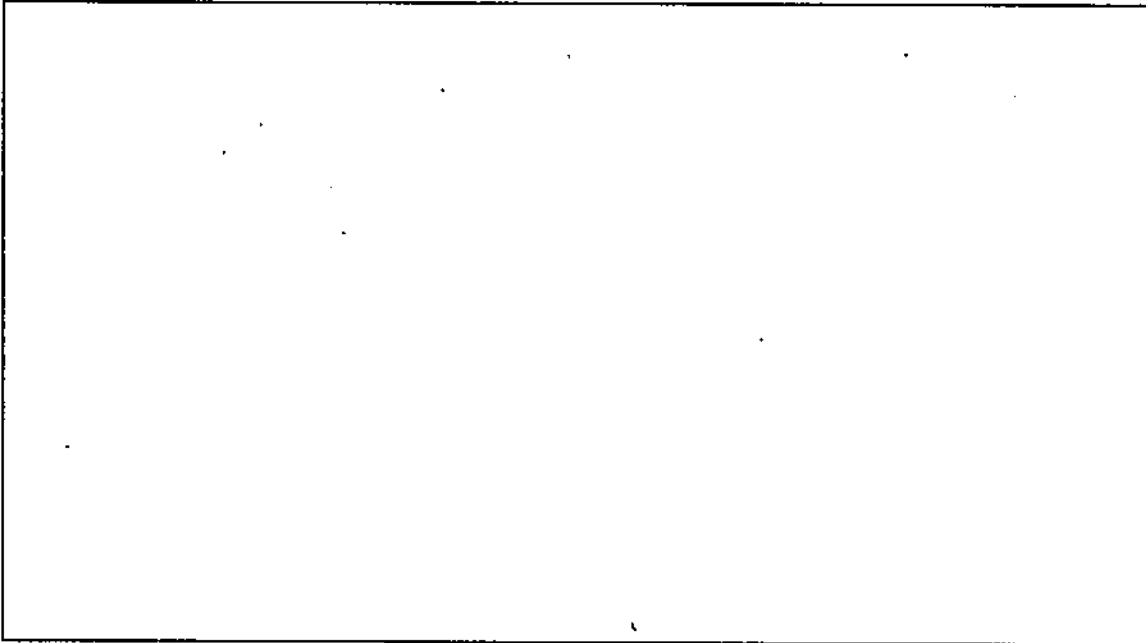
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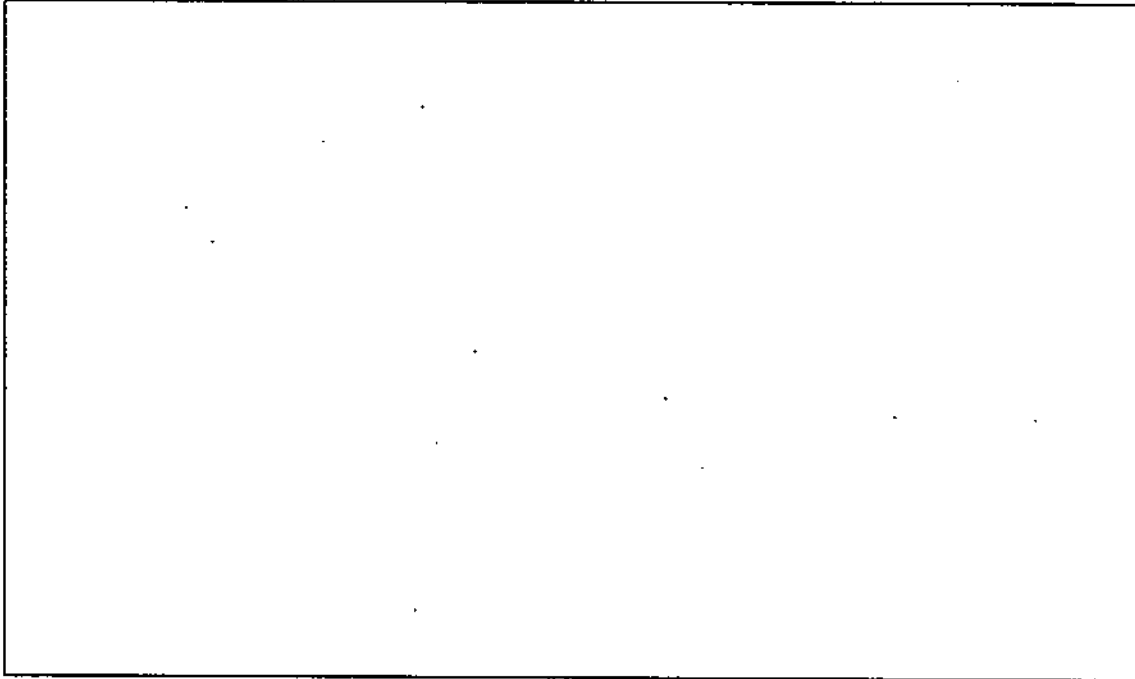
**NOTE** "Affiliate" is a technical word used to describe relationships with participating entities. For USCCB/MRS, these are dioceses. Each diocese, however, is a separate legal and ecclesiastical entity from USCCB/MRS. Use of the term "affiliate," as derived from the RFP guidelines, does not connote corporate or other expressed connections with USCCB/MRS. USCCB/MRS does not enter into written agreements with sub-offices and is not requesting "affiliate" status for them.

FY2015 USCCB/MRS R&P Project Narrative - 2



B4

*Outcomes*



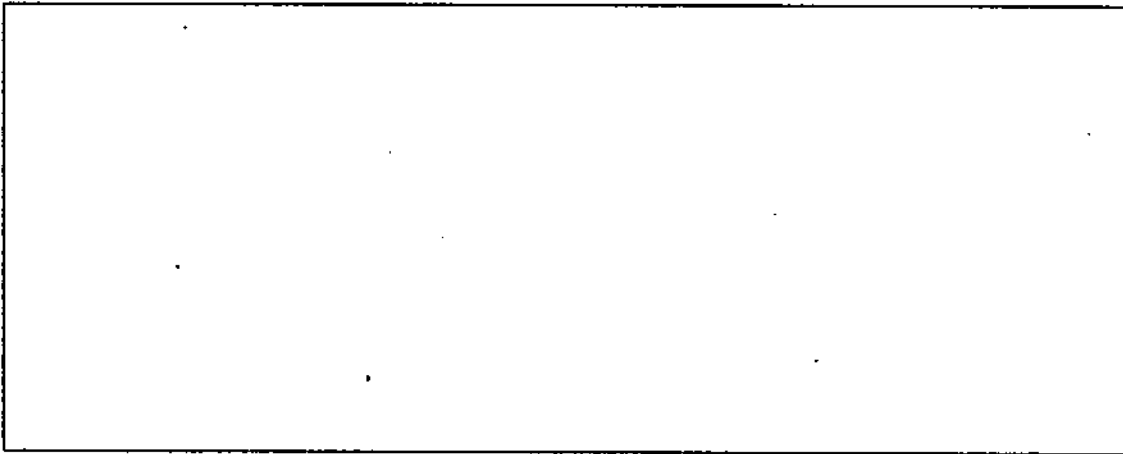
B4

*USCCB/MRS State/Local Community Actions*

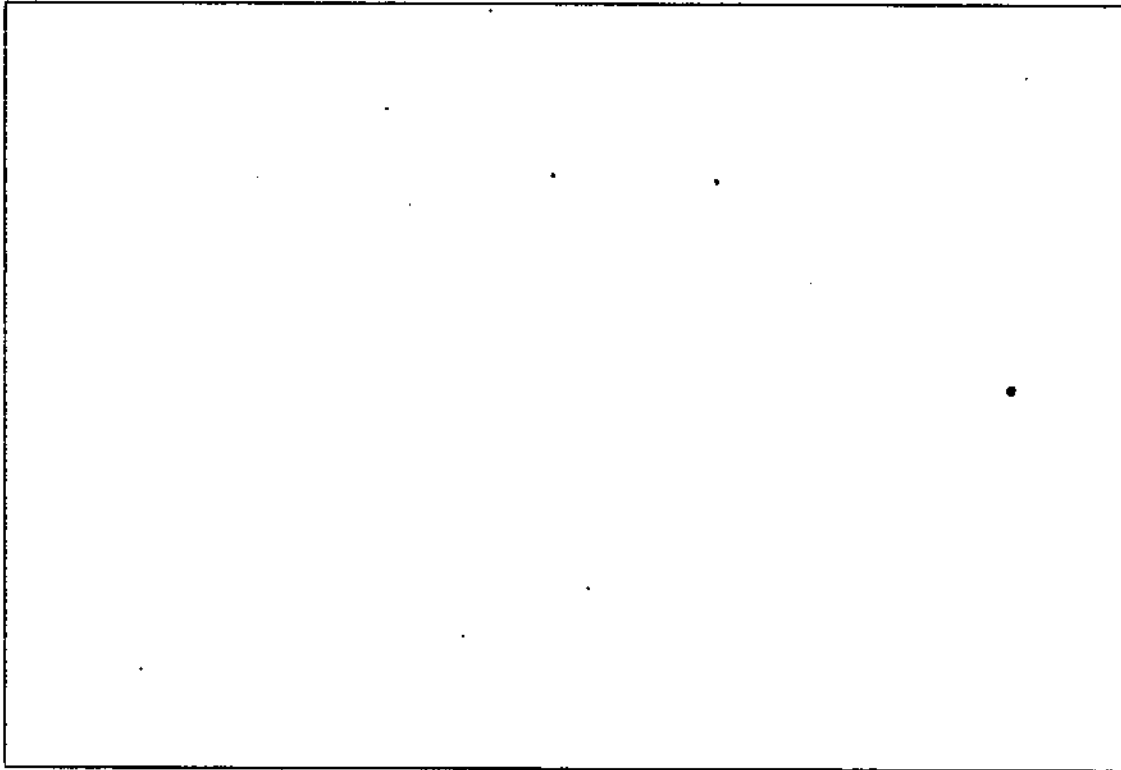


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FY2015 USCCB/MRS R&P Project Narrative - 3

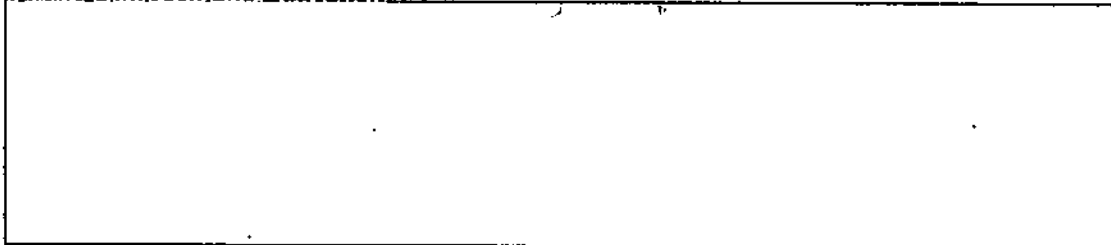


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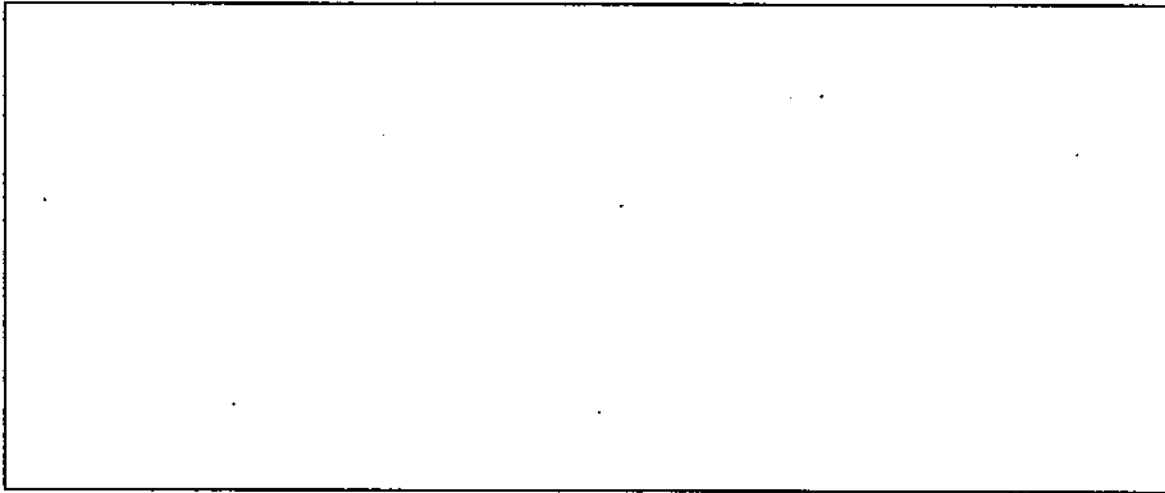


B4

*Public Outreach and Education*

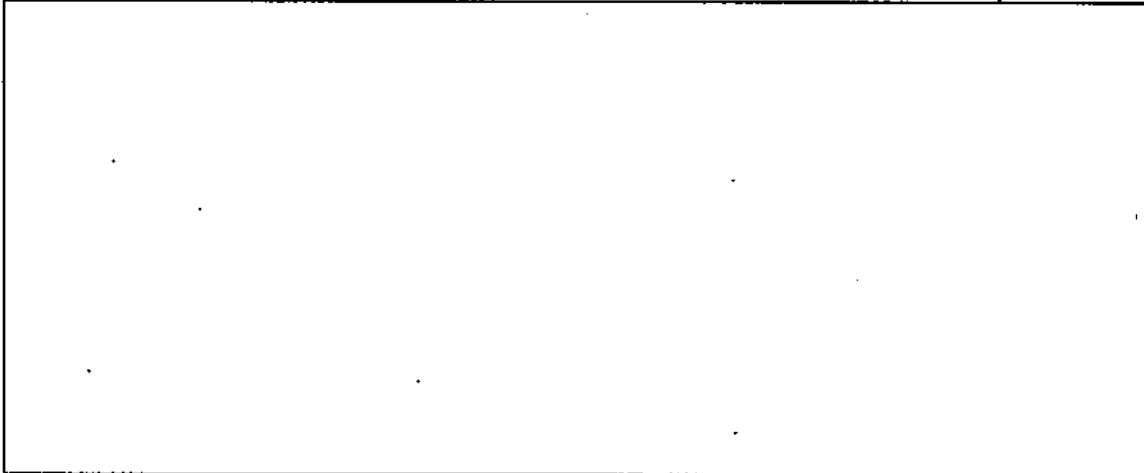


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B4

***FY2015 Plan***



B4

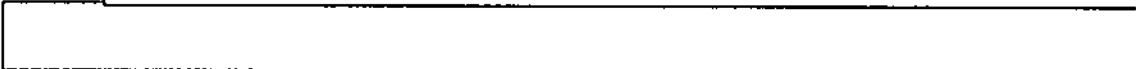
**Site Closings** – The following affiliates have closed or will close in FY 2014/2015: Dodge City, Kansas; Orange, CA and Gary, Indiana. All necessary closing requirements have been/will be met.

**Grievance Policy**



B4

**USCCB/MRS received confirmation of approval of our Code of Conduct from PRM in August of 2013.**



B4

*FY2015 USCCB/MRS R&P Project Narrative - 5*

**PLACEMENT**

[Redacted]

B4

***Placement Meetings –***

[Redacted]

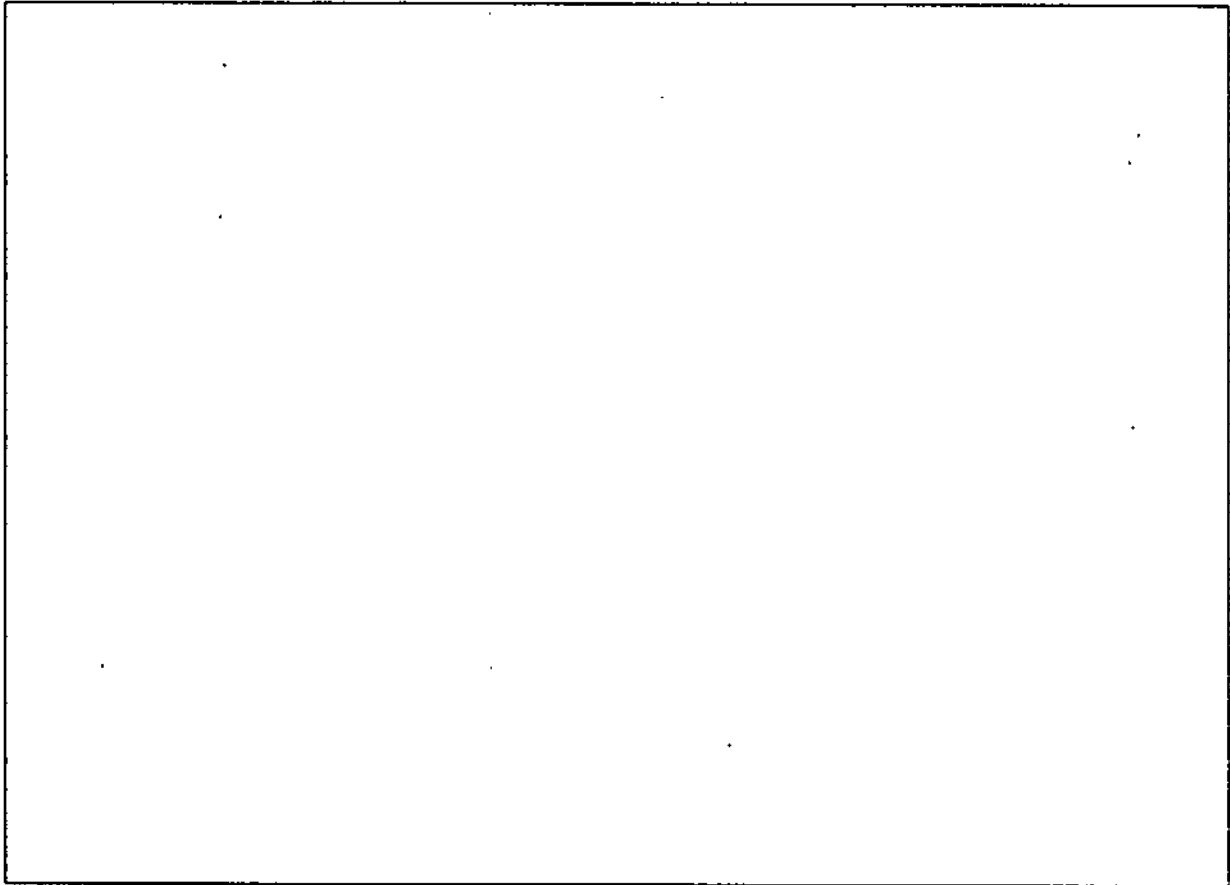
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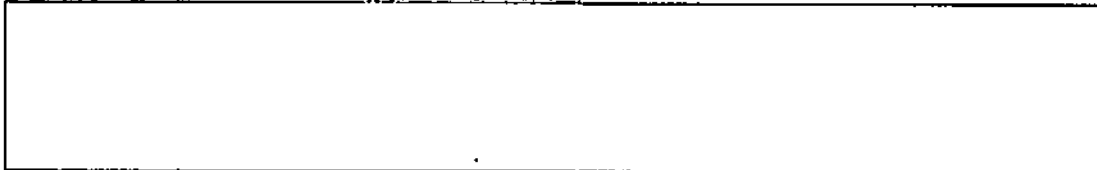
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*FY2015 USCCBIMRS R&P Project Narrative - 6*

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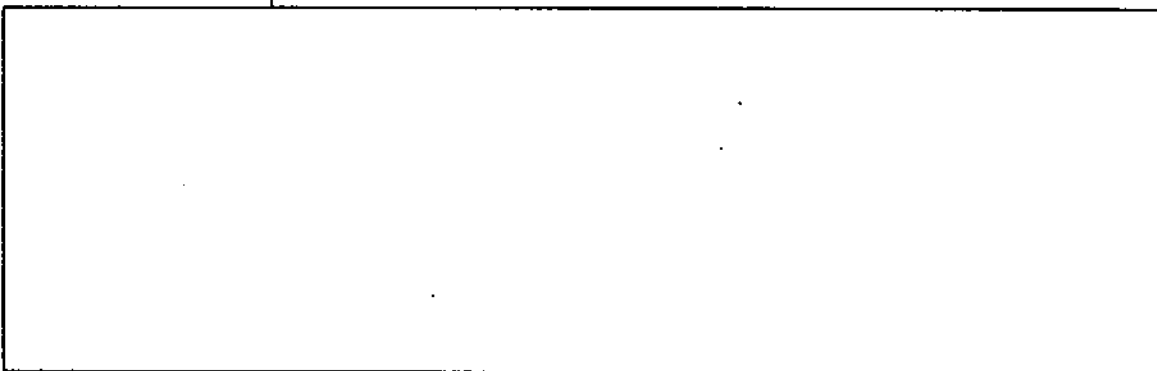


*Onsite Review and Monitoring for Placement -*



B4

*Local Coordination -*



B4

*FY2015 USCCBIMRS R&P Project Narrative - 7*

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B4

*State Refugee and State Refugee Health Coordinators -*

[Redacted]

B4

*Placement Exceptions -*

[Redacted]

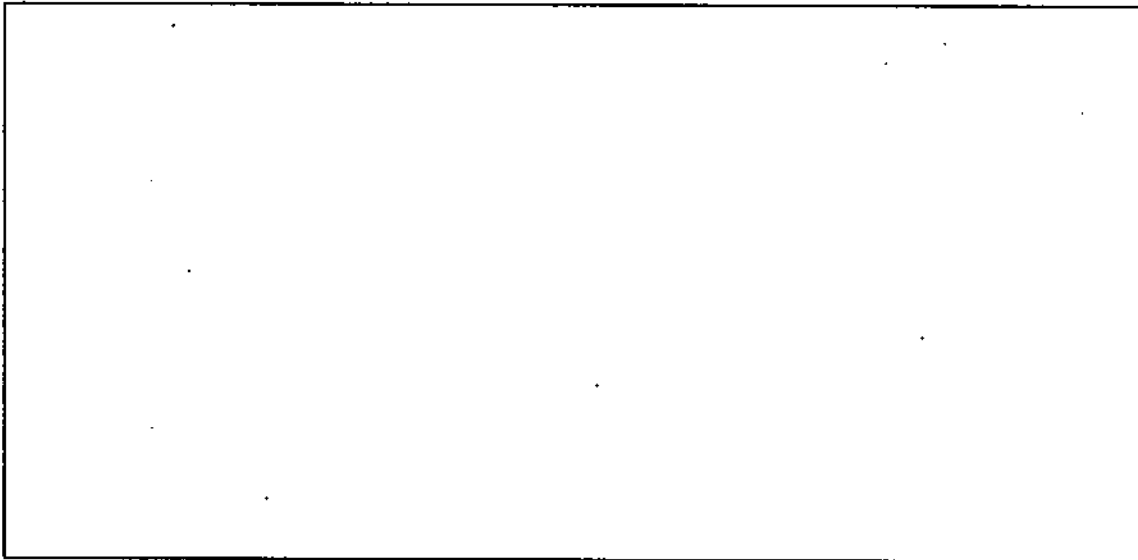
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*Special Need Cases -*

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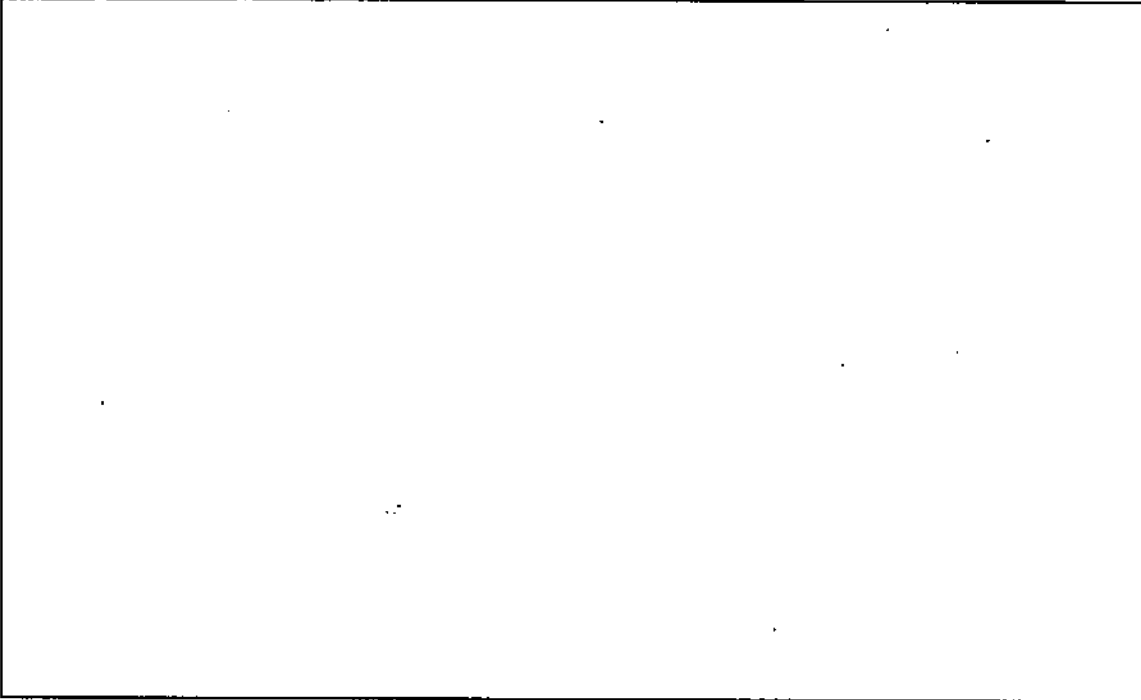
B4

FY2015 USCCB/MRS R&P Project Narrative - 8



B4

*Value of Small Programs -*



B4

**UNACCOMPANIED REFUGEE MINOR (URM) FOSTER CARE PROGRAM**

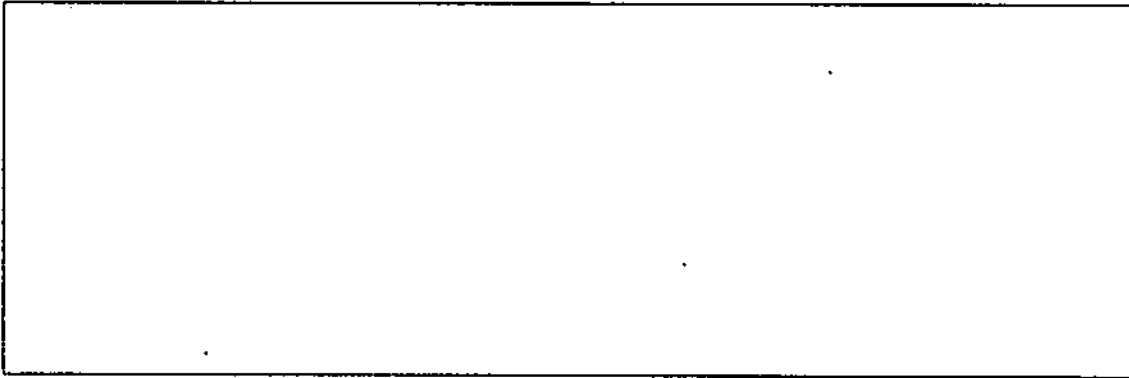
USCCB/MRS proposes continued placement of unaccompanied refugee minors admitted to the U.S. into foster care.



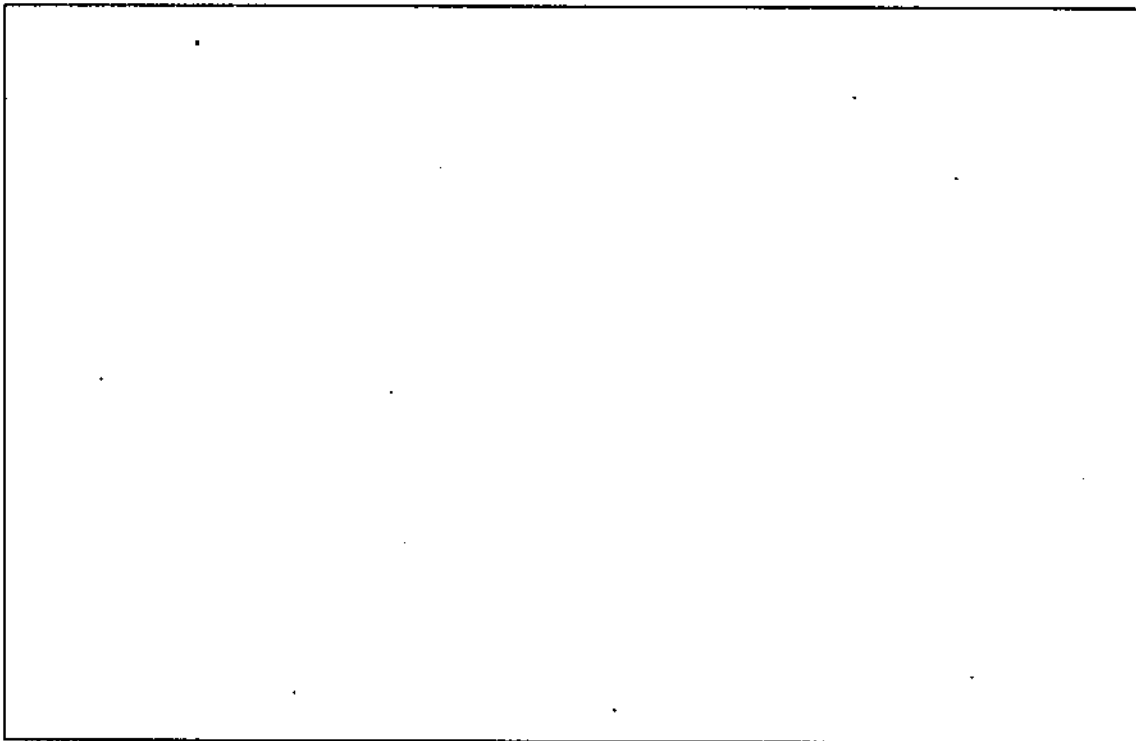
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*FY2015 USCCB/MRS R&P Project Narrative - 9*



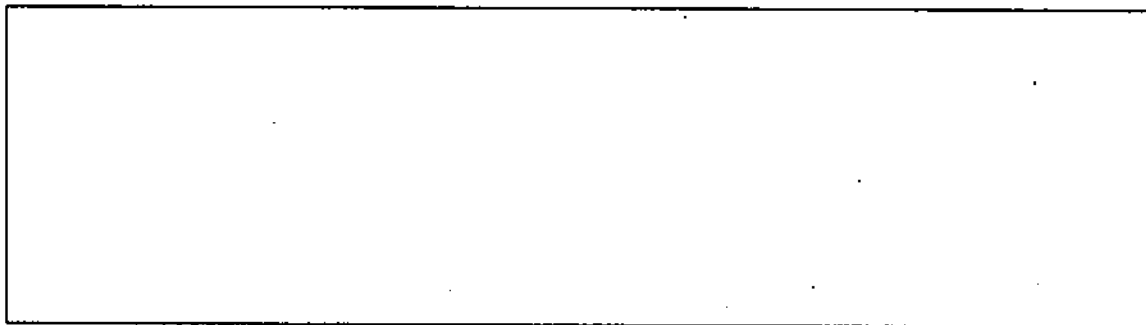


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**NETWORK OVERSIGHT, TRAINING AND MONITORING**

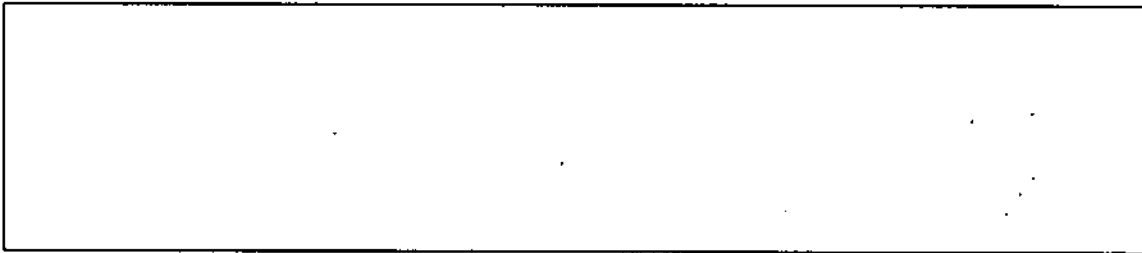


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*FY2015 USCCB/MRS R&P Project Narrative - 10*



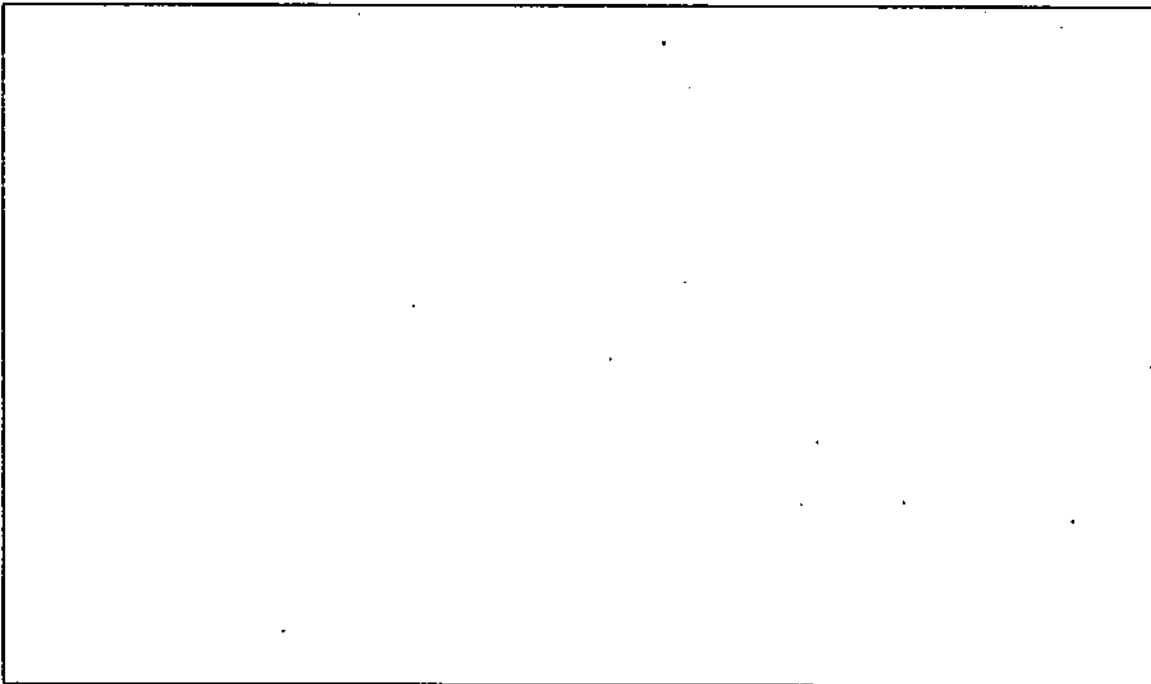
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*FY2015 USCCB/MRS R&P Project Narrative - 11*

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*Monitoring Activities*

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*Post Onsite Monitoring*

[Redacted]

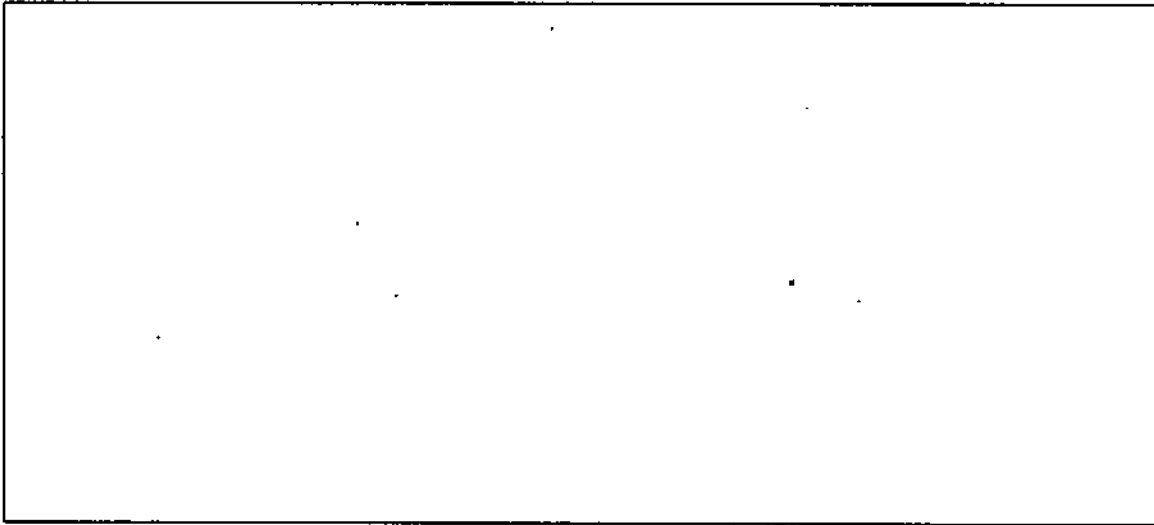
B4

*Trends*

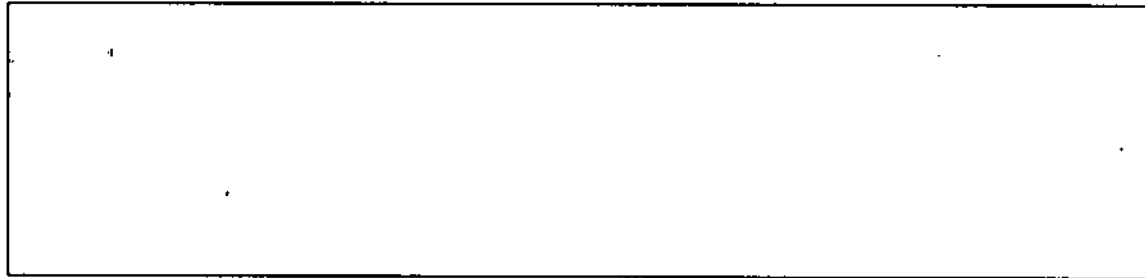
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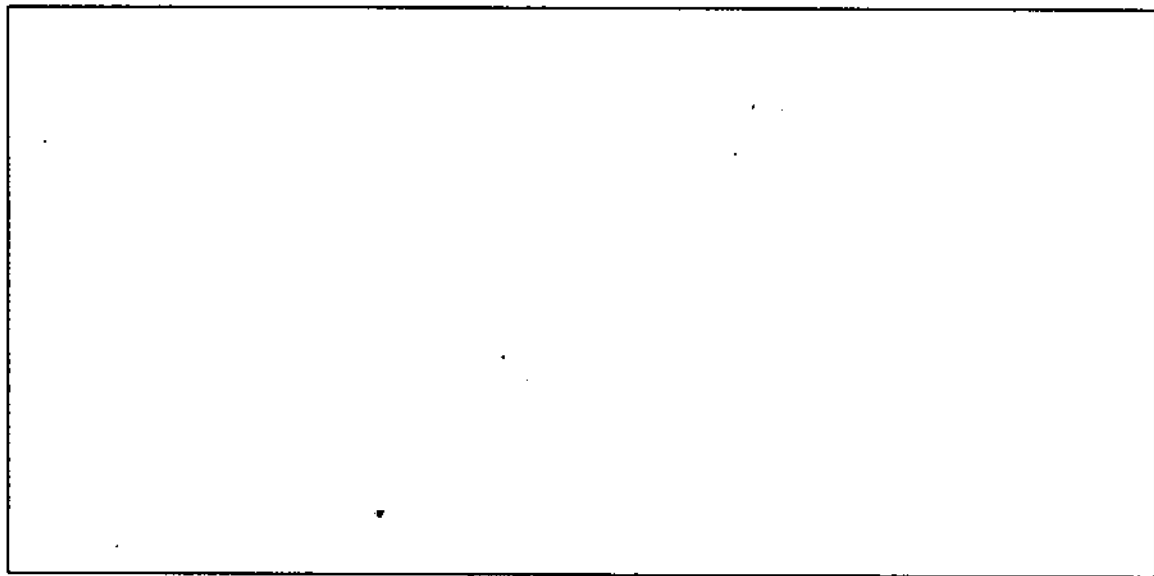
FY2015 USCCBIMRS R&P Project Narrative - 12



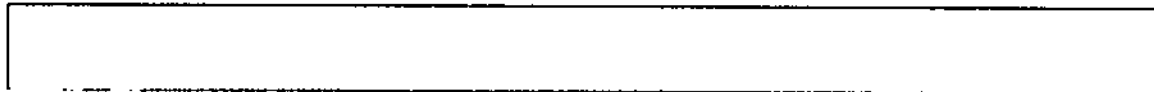
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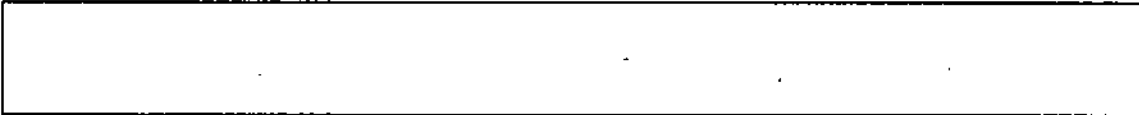


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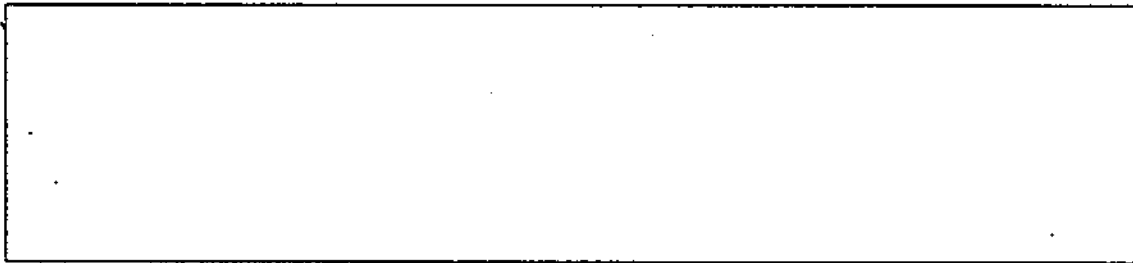


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*FY2015 USCCB/MRS R&P Project Narrative - 13*

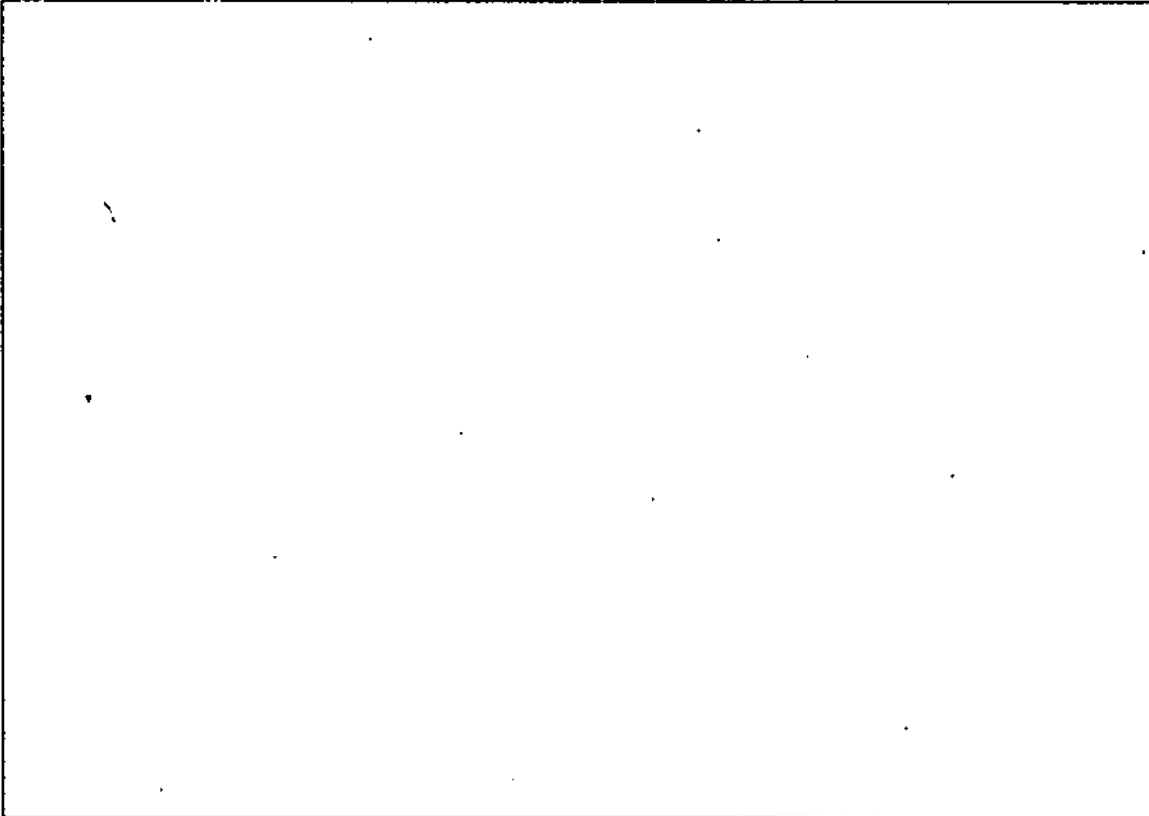


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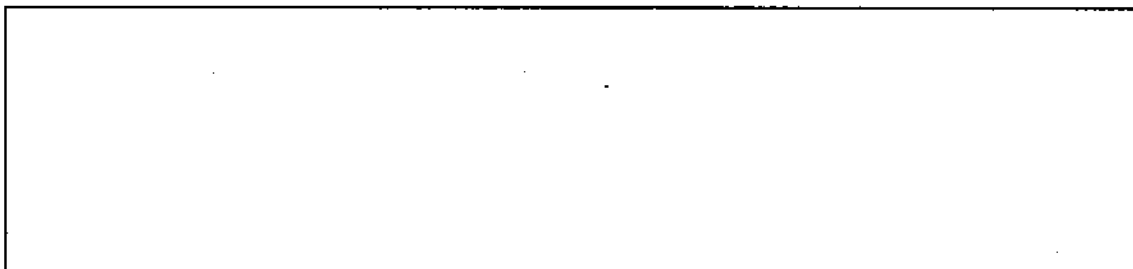


B4

*Affiliate Training*

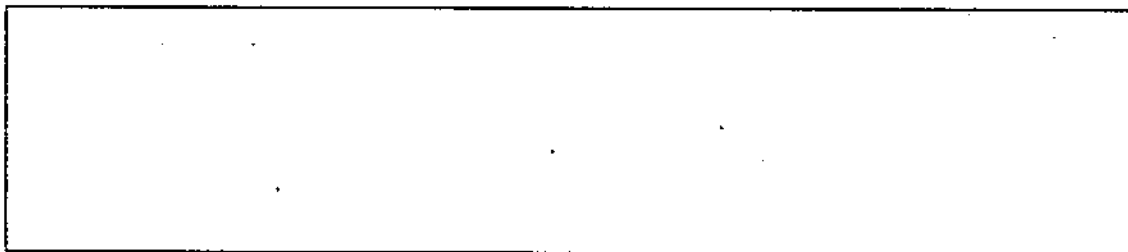


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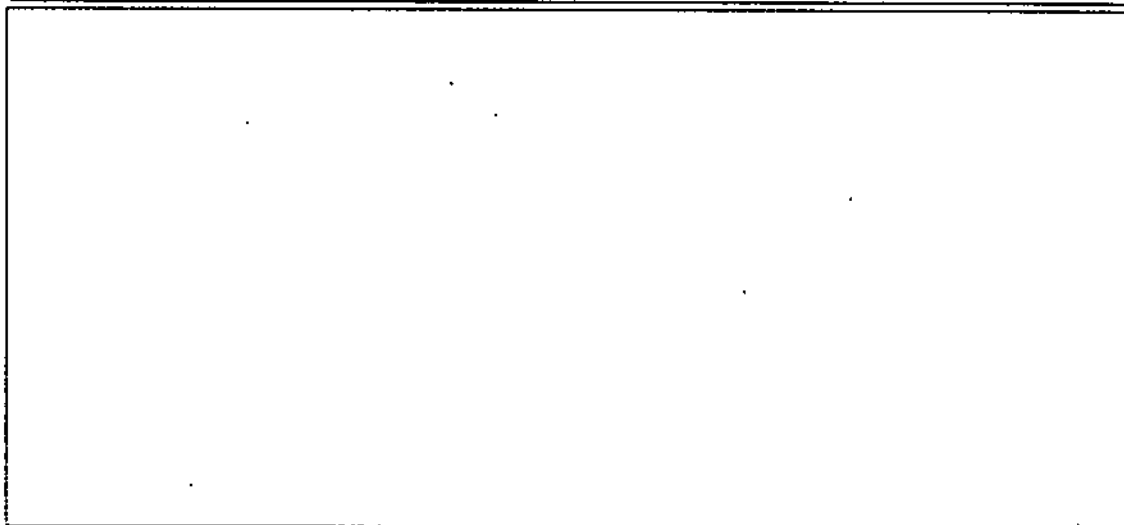


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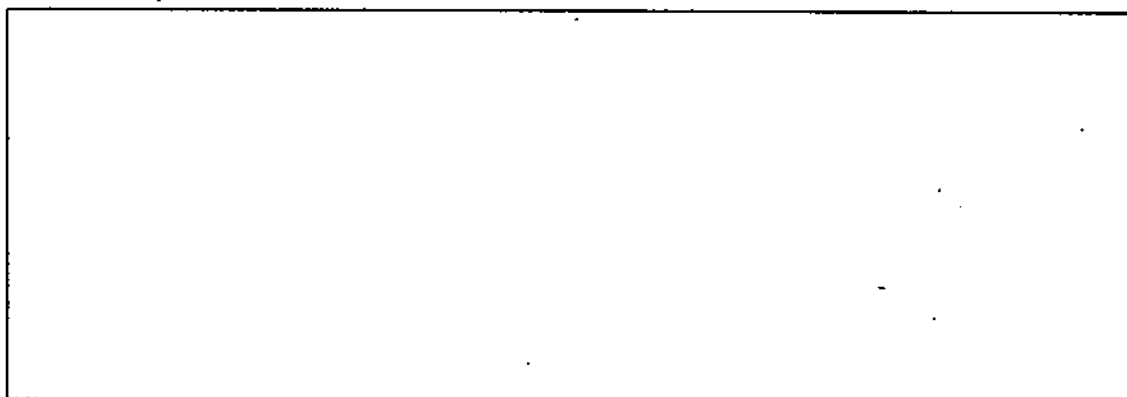
*FY2015 USCCB/MRS R&P Project Narrative - 14*



B4

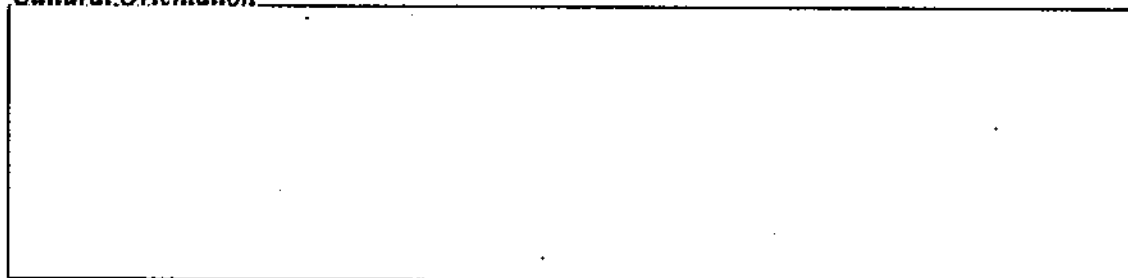


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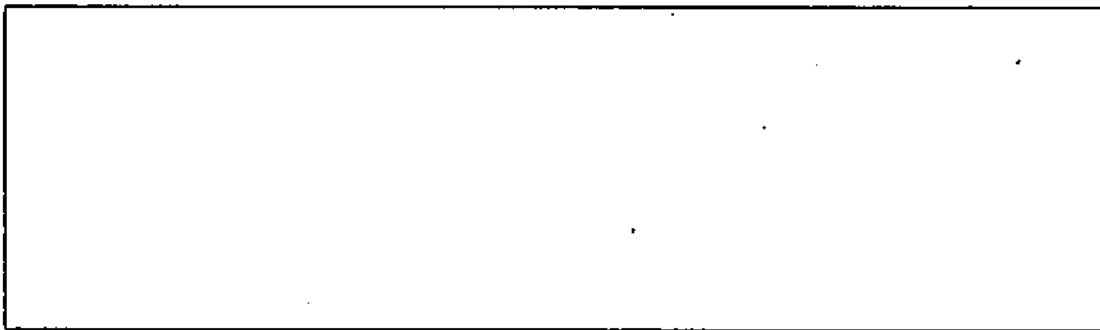
*Cultural Orientation*



B4

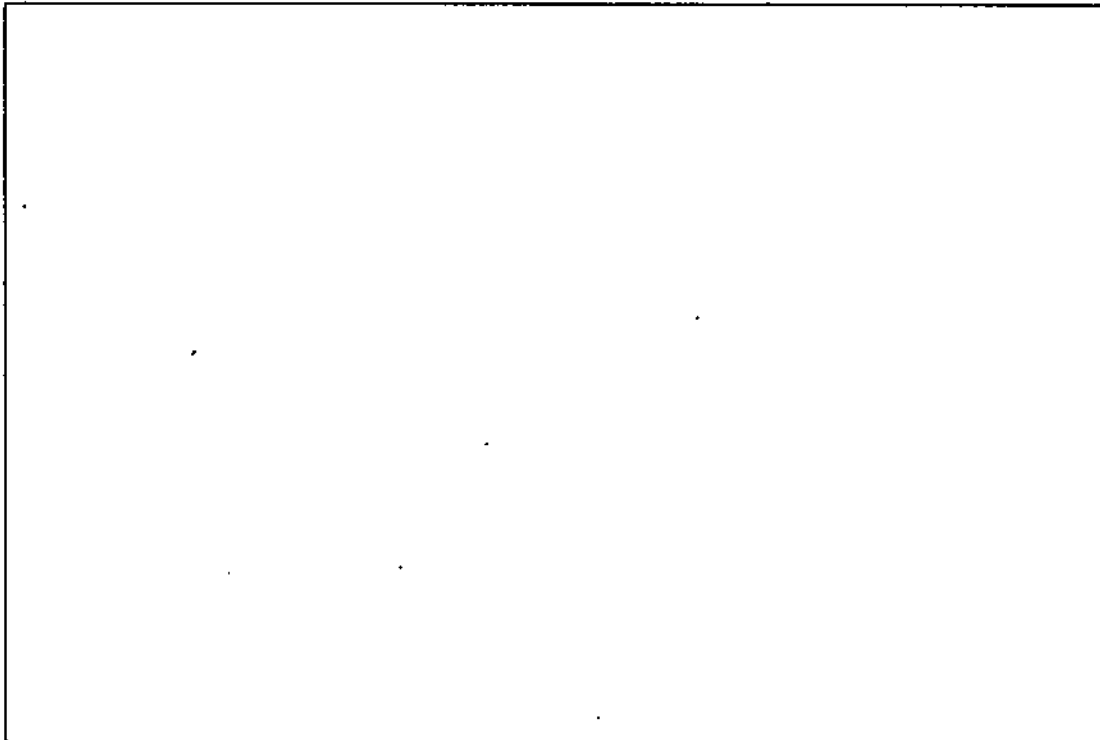
*FY2015 USCCB/MRS R&P Project Narrative - 15*

***Attached Minors***



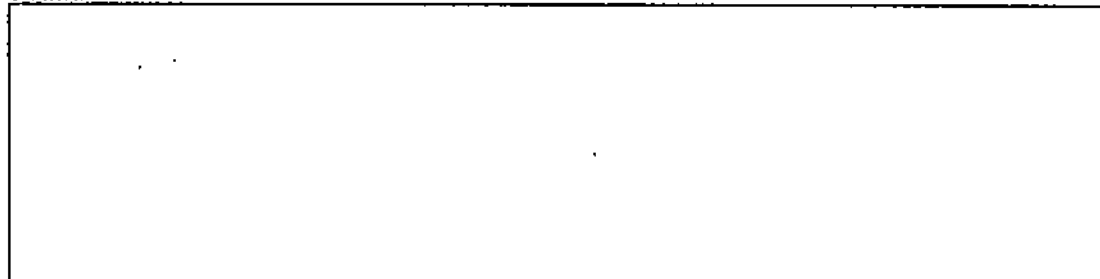
B4

***Communications***



B4

***Fraud***



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FY2015 USCCBIMRS R&P Project Narrative - 16

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B4

**TRAVEL LOAN COLLECTION**

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***Orientation:***

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B4

***Billing and Collection Activities:***

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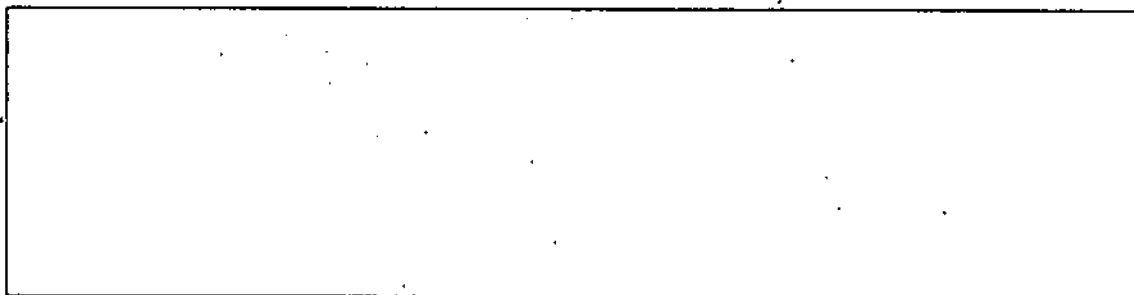
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*FY2015 USCCB/MRS R&P Project Narrative - 17*





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*FY2015 USCCB/MRS R&P Project Narrative - 18*

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B4

HRG Organizational Chart  
June 9, 2014

B4

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REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer

**RECEPTION & PLACEMENT PROGRAM**

Proposed FY 2015 National Headquarters Management Staff Summary

Revised 10/30/2014

R&amp;P Agency: USCCB

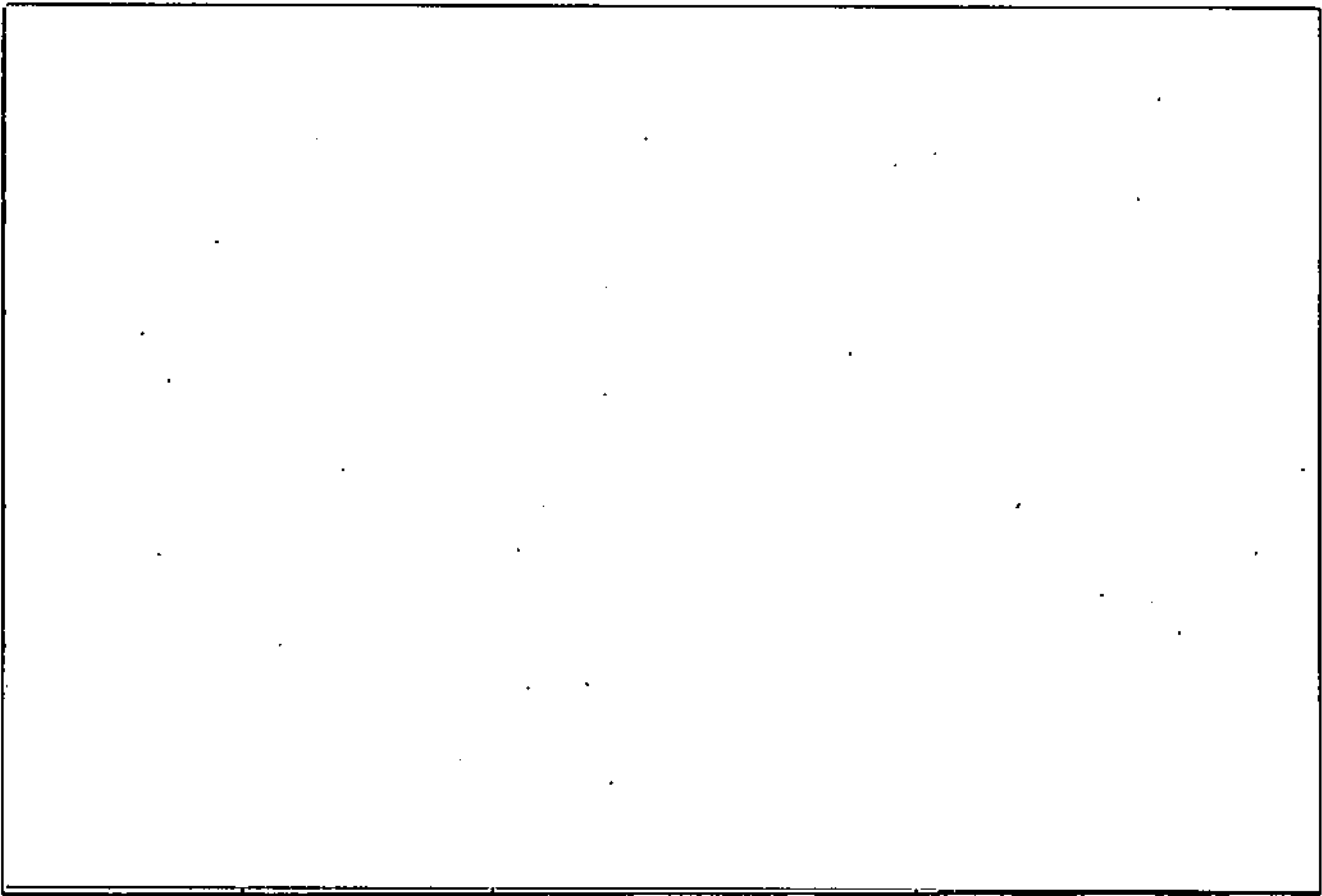
RELEASE IN PART  
B4

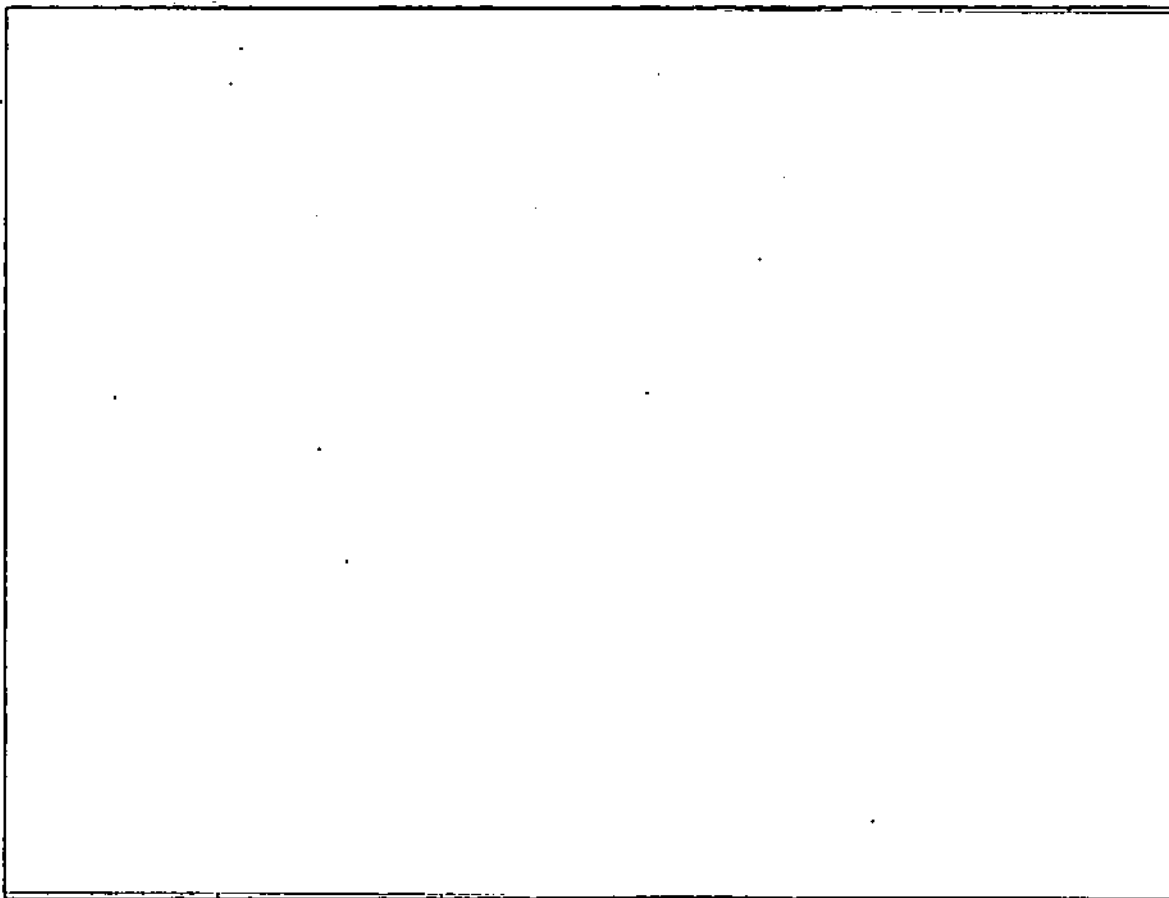
Name	Title	Description of R & P Duties (Brief summary of major tasks)	Hours working on R&P	% Time Funded by PRM	% Time Funded by Other

B4

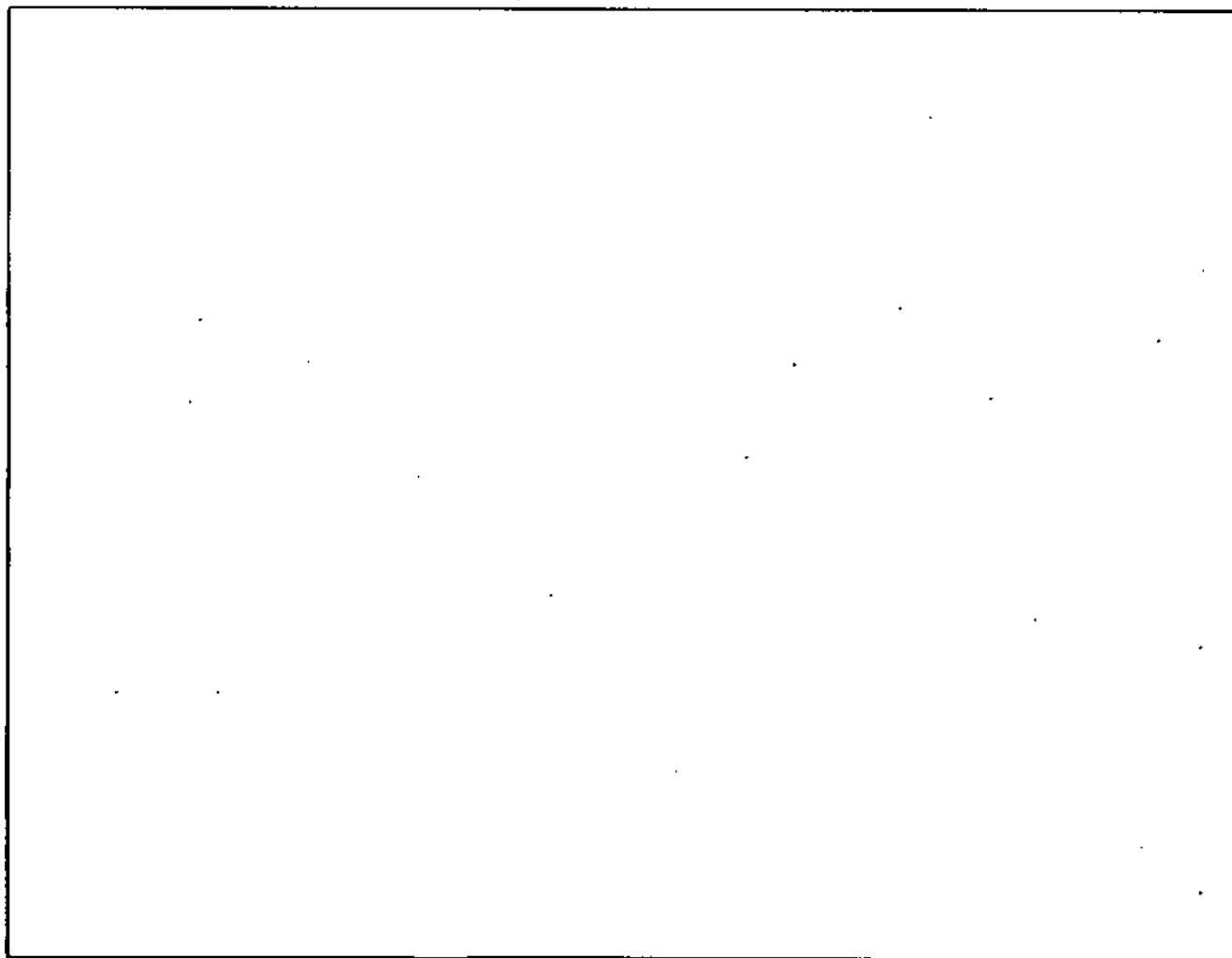
REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer

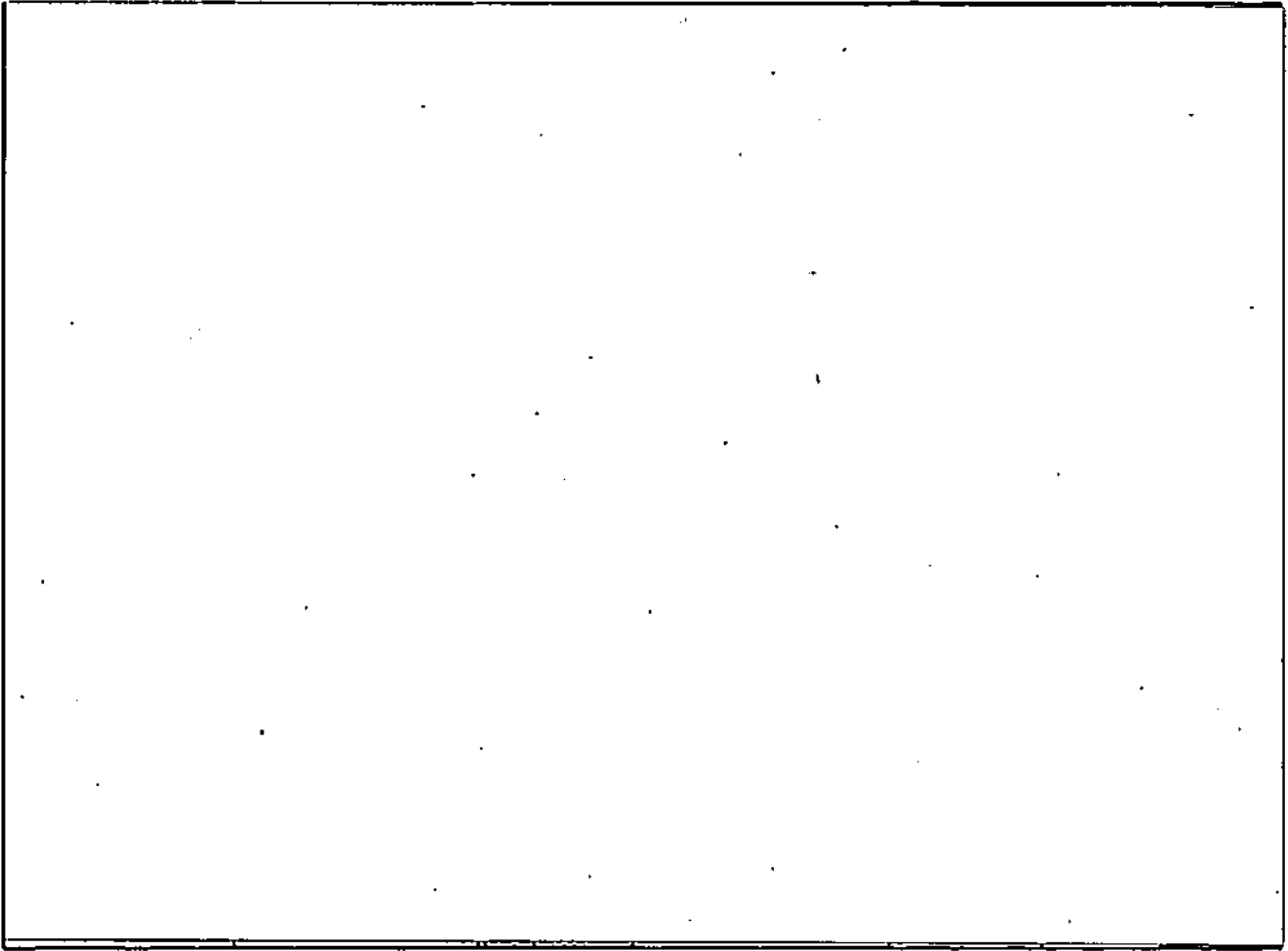
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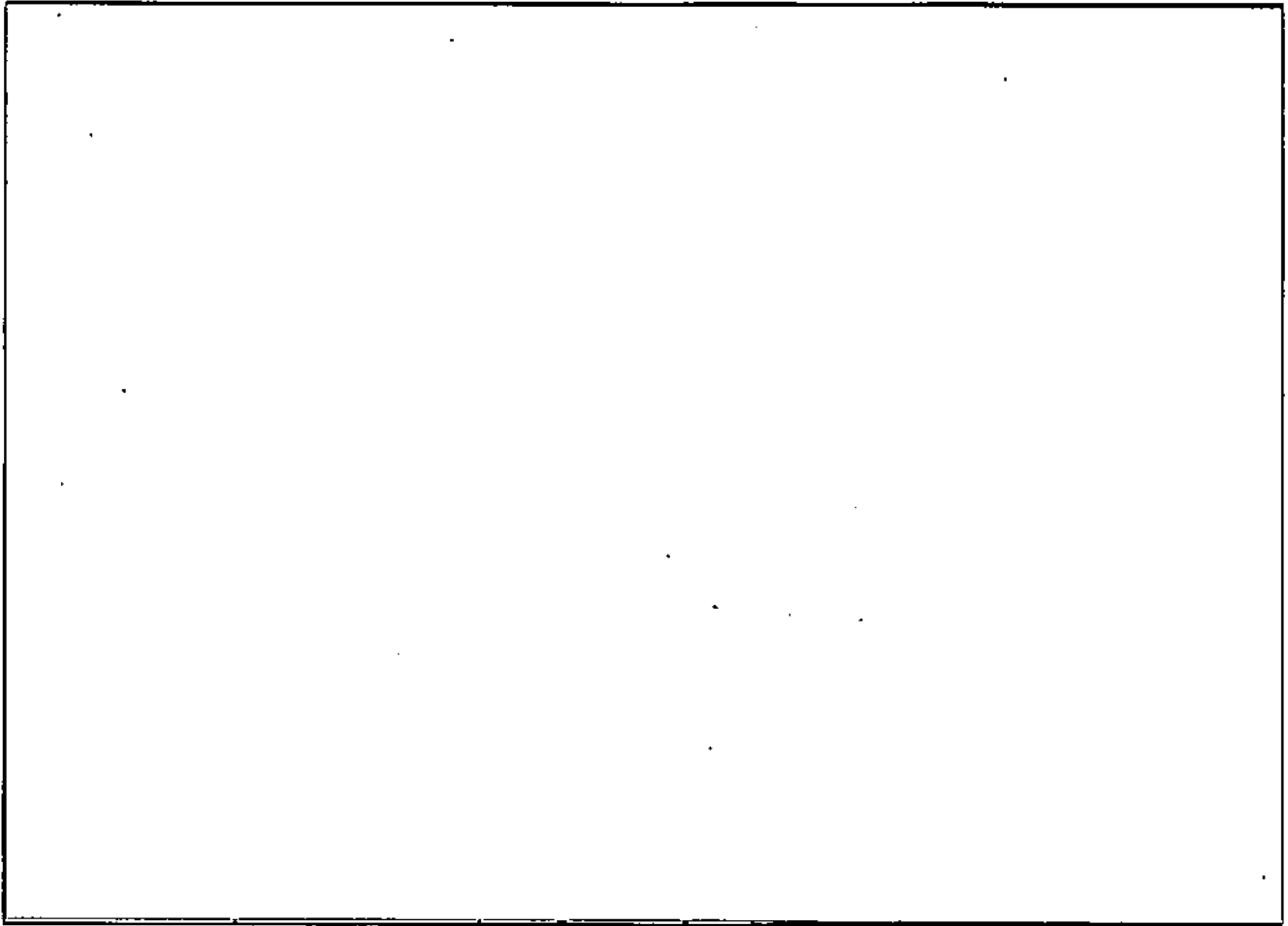
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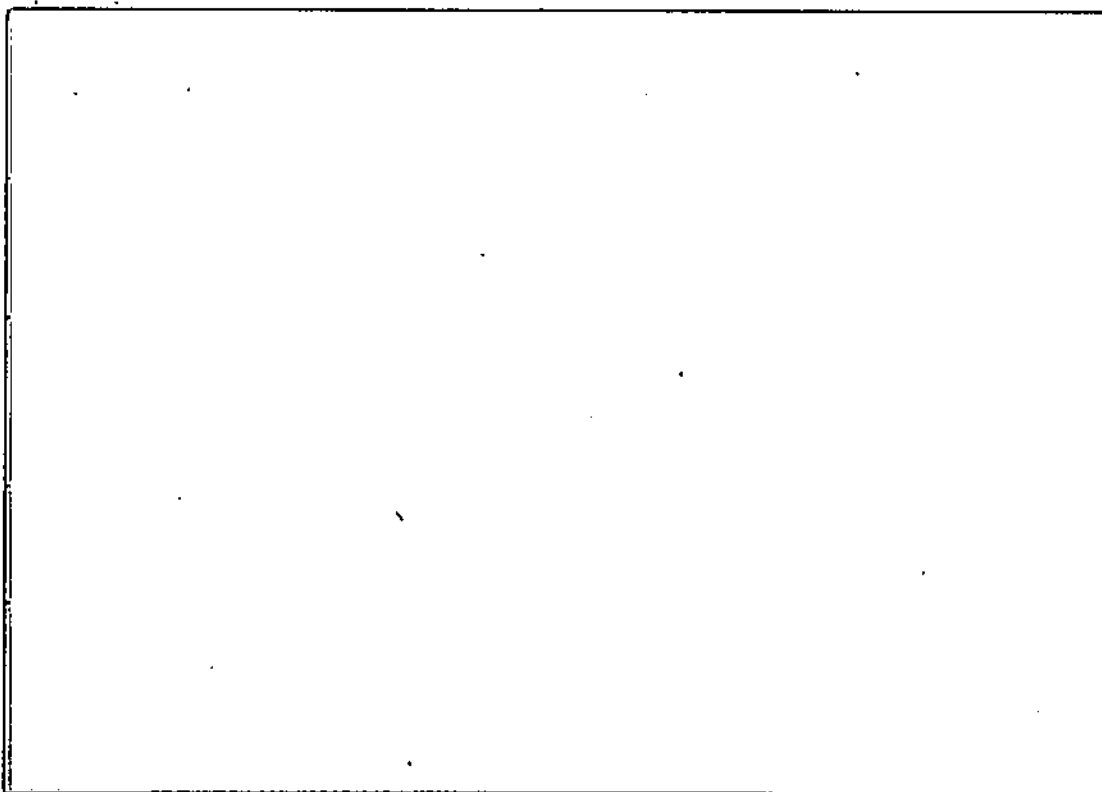


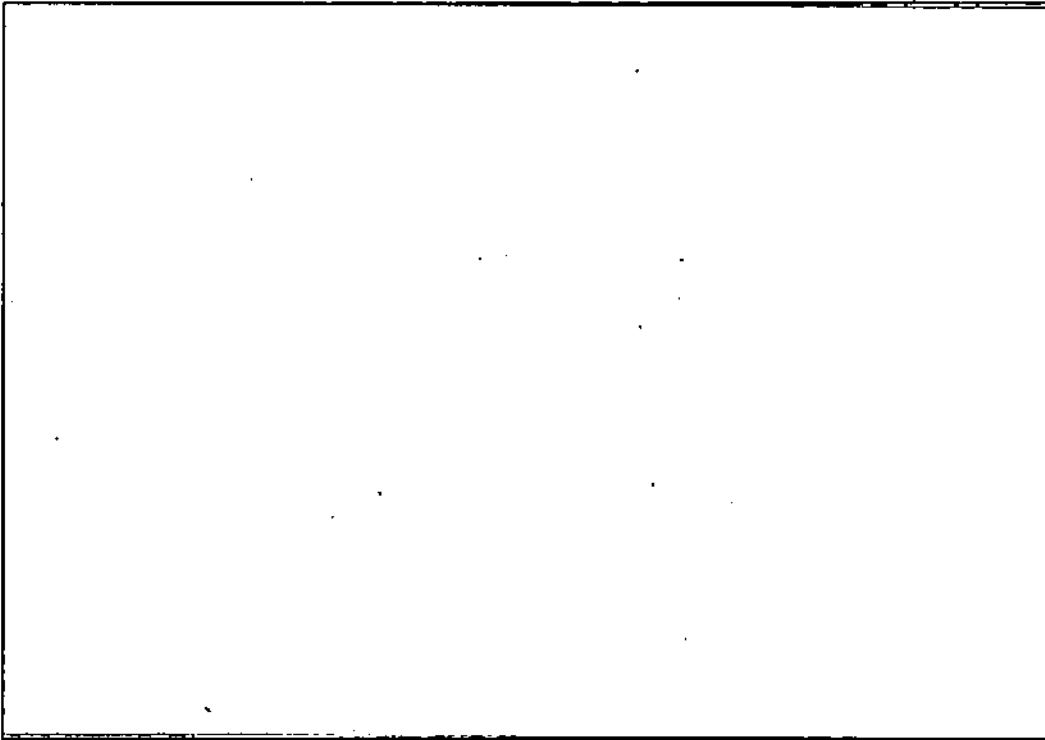
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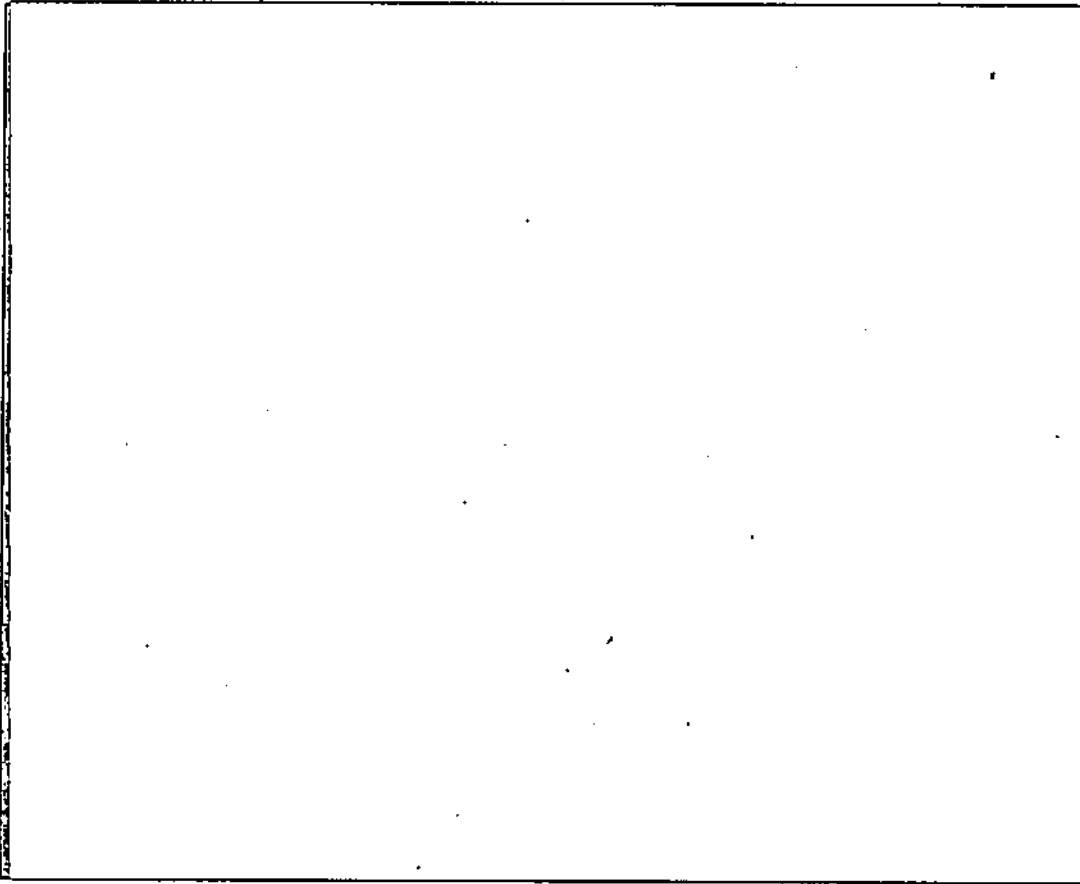
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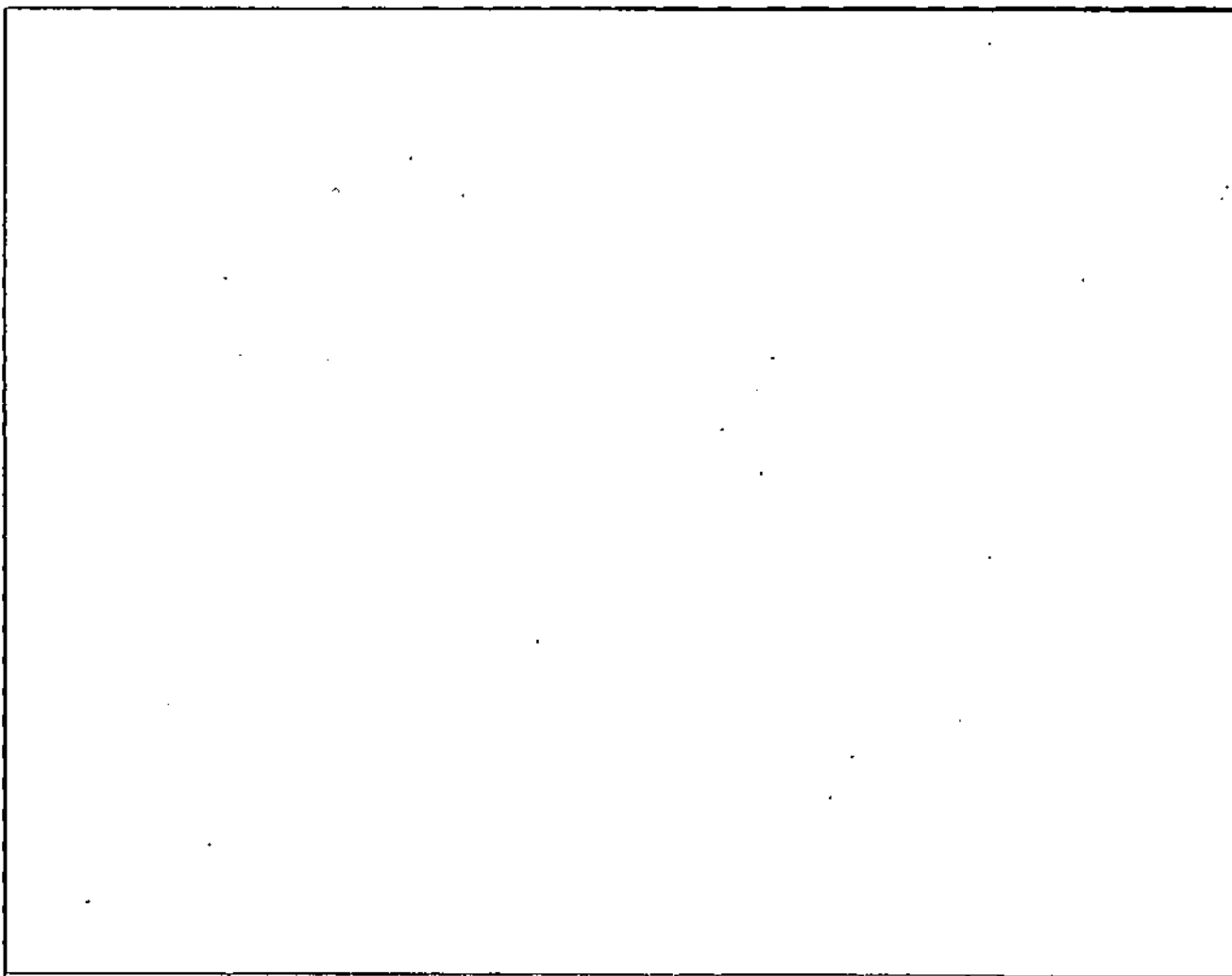


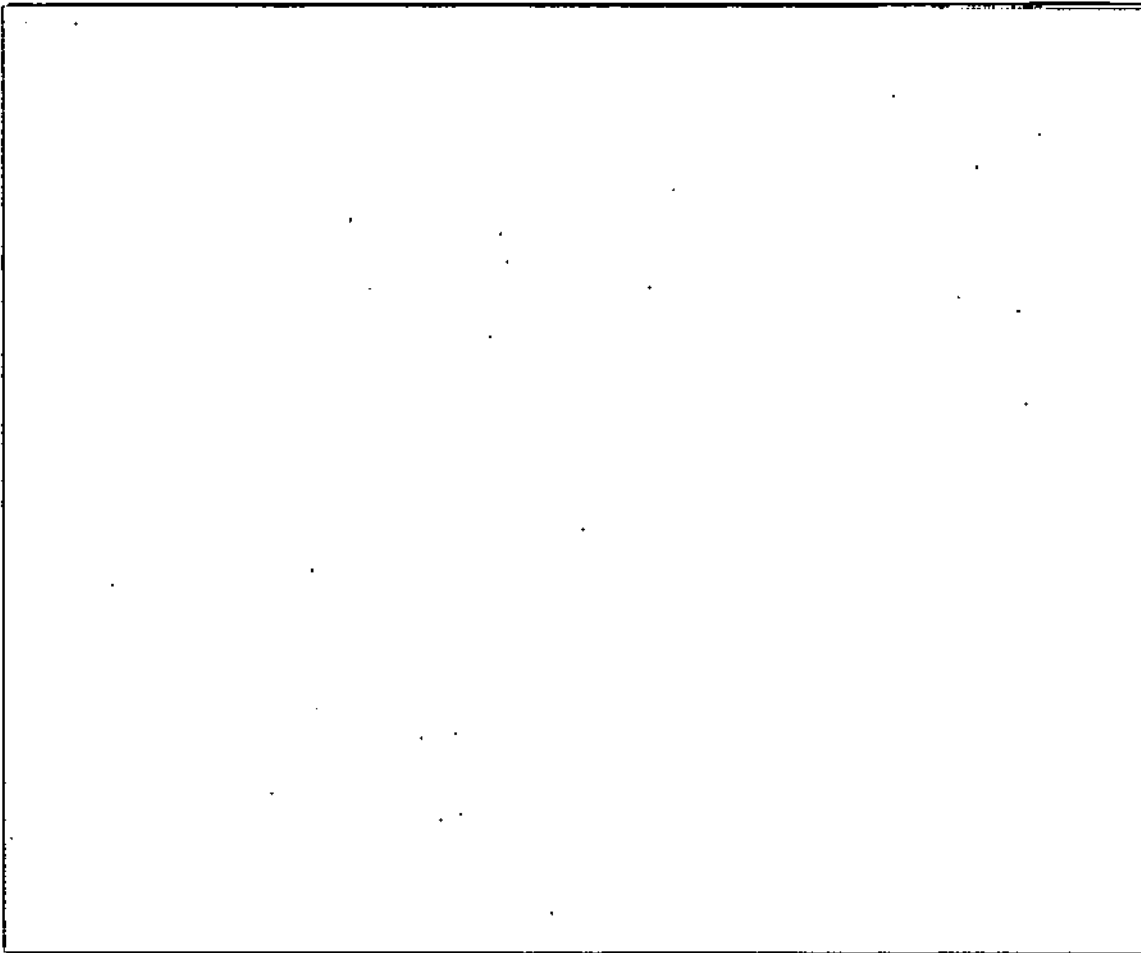


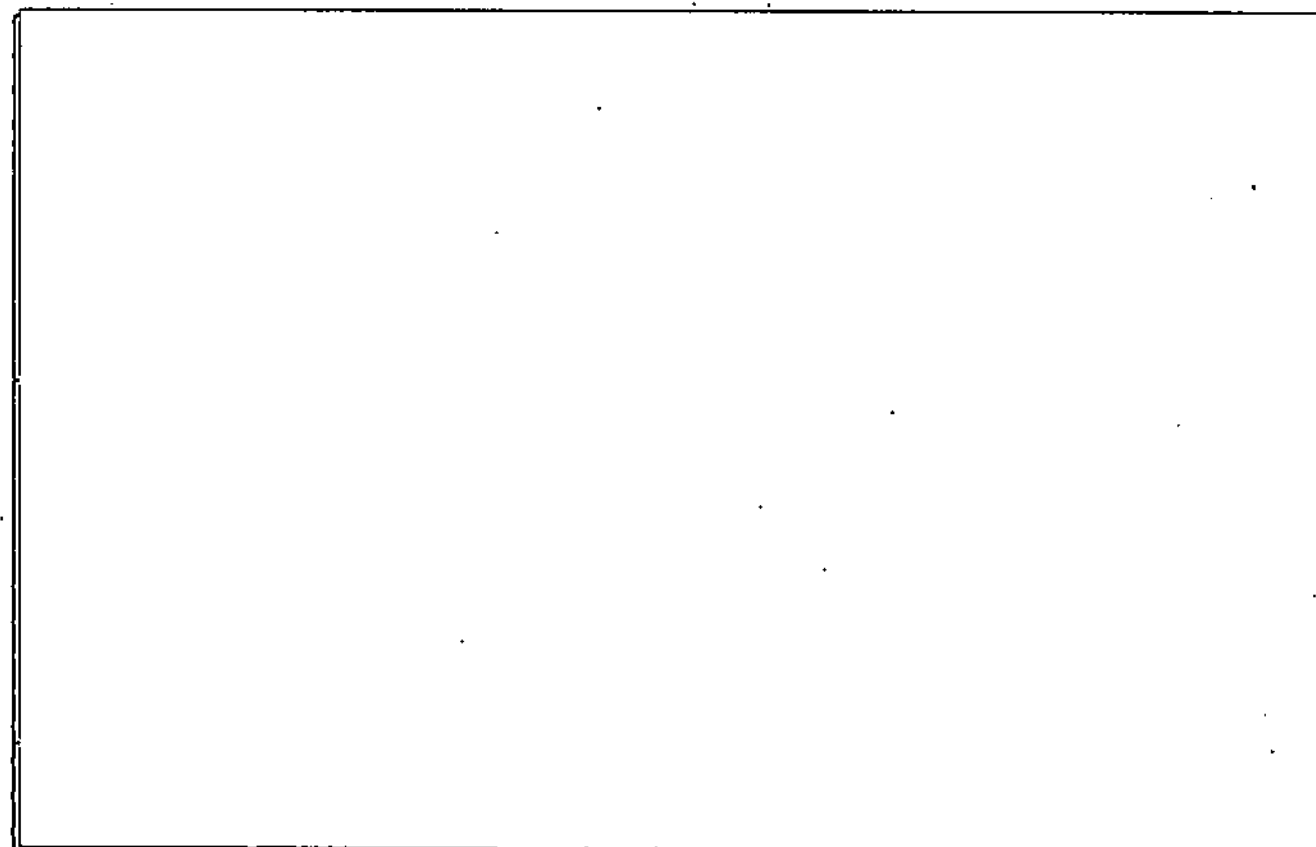












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Young, Young, & Associates, Inc.	Executive Director of USECBMPS-2

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USCIB

**FY 2015 Proposed Consolidated Placement Plan (Sample Format)**  
**Recreation and Placement Program**

[illegible]

**REVIEW**  
**AUTHORITY:**  
Clarke Ellis,  
Senior Reviewer

RELEASE IN  
PART B4

**B4**

**FY2015 Affiliate/Sub-office Abstract**  
 \*\*\*Each Abstract must be limited to 4 pages\*\*\*

**RELEASE IN PART**  
**B4**

National Agency	USCCB	Affiliate Code	ALUSCC03
Office State	Alabama	Office City	Mobile
Office Name	Catholic Social Services Refugee Resettlement Program		
Office Address	406 Government Street, Mobile, AL 36602		
<b>JOINT SITE: YES/NO</b> <b>SUB-OFFICE: YES/NO</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> <b>CASE PLACEMENT LOCATIONS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			36602-36612, 36615-36619, 36693, 36695, 36505, 36509, 36512, 36521, 36522, 36523, 36525, 36526, 36528, 36613, 36541, 36544, 36560, 36568, 36571, 36572, 36575, 36582, 36590, 36587 and ZIP codes within 100 miles radius from Mobile
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>	<b>LAC</b>	<b>NE/SA</b>	<b>Total</b>
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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B4

CURRENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Kiswahili, Kinyarwanda, Amharic
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	7.8%
Available jobs	landscaping, food processing, food services, hospitality services and cleaning services.
Average starting wage	In FY 2013, the average starting wage refugees earned was \$9.41 per hour. Majority of jobs were full time and 62% offered benefits within 6 months. In FY 2014, the average starting wage refugees earned was \$8.79 per hour. Majority of jobs were full time and 70% offered benefits within 6 months.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$475 Available: Frequently 2-Bedroom: \$580 Available: Frequently 3-Bedroom: \$850 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = _____ weeks Beginner: Yes/No Avg Wait Time = 1-2 _____ weeks Intermediate: Yes/No Avg Wait Time = 1-2 _____ weeks Advanced: Yes/No Avg Wait Time = 1-2 _____ weeks

B4

1. **Health Care Access:** As the only resettlement agency in the State, Refugee Resettlement Program (RRP) resettles refugees in the Mobile area, where they access health care services.

B4

Vital Smiles – Alabama Children's Dental Offices provide dental services to children and young adults under the age of 21. Refugees are able to access free counseling at MCHD through a referral from a physician.

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[redacted] Alta Pointe, Mobile County's mental health clinic, serves refugees who need on-going mental health care and/or treatment.

B4

[redacted]

B4

[redacted] Health screenings are provided within 30 days of refugee arrivals. The time-frame for accessing other medical services depends on the type of service. In non-emergency situations, refugees can obtain appointments with specialists within 2 to 6 weeks of date of referral.

2. **Refugees with Special Needs:**

[redacted]

B4

Alabama Medicaid chose not to expand the coverage as an option under the Affordable Care Act (ACA). Correspondingly low TANF levels do not provide enough income to ensure an economic safety net for families with complex medical conditions.

3. **Public Outreach:**

[redacted]

B4

4. **Financial Resources:**

[redacted]

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Catholic Social Services has a grievance policy. RRP has the policy which incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in the organization's code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	AKUSCC01
Office State	Alaska	Office City	Anchorage
Office Name	Catholic Social Services, Refugee Assistance & Immigration Services		
Office Address	3710 E. 20 <sup>th</sup> Ave., Anchorage, AK 99508.		
<b>JOINT SITE: (If joint site, with which agency or agencies?)</b>			
N/A		Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING AND CASE PLACEMENT LOCATIONS:</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			99501 99519
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>	<b>LAC</b>	<b>NE/SA</b>	<b>Total</b>
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015.	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Swahili, Amharic
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	4.8%
Available jobs	Restaurants – dishwasher, servers, cooks Hotels – cleaning staff, front desk Janitorial services – offices, hospitals Retail – stockers, check out assistance, sales associates Manual Labor – construction Fishing Industry – fishing, fish processing
Average starting wage	FY13 average wage was \$9.09. 2/3 of jobs were FT and 1/3 of jobs were PT FY14 wage range to date is \$9.20- \$15.00, with 90% of jobs FT and 10% PT
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$850 Available: <u>Frequently</u> 2-Bedroom: \$1050 Available: <u>Frequently</u> 3-Bedroom: \$1300-\$1500 Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks

1. Health Care Access: Catholic Social Services, Refugee Assistance & Immigration Services (RAIS) is both an R&P and Wilson-Fish site.

B4

on medical coverage through Medicaid (if they have dependent children) or on the Refugee Medical Assistance; which in Alaska is a privately purchased insurance plan through HCC Medical Insurance Services (HCC). Both Medicaid and HCC provide preventive care exams and access to follow up care for identified problems and mental health services. Both plans provide only limited dental care – generally to alleviate acute pain.

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Furthermore, for services covered by Medicaid and HCC clients generally experience little to no wait times in access to health, dental and mental health services. For services that extend beyond the client health plans, clients are required pay for such service, which can delay access to some health services.

2. **Refugees with Special Needs:**

B4

3. **Public Outreach:**

B4

4. **Financial Resources:**

B4



Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

The agency has a grievance policy

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Through these documents each of the IASC Six Core Principles  
 Relating to Sexual Exploitation and Abuse is evident.

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National Agency	USCCB	Affiliate Code	AZUSCC01
Office State	Arizona	Office City	Phoenix
Office Name	Catholic Charities Community Services		
Office Address	1825 W. Northern Ave., Phoenix, AZ 85021		
If joint site, with which agency or agencies?		Sub-office	N/A
N/A		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STATISTICS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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REGENT/PROPOSED/CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Bembe, Tigrinya, Karen, Chin, Sango, Swahili, Chaldean, Somali,
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITERATIONALE									
Number of other affiliates present	3								
Local overall unemployment rate	6.4% ( <a href="http://www.bls.gov/web/metro/laurgma.htm">http://www.bls.gov/web/metro/laurgma.htm</a> )								
Available jobs	Jobs/fields where refugees most commonly found employment in FY2013 and FY2014 Hospitality, manufacturing, service industries								
Average starting wage	FFY 2013: \$8.15, FFY 2014: \$8.30, full-time, benefits within 6 mos.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$571.50</td><td>Available: Frequently</td></tr> <tr> <td>2-Bedroom: \$700.35</td><td>Available: Frequently</td></tr> <tr> <td>3-Bedroom: \$921.50</td><td>Available: Frequently</td></tr> </table>	1-Bedroom: \$571.50	Available: Frequently	2-Bedroom: \$700.35	Available: Frequently	3-Bedroom: \$921.50	Available: Frequently		
1-Bedroom: \$571.50	Available: Frequently								
2-Bedroom: \$700.35	Available: Frequently								
3-Bedroom: \$921.50	Available: Frequently								
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 1 week</td></tr> <tr> <td>Beginner:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 1 week</td></tr> <tr> <td>Intermediate:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 1 week</td></tr> <tr> <td>Advanced:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 2 weeks</td></tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 week	Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 week	Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 week	Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = 2 weeks
Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 week								
Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 week								
Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 week								
Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = 2 weeks								

## 1. Health Care Access:

[Redacted]

[Redacted] All eligible clients, as determined by DES, are covered for medical care; in addition, minors are eligible for dental and vision services. Enrollment is generally within 60 days. Refugee Medical Assistance can provide emergency coverage for cases in need of immediate care while pending Medicaid. [Redacted] the Maricopa County Health Department where they receive a health screening which includes physical and mental health screening. [Redacted]

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[REDACTED] Due to the changes in the national healthcare system, adults are no longer eligible to receive dental and vision services in the State of Arizona. [REDACTED]

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2. **Refugees with Special Needs:** [REDACTED]

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3. **Public Outreach:** [REDACTED]

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4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				

B4

Affiliate/Sub-office	
Other:	
TOTALS	
TOTALS PER CAPITA (acknowledged capacity)	

B4

## 5. Volunteer and Co-Sponsorship Programs:

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## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

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The Catholic Charities Community Services Policies and Procedures incorporate the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in its code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	AZUSCC02
Office State	Arizona	Office City	Tucson
Office Name	Catholic Community Services of Southern Arizona		
Office Address	140 W. Speedway Blvd., #130, Tucson, AZ 85705		
<b>JOINT SITE</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 STATISTICS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
<b>PROPOSED FY2015</b>		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

<b>R&amp;P PERIOD EMPLOYMENT % (individuals):</b>		<b>R&amp;P Period Out-Migration % (individuals):</b>	
<b>Total R&amp;P Period Reports Submitted for FY2013 (number of cases/number of individuals):</b>			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Somali, Spanish, Nepali, Kinyarwanda, Lingala, Swahili, Arabic, Farsi, Sango
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	2
Local overall unemployment rate	8.2%
Available jobs	In hotels, retail, restaurants, nursing homes, hospitals, manufacturing companies, landscaping companies, car wash.
Average starting wage	The average starting wage varies from \$8.50 to \$9.25. The positions were full time jobs. Two companies offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 450 Available: Always 2-Bedroom: \$ 645 Available: Always 3-Bedroom: \$ 750 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 week Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 week Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 week Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 week

## 1. Health Care Access:

The State Medicaid health care program does not provide dental services for adults. However,

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## 2. Refugees with Special Needs:

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As far as elderly refugees, the county has an employment services program for elderly people.

## 3. Public Outreach:

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				

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Faith-based/Community-based Organizations

Fees for Service

Individuals

Volunteer Hours/Miles

State/County/Local Government

Headquarters

Affiliate/Sub-office

Other:

**TOTALS****TOTALS PER CAPITA**  
(acknowledged capacity)

B4

**5. Volunteer and Co-Sponsorship Programs:**

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B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 The program developed the sexual exploitation and misconduct policy for resettlement staff and volunteers which incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

B4

National Agency	USCCB	Affiliate Code	ARUSCC03
Office State	Arkansas	Office City	Springdale
Office Name	Catholic Charities of Arkansas, Refugee Resettlement		
Office Address	2022 W. Sunset Ave., Springdale, AR 72762		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			72601, 72761, 72762, 72616, 72662, 72701, 72704, 72722, 72734, 72740, 72773, 72756, 72773, 72959, 72947, 72903, 72904, 72941
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Persian, Vietnamese, Laotian, Burmese, Chinese
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE									
Number of other affiliates present	None								
Local overall unemployment rate	5.2 %								
Available jobs	General Labor, hospitality, custodial, food processing								
Average starting wage	Average starting wage: \$8.50 full-time. Some jobs do not offer benefits; jobs at the meat-packing plant offer benefits after 90 days.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$500</td><td>Available: Frequently</td></tr> <tr> <td>2-Bedroom: \$700</td><td>Available: Frequently</td></tr> <tr> <td>3-Bedroom: \$950</td><td>Available: Frequently</td></tr> </table>	1-Bedroom: \$500	Available: Frequently	2-Bedroom: \$700	Available: Frequently	3-Bedroom: \$950	Available: Frequently		
1-Bedroom: \$500	Available: Frequently								
2-Bedroom: \$700	Available: Frequently								
3-Bedroom: \$950	Available: Frequently								
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks</td></tr> <tr> <td>Beginner:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks</td></tr> <tr> <td>Intermediate:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks</td></tr> <tr> <td>Advanced:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = 4 weeks</td></tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks	Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks	Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks	Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = 4 weeks
Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks								
Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks								
Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = 1 weeks								
Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = 4 weeks								

1. **Health Care Access:** The health care access issue has definitely improved in Arkansas since the full implementation of the Affordable Health Care Act. All refugees in Arkansas are eligible for expanded Medicaid, an excellent program. Their eligibility continues indefinitely so long as they continue to meet income criteria. Refugees resettled in Springdale and other NW Arkansas cities have ready access to health, dental and mental care through numerous Medicaid-approved physicians and clinics as well as local Free Health and Dental Clinics.

Health screening is accessed by all arriving refugees shortly after arrival and definitely within 30 days of arrival through the County Health Departments, Medicaid-approved physician clinics and/or in some cases where Medicaid eligibility is delayed, through Free Health and Dental Clinics (NW AR Free Health Clinic and/or St. Francis House Free Medical Clinic).

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## 2. Refugees with Special Needs: Refugees with Special Needs:

B4

There are adequate services available in NW Arkansas for aged and minor populations, LGBT, Single Parent households, HIV/Aids, PTSD and Victims of Torture,

## 3. Public Outreach:

B4

4. Financial Resources: The chart below enumerates the financial contributions from all sources developed by our agency in FY2014 and proposed for FY2015 to support the R&P Program. It includes only those resources to be used for R&P activities.

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-				

B4

based Organizations	
Fees for Service	
Individuals	
Volunteer Hours/Miles	
State/Country/Local Government	
Headquarters	
Affiliate/Sub-office	
Other:	
TOTALS	
TOTALS PER CAPITA (acknowledged capacity)	

**B4**

#### **5. Volunteer and Co-Sponsorship Programs:**


**B4**

**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

The policies of the Diocese of Little Rock reflect the principles and exceed the standards of the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

\_\_\_\_\_ We  
distribute a copy of the Catholic Charities of Arkansas grievance policy \_\_\_\_\_  
\_\_\_\_\_

**B4**

distribute a copy of the Catholic Charities of Arkansas grievance policy

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National Agency	USCCB	Affiliate Code	CAUSCC19
Office State	California	Office City	Glendale
Office Name	Immigration & Refugee Dept. (IRD), Catholic Charities of Los Angeles, Inc.		
Office Address	4322 San Fernando Road, Glendale, CA 91204		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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CURRENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Armenian, Farsi, Hindi, Kurdish, Spanish, Vietnamese, Urdu, Chinese (Mandarin and Cantonese), and Burmese.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Four
Local overall unemployment rate	8.1%
Available jobs	Restaurant Workers (servers, cooks, dish washers), Masseuses, Store Cashiers, Hotel Workers (front desk and housekeeping), Retail, Machine Operator, Computer Technician, Auto Audio Installer and Technician, Auto Body Shop, Construction Worker, Parking Attendant, Warehouse Worker, Nanny, Housekeeper, Sales person, and Home Health Care Giver.
Average starting wage	The average starting range for the refugees we resettled in FY013 and FY014 was \$9.00 an hour. Most jobs were full-time, and some offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$1,000-1,100 Available: <u>Always</u> 2-Bedroom: \$1,200-1,600 Available: <u>Always</u> 3-Bedroom: \$1,600-2,000 Available: <u>Always</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>6</u> weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>6</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>5</u> weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>4</u> weeks

1. **Health Care Access:** Refugees receive an initial comprehensive health assessment through the Los Angeles County Refugee Health Center. The wait for the initial health assessment is no longer than one month, depending on overall LA refugee arrivals. Refugees receive MediCal through the Department of Public Social Services, which on average takes around one month to receive and allows clients to access health and dental services.

One significant barrier to refugee health

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services is the county health center to county refugee arrivals ratio. Since there is only one Los Angeles County Health Center there can be a significant delay in access when refugee arrival numbers are high.

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2. **Refugees with Special Needs:**

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Since Los Angeles is such a large city and is home to many different ethnic groups, the resources are available at all times to assist refugees with a wide variety of special needs.

3. **Public Outreach:**

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4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				

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Fees for Service	
Individuals	
Volunteer Hours/Miles	
State/County/Local Government	
Headquarters	
Affiliate/Sub-office	
Other:	
<b>TOTALS</b>	
<b>TOTALS PER CAPITA</b> (acknowledged capacity)	

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## 5. Volunteer and Co-Sponsorship Programs:

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
CCLA has a grievance policy for clients.

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the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse. The principles are included in CCLA's code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	CAUSCC10
Office State	California	Office City	Oakland
Office Name	Catholic Charities of the East Bay		
Office Address	433 Jefferson St., Oakland, CA 94607		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>CASE PLACEMENT LOCATIONS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Tibet, Mongolian, Congo, Karen, Dari, Pashtu, Farsi, Cambodian, French, Taisun, Bangla, Mandarin, Cantonese and others
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Two
Local overall unemployment rate	7%
Available jobs	Most commonly found jobs for clients in FY2013 and FY2014 were: Restaurants - waiter/waitress IT & Engineering - computer programmer, IT specialist, graphic designer Care Provider - child care worker, in-home caregiver Manual Labor - assembly, warehouse, packaging, food production, machine operator Retail/Business - sales associate, receptionist
Average starting wage	The average starting wage earned in FY2013 and FY2014 was \$9/hour. Most jobs were full-time, with only some offering benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$1,050 Available: Frequently____ 2-Bedroom: \$1,300 Available: Always____ 3-Bedroom: \$1,800 Available: Always____
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks

1. Health Care Access: Newly-arrived refugees are eligible to receive services at the county refugee health and dental services within 30 days of their arrivals.

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## 2. Refugees with Special Needs:

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## 3. Public Outreach:

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Staff will continue to participate in outreach activities at the monthly Refugee Forum and Steering Council meetings as well as

There are about 30 community base organizations and ethnic community groups serving refugees in the East Bay. CCEB is a member of the Refugee Forum, actively involving in the planning and organizing the community's World Refugee Day on June 20, 2014. We expect about 500 community members from different ethnic groups to attend the day of celebration. Speakers will include former refugees and public officials. Local media agencies will also be invited to the event.

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
<b>TOTALS</b>				

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**TOTALS PER CAPITA**  
(acknowledged capacity)

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5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Catholic Charities of the East Bay has a grievance policy

Catholic Charities also has a policy in place that

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covers the elements required under the Six Core Principles related to Sexual Exploitation and Abuse.

National Agency	USCCB	Affiliate Code	CAUSCC09
Office State	California	Office City	Sacramento
Office Name	Sacramento Food Bank & Family Services		
Office Address	3333 Third Avenue, Sacramento, CA 95817		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASE LOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	For this caseload, there are previously resettled bilingual refugees who have offered to provide translation services. Accessible languages include Arabic, Farsi and others. In addition, there are faith communities of those nationalities and ethnicities willing to assist.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Three
Local overall unemployment rate	7.1% as of May 16, 2014
Available jobs	Retail Clerks, Arco Arena, Hotels/Hospitality, Apple, Food Markets
Average starting wage	The average starting wage was \$10-\$15 per hour in 2013. The economy has improved somewhat and it is expected that the starting average wage will be increase to \$14- \$18. Most of the jobs located for refugees were full time in FY2013. Benefits are not commonly offered in these jobs. No refugees were resettled in FY2014, thus the agency does not have data for this time period.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 650 Available: Always 2-Bedroom: \$ 750 Available: Always 3-Bedroom: \$ 1,000 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 4 weeks Beginner: Yes/No Avg Wait Time = 4 weeks Intermediate: Yes/No Avg Wait Time = 4 weeks Advanced: Yes/No Avg Wait Time = 4 weeks

Explanatory Note: The Sacramento Food Bank and Family Services which operates under the authority of the Catholic Charities, Diocese of Sacramento and in collaboration with Catholic Charities plans to assume responsibility for administering the refugee program in August 2014. A letter outlining the transition will be provided to Population, Refugees, and Migration in one month.

1. Health Care Access:

Subsequently, refugees' medical and dental needs are served by a number of clinics who accept Medi-Cal insurance. In addition, there are several hospitals in the area with full services for adults and children and specialists of all varieties.

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The Muslim American Society Social Services Foundation (MASSF) is also able to provide counseling services to clients and offers an array of language capabilities.

2. **Refugees with Special Needs:**

3. **Public Outreach:** FY2015 will be Sacramento Food Bank & Family Services' first year providing refugee resettlement services.

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters/Diocese of Sac.				
Affiliate/Sub-office				
Other:				
<b>TOTALS</b>				
<b>TOTALS PER CAPITA (acknowledged capacity)</b>				



5. Volunteer and Co-Sponsorship Programs:

[Redacted]

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

[Redacted]

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[Redacted] The Lay Personnel staff of the Sacramento Food Bank have reviewed the *IASC Six Core Principles Relating to Sexual Exploitation and Abuse* and determined that the principles are covered in our own policies and procedures.

National Agency	USCCB	Affiliate Code	CAUSCC03
Office State	California	Office City	San Bernardino
Office Name	Catholic Charities San Bernardino & Riverside		
Office Address	1450 N D St., San Bernardino, CA 92405		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			91701 91708 91709 91710 91730 91737 91739 91758 91761
R&P FTE paid by other (not volunteers)			91762 91763 91764 91784 91786 92301 92307 92308 92311
			92313 92314 92315 92316 92324 92335 92336 92337 92344
			92345 92346 92347 92354 92359 92363 92373 92374 92376
			92377 92392 92394 92395 92397 92399 92401 92403 92404
			92405 92407 92408 92410 92411 91752 92201 92203 92210
			92211 92220 92223 92225 92230 92234 92236 92240 92241
			92253 92254 92260 92262 92264 92270 92276 92501 92503
			92504 92505 92506 92507 92508 92509 92518 92530 92532
			92543 92544 92545 92548 92549 92551 92553 92555 92557
			92562 92563 92567 92570 92571 92582 92583 92584 92585
			92586 92587 92590 92591 92592 92595 92596 92860 92879
			92880 92881 92882 92883
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			

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Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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REGENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Farsi
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	The Inland Empire's unemployment rate for March was 9.4%
Available jobs	Cashier; labor work
Average starting wage	The average starting wage in FY2013 and FY2014 was \$8.25. Employment consisted of both part time and full-time positions with no benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$850 Available: Sometimes 2-Bedroom: \$1300 Available: Sometimes 3-Bedroom: \$1500 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = 4-8 weeks Beginner: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = 4-8 weeks Intermediate: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = 4-8 weeks Advanced: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = 4-8 weeks

## 1. Health Care Access:

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Although timeframes may vary from case to case, refugees typically receive

a Medi-Cal card between two and four weeks. Mental Health Services are available but limited. Dental services are also limited. Medi-Cal does not cover dental services for adults, although minor children do have access to dental services. Clients generally have to wait four to six weeks to access medical and dental care, while mental health services can vary from two weeks to three months depending on the client's location.

One particular barrier to health care access in the San Bernardino and Riverside area is the requirement that refugees must provide proof of health insurance prior to accessing care. Given the expansive area of the region, public transportation can also prove to be a barrier to health care access.

2. **Refugees with Special Needs:** Due to the regional capacity with a large geographic area and difficulties with public transportation schedule, [REDACTED] the cities of San Bernardino and Riverside. Medical care is available through local hospitals in both cities.

3. **Public Outreach:** [REDACTED]

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

5. **Volunteer and Co-Sponsorship Programs:**


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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Catholic Charities San Bernardino & Riverside verify that we have a grievance policy and have incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in our organization's code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	CAUSCC01
Office State	California	Office City	San Diego
Office Name	Catholic Charities Diocese of San Diego		
Office Address	4575-A Mission Gorge Place, San Diego, CA 92120		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>SUB-OFFICE</b>			
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
<b>PROPOSED FY2015</b>		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Cin, Cantonese, Dari, Kinyarwanda, Mandarin, Nepali, Nuer
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Three
Local overall unemployment rate	Local unemployment rate is currently at 6.8%, which is lowest since 2008.
Available jobs	In FY13 the most common jobs were in food/beverage/hospitality, general labor and customer service. In FY14 the most common jobs are in food/beverage/hospitality, general labor and some manufacturing.
Average starting wage	In FY13 average wage was \$12.4; 45 % full time, 55% part time In FY14 average wage is \$8.96; 54% full time, 46% part time
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 850 - 925 Available: <u>Frequently</u> 2-Bedroom: \$ 1,050 - 1,200 Available: <u>Frequently</u> 3-Bedroom: \$ 1,350 - 1,500 Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks

## 1. Health Care Access:

Coordination of transportation, interpreter (if needed) and family availability is always an ongoing challenge that from time to time may delay or cause changes in appointment scheduling.

Beginning May 1, 2014 adult dental services will return to the Denti-Cal Program and benefits for children will not change. Tertiary care is provided by community hospitals and regional medical centers. All refugees receive their Medi-Cal cards within the first 6 weeks of arrival.

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The San Diego Refugee Forum is a venue for sharing information among resettlement agencies and other community organizations serving refugees including local public health officials. CCDSD works closely with the other VOLAGS in San Diego through the Wilson Fish Project. There are monthly meetings to review issues facing clients, and to coordinate consistent delivery of services.

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**2. Refugees with Special Needs:**

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**3. Public Outreach:** The local resettlement agencies have begun to meet quarterly in FY2014 and FY2015 to consult with state and local government officials and other refugee stakeholders. These Consultations keep the community informed about arrivals and challenges that impact local services.

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In addition, CCDSD participates in the planning and implementation of World Refugee Day which is now an established annual public event in San Diego offering cultural experiences of food, craft, hospitality, entertainment and entrepreneurship, all of which exhibits how refugees are contributing to San Diego.

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continue collaboration with a wider circle of providers through the San Diego Refugee Forum, continue its involvement in planning World Refugee Day, and continue to participate in Quarterly Community Consultation Conference Calls with State, County and other local stakeholders. The outcome



and results of these outreach activities is the identification of gaps in services and a corresponding increase in local collaboration, cooperation and awareness that will widen the circle of support for effective efforts to assist refugees with financial self-sufficiency and community integration.

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

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**5. Volunteer and Co-Sponsorship Programs:**

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**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Catholic Charities has a grievance policy for staff and clients.

CCDSD's Human

Resources office has reviewed the agency's employee manual and policies and assures they are comprehensive to meet the standards set by the six core principles.

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National Agency	USCCB	Affiliate Code	CAUSCC11
Office State	California	Office City	San Francisco
Office Name	Catholic Charities CYO		
Office Address	180 Howard Street, Suite 100, San Francisco, CA 94105		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P /			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	We have access to volunteers speaking languages such as Arabic, Farsi, Amharic, Burmese, Karen and others.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Two
Local overall unemployment rate	San Francisco = 5.3%; San Mateo = 4.9%; Marin = 4.7% (California = 8.1%; National = 6.6%)
Available jobs	Hospitality, Restaurant, Child Care, Janitorial, Retail, Medical/Nursing, Services Industries, Other professional and related fields
Average starting wage	Average starting wage earned in FY2013 was \$9.55 and FY2014 was \$11.50. Most of the jobs were part-time with limited benefits. San Francisco is also unique in that it is one of the only cities in the country that offers universal health care for all residents, regardless of immigration status.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 1,551 Available: <u>Frequently</u> 2-Bedroom: \$ 1,956 Available: <u>Sometimes</u> 3-Bedroom: \$ 2,657 Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> No Avg Wait Time = <u>0-12</u> weeks Beginner: <input checked="" type="checkbox"/> No Avg Wait Time = <u>0-12</u> weeks Intermediate: <input checked="" type="checkbox"/> No Avg Wait Time = <u>0-12</u> weeks Advanced: <input checked="" type="checkbox"/> No Avg Wait Time = <u>0-12</u> weeks

1. **Health Care Access:** In San Francisco, the Newcomers Health Program provides various health services including: comprehensive health assessments, primary health care support and referrals, medical and mental health interpretation, etc. San Francisco General Hospital operates a well-staffed Refugee Clinic. Within one week of arrival, refugees take their medical information along with their I-94 form to the Refugee Clinic at the time of their appointment.

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[REDACTED]

[REDACTED] The Refugee Clinic offers services in a number of languages to include Arabic, Bosnian, Cambodian, Cantonese, Mandarin, Eritrean, Russian, Spanish, and Vietnamese. Services include the availability (24 hour hospital) and proximity (within 25 miles) of adult and pediatric tertiary hospital care. Such care includes a full range of services and access to specialists in oncology, cardiology, hematology, infectious disease, radiology; as well as referrals to tuberculosis and renal dialysis clinics, transplant services, and rehabilitation services. Refugees also have access to cross-cultural medical specialists and mental health centers which are able to provide assist victims of torture. [REDACTED]

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[REDACTED] There is also a sufficient number of clinics that provide health, dental and mental services throughout the San Mateo Peninsula and East Bay, offering translations in multiple languages. While the services in these outlying counties are not comparable to those available in San Francisco, refugees generally do not have to wait an excessive amount of time to receive care. [REDACTED]

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2. **Refugees with Special Needs:** San Francisco is able to provide services to refugees with special medical needs, elderly, women at risk, children and adolescents, and LGBT refugees. As a member of the San Francisco Coalition for Asylee, Immigrant and Refugee Services (SF-CAIRS), [REDACTED]

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[REDACTED] SF-CAIRS is a coalition of organizations serving the asylee, immigrant and refugee communities of the San Francisco Bay Area and its service providers. SF-CAIRS includes representation from city government, community based organizations, employment, immigration and health care providers, educational and vocational training organizations and other support services. [REDACTED]

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3. **Public Outreach:** [REDACTED]

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## 4. Financial Resources:


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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

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## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 In addition to our agency's grievance policy, Catholic Charities CYO has incorporated language from the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in our organization's code of conduct for all staff and volunteers.

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National Agency	USCCB	Affiliate Code	CAUSCC16
Office State	California	Office City	San Jose
Office Name	Catholic Charities of Santa Clara County		
Office Address	2625 Zanker Road, San Jose, CA 95134		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No.U.S. Tie Capacity						
Total Capacity						

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<b>FY2015 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Swahili, Somali, Chin, Karen, Kashin, Sango,
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Two
Local overall unemployment rate	6.3%
Available jobs	Retail, Hospitality, Janitorial, Recycling
Average starting wage	The starting wages for FY2013 and FY2014 were \$9.25/hour. <input type="text"/>
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ \$1,450 Available: Sometimes 2-Bedroom: \$ \$1,850 Available: Sometimes 3-Bedroom: \$ \$2,400 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = No Wait Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = No Wait Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = No Wait Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = No Wait

B4

- Health Care Access:** Health and mental health services in Santa Clara County are available to refugees as to any other individual. There are 6 major hospitals in the area with variety of healthcare services: Stanford Hospital (which includes Lucille Packard Children's Hospital), O'Connor Hospital, Good Samaritan Hospital, El Camino Hospital, Kaiser Hospital and Valley Medical Center. These hospitals, as well as County Central Mental Health and the Center for Survivors of Torture have a Mental Health Department whereby refugees are able to access mental health services.

The majority of refugees who resettle in Santa Clara County are first seen in the local Refugee Clinic within one week after their arrival; part of this clinic is a Tuberculosis Clinic.

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Dental services are available through different dental groups and private dental providers. However, the majority of dental services are not available to individuals over 21 years of age who have California Medical. The only dental services available to individuals 21 and over are extractions, dental exam and x-rays.

For health, dental and mental health services, client wait times are generally one week.

**2. Refugees with Special Needs:**

B4

**3. Public Outreach:**

B4

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				

B4



Other: Car Donation Program	
<b>TOTALS</b>	
<b>TOTALS PER CAPITA</b> (acknowledged capacity)	

B4

## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Catholic Charities of Santa Clara has grievance policy in place. The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse has been incorporated into our agency's code of conduct, our professional code of ethics, and in our standards of practice.

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National Agency	USCCB	Affiliate Code	CAUSCC12
Office State	California	Office City	Santa Rosa
Office Name	Catholic Charities Diocese of Santa Rosa		
Office Address	987 Airway Court, Santa Rosa, CA 95403		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			69 zip codes in 6 counties: Del Norte, Humboldt, Mendocino, Lake, Sonoma and Napa (list available upon request)
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Italian, German, Arabic, Hebrew
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	Sonoma county - 6.2% and Lake County - 11.4%
Available jobs	Panda Express, a fast food business.
Average starting wage	The starting wage in FY2013 was \$10/hour and was part-time employment. After six months clients may be eligible for benefits. [redacted] and thus has no FY2014 starting wage data.
Average monthly rent and availability. (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 1200 Available: Sometimes 2-Bedroom: \$ 1500 Available: Sometimes 3-Bedroom: \$ 2000 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 2 weeks Beginner: Yes/No Avg Wait Time = 2 weeks Intermediate: Yes/No Avg Wait Time = 2 weeks Advanced: Yes/No Avg Wait Time = 2 weeks

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- Health Care Access:** Although there are no local refugee health programs specifically for refugees, health services are available. Clients have generally been able to receive an appointment shortly after arrival. Low-income mental health services are available although they may require a waiting period. Clients are eligible for Medi-Cal and emergency services. Adult clients can access the public dental clinic through the Santa Rosa Junior College. Children ages 0-16 (and adults with urgent needs) can access free services through St. Joseph Dental Clinic. [redacted]

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[redacted] Refugees share their medical information with health officials at the time of their post-arrival health screening and again at the time of their immigration medical exam for adjustment of status to Legal Permanent Resident.

2. **Refugees with Special Needs:**

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3. **Public Outreach:**

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4. **Financial Resources:**

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

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5. **Volunteer and Co-Sponsorship Programs:**

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Our agency was recently accredited through the Council on Accreditation.   
 In  
 addition, our employee handbook and Policy for the Protection of Children and Young People incorporates the Six Core PSEA principles.

B4

National Agency	USCCB	Affiliate Code	CTUSCC01
Office State	Connecticut	Office City	Hartford
Office Name	Migration, Refugee & Immigration Services		
Office Address	125 Market Street, Hartford, CT 06103		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			06114, 06105, 06103, 06107, 06106, 06050, 06051, 06052, 06239, 06260 06516
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Korean, Georgian, Assyrian, Vietnamese, Laotian, Gujarati, Bosnian, Albanian
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	6.9%
Available jobs	Food services wait staff, manufacturing, house keeping, dry cleaning/tailoring, construction/painting, and laborer.
Average starting wage	Average starting wage is \$9.00/hour. Approximately 95 % of employment is for full time and benefits are offered.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$700. Available: Always 2-Bedroom: \$800. Available: Frequently 3-Bedroom: \$950. Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks

1. **Health Care Access:** Refugees are able to access health care services through a variety of providers within the greater Hartford area. There are two main hospitals within Hartford. Hartford Hospital provides both pediatric and adult services. While St. Francis hospital provides an array of adult services specializing in cardiac care. Additionally, there are multiple Community Health care providers within the greater Hartford area. Refugees are able to access services at these full service providers within the first two -three weeks of arrival when health screening generally complete.

Mental health services are provided to those in need at one of the two inpatient clinics within the hospitals auspice. The Institute of Living on the Hartford hospital campus and Cedar Crest hospital (affiliate of St.

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Francis hospital) are both designed to assist those in need of emergent and long term psychiatric care. [REDACTED]

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2. **Refugees with Special Needs:** [REDACTED]

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[REDACTED] Both medical and mental health care needs are available through a variety of resources. As previously noted, two main hospitals are located in Hartford. Additionally,

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[REDACTED]

3. **Public Outreach:** [REDACTED]

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Immigrant Advisory committee, Interfaith Coalition etc. throughout the year in efforts to bring the community and refugees together. These events were very successful during this past year, as they provided an opportunity for the welcoming community and newly arriving refugee populations to become familiarized with people residing in the neighborhoods. [REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** CCMRIS has a formal grievance policy and procedure. There is a specific policy within the grievance procedure regarding the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.



National Agency	USCCB	Affiliate Code	DEUSCC01
Office State	Delaware	Office City	Wilmington
Office Name	Catholic Charities		
Office Address	2601 W 4 <sup>th</sup> Street, Wilmington, DE 19805		
<b>JOINT SITE / 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 AND CASE PLACEMENT LOCATIONS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			Most of the state, however we have recently resettled clients in 19947 and 19810
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
<b>PROPOSED FY2015</b>		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Burmese Tigrinya
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	6.0%
Available jobs	Mostly at meat packing plants
Average starting wage	Average starting salary is \$9, workers start in P/T positions and after 3 months they can get F/T hours with some benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 650 Available: frequently 2-Bedroom: \$ 800 Available: sometimes 3-Bedroom: \$ 1000 Available: almost never
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = weeks Beginner: Yes/No Avg Wait Time = 4 weeks Intermediate: Yes/No Avg Wait Time = 4 weeks Advanced: Yes/No Avg Wait Time = 6 weeks Due to our limited capacity, should we receive a pre-literate client, we would recruit a volunteer to assist with their English learning.

1. **Health Care Access:** Upon arrival, all refugees apply for benefits in the State Service Center that corresponds to their area. All applicants receive Medicaid and a medical examination is done within the first 2 weeks. Priority is given to anyone who is 18 or under and expecting mothers.


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## 2. Refugees with Special Needs:


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## 3. Public Outreach:


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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

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## 5. Volunteer and Co-Sponsorship Programs:


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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Our agency has a clear grievance policy. Our human resources department verifies that our code of conduct meets those specific six core principles of the PSEA.

National Agency	USCCB	Affiliate Code	FLUSCC02
Office State	Florida	Office City	Jacksonville
Office Name	Catholic Charities Bureau Inc.		
Office Address	134 East Church Street, Jacksonville, FL 32202		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Farsi, Swahili, Tigrinya, Creole
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE									
Number of other affiliates present	Two								
Local overall unemployment rate	6.1%								
Available jobs	Hotel industry, construction, lawn care, food services, caregivers, healthcare and retail								
Average starting wage	Minimum wage for full-time and part-time \$7.73 - \$10.00/hr. All full-time employees were eligible for benefits.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$ 550.00</td><td>Available: <u>always</u></td></tr> <tr> <td>2-Bedroom: \$ 625.00</td><td>Available: <u>always</u></td></tr> <tr> <td>3-Bedroom: \$ 775.00</td><td>Available: <u>always</u></td></tr> </table>	1-Bedroom: \$ 550.00	Available: <u>always</u>	2-Bedroom: \$ 625.00	Available: <u>always</u>	3-Bedroom: \$ 775.00	Available: <u>always</u>		
1-Bedroom: \$ 550.00	Available: <u>always</u>								
2-Bedroom: \$ 625.00	Available: <u>always</u>								
3-Bedroom: \$ 775.00	Available: <u>always</u>								
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = <u>1-2 weeks</u></td></tr> <tr> <td>Beginner:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = <u>1-2 weeks</u></td></tr> <tr> <td>Intermediate:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = <u>1-3 weeks</u></td></tr> <tr> <td>Advanced:</td><td><input checked="" type="checkbox"/> No Avg Wait Time = <u>1-8 weeks</u></td></tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-2 weeks</u>	Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-2 weeks</u>	Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-3 weeks</u>	Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-8 weeks</u>
Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-2 weeks</u>								
Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-2 weeks</u>								
Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-3 weeks</u>								
Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = <u>1-8 weeks</u>								

1. **Health Care Access:** Refugees are provided an initial health and immunization screening where medical referrals are provided to begin treatment for any immediate needs. Refugees are provided with access to State medical benefits available for a limited period of eight months from the date of arrival into the United States. Medical evaluations are available on average within one to two weeks. Mental Health Services can be accessed through the University of Florida Health although the wait period is significant, up to three months to begin service. Mental health services are also available through The Healing project funded by the Fl. Dept. of Health, Refugee Health Program which also has a wait list of approximately three months. If there is a no-show or cancellation, clients could be seen on a walk-in basis. Some state healthcare dental plans can be accessed with limited services.

B4

[Redacted]

B4

2. **Refugees with Special Needs:**

[Redacted]

B4

[Redacted]

3. **Public Outreach:**

[Redacted]

B4

[Redacted]

4. **Financial Resources:**

[Redacted]

B4

[Redacted]

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other: (rent)				
<b>TOTALS</b>				
<b>TOTALS PER CAPITA</b> (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan: Catholic Charities has a formal Harassment Policy and Complaint procedure

Our G-standards for the Council on Accreditation (COA) have been altered to incorporate the Inter-Agency Standing Committee's Six Core Principles and have been distributed to all existing staff and new hires.

National Agency	USCCB	Affiliate Code	FLUSCC07
Office State	Florida	Office City	Miami
Office Name	Refugee Resettlement		
Office Address	7707 NW 2 <sup>nd</sup> Ave., 2 <sup>nd</sup> Floor, Miami, FL 33150		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency, or agencies?		N/A	
		Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
PROPOSED FY2015		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

FY2013 R&P PERIOD REPORT OUTCOMES	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	



RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Creole
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

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ITERATIONALE	
Number of other affiliates present	6
Local overall unemployment rate	7.5% Miami-Dade 6.3% State of Florida
Available jobs	maintenance, construction, warehouse, general labor
Average starting wage	Average \$8.60 Full-time employment Benefits depend on job placement
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$750-850 Available: Sometimes 2-Bedroom: \$875-1,050 Available: Sometimes 3-Bedroom: \$1,100-1,300 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4-6 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4-6 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4-6 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4-6 weeks

1. **Health Care Access:** Clients are able to access to health services upon arrival if needed through Jackson Memorial Hospital, which serves the community with or without medical insurance.

Once client medical benefits are approved through the state, (usually one month after arrival) they are able to chose and enroll with a major health provider for follow up on any medical condition.

B4

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B4

[REDACTED]

[REDACTED] Immediate dental services are available for routine cleaning and emergency extractions; however, there are additional dental services in the community with low paying scales. These usually offer arrangement payments when needed. In addition, consultation as necessary is arranged with the State Refugee Health Coordinator (SRHC).

2. **Refugees with Special Needs:** [REDACTED]

B4

3. **Public Outreach:** In order to comply with the requirements set by the Department of State, the program has been participating in the monthly Resettlement Meetings that are now used as means to consult with local governmental agencies and community stakeholders in general. To date, the group has met with representatives from Miami-Dade Public Schools, the congressional office of Mario Diaz Balart and the Department of Children and Families-State Refugee Coordinator and will continue inviting stakeholders to the upcoming meetings. As a result of this outreach school system is developing a process to assist with the enrollment of 16/17 year olds minors who have fallen through the gap and were being sent to adult night courses. In addition, the Task Force Meetings held on a bi-monthly basis are also used as means for consultation and outreach to other providers in the community. It is expected that through these efforts, the Resettlement Agencies will be able to strengthen the established network of services available to our clients. For FY2015, the program will continue to participate in these forums in addition to individual program efforts to connect with other vendors/stakeholders.

4. **Financial Resources:** [REDACTED]

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

The organization has a grievance procedure:

In addition, Catholic Charities of the Archdiocese of Miami, Inc. has established policies and procedures that address abuse, and sexual harassment which are inclusive of most of the ISAC Six Core Principals for Protection from Sexual Exploitation and Abuse language.

National Agency	USCCB	Affiliate Code	FLUSCC09
Office State	Florida	Office City	Naples
Office Name	Catholic Charities Refugee Resettlement		
Office Address	2210 Santa Barbara Blvd., Naples, FL 34116		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Naples, FL
		Administering affiliate	Venice, FL
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			33930 33975 33908 33909 33916 33976 33920 33945 33918
R&P FTE paid by other (not volunteers)			33914 33967 33971 33974 33922 33902 33932 33905 33907
			33901 33973 33956 33906 33970 33904 33928 33991 33921
			33910 33994 33990 33903 33913 33966 33965 33911 34133
			33919 33993 33912 33957 33924 33915 34136 34116 34108
Total Client/FTE Ratio			34102 34106 34112 34145 34139 34107 34120 34117 34138
			34143 34104 34105 34140 34146 34109 34114 34137

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			

B4

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Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	0
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REGENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, Creole
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE																	
Number of other affiliates present	0																
Local overall unemployment rate	6.2																
Available jobs	Retail, Hospitality, Housekeeping, Construction, Restaurant																
Average starting wage	\$8 p/h with limited benefits after 6 months of employment																
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$700</td> <td>Available: <u>Sometimes</u></td> </tr> <tr> <td>2-Bedroom: \$850</td> <td>Available: <u>Sometimes</u></td> </tr> <tr> <td>3-Bedroom: \$950</td> <td>Available: <u>Sometimes</u></td> </tr> </table>	1-Bedroom: \$700	Available: <u>Sometimes</u>	2-Bedroom: \$850	Available: <u>Sometimes</u>	3-Bedroom: \$950	Available: <u>Sometimes</u>										
1-Bedroom: \$700	Available: <u>Sometimes</u>																
2-Bedroom: \$850	Available: <u>Sometimes</u>																
3-Bedroom: \$950	Available: <u>Sometimes</u>																
English language programs available for, newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td>Yes/No</td> <td>Avg Wait Time =</td> <td>_____ weeks</td> </tr> <tr> <td>Beginner:</td> <td><u>Yes/No</u></td> <td>Avg Wait Time =</td> <td><u>2</u> weeks</td> </tr> <tr> <td>Intermediate:</td> <td>Yes/<u>NE</u></td> <td>Avg Wait Time =</td> <td>_____ weeks</td> </tr> <tr> <td>Advanced:</td> <td><u>Yes/No</u></td> <td>Avg Wait Time =</td> <td><u>4</u> weeks</td> </tr> </table>	Pre-Literate:	Yes/No	Avg Wait Time =	_____ weeks	Beginner:	<u>Yes/No</u>	Avg Wait Time =	<u>2</u> weeks	Intermediate:	Yes/ <u>NE</u>	Avg Wait Time =	_____ weeks	Advanced:	<u>Yes/No</u>	Avg Wait Time =	<u>4</u> weeks
Pre-Literate:	Yes/No	Avg Wait Time =	_____ weeks														
Beginner:	<u>Yes/No</u>	Avg Wait Time =	<u>2</u> weeks														
Intermediate:	Yes/ <u>NE</u>	Avg Wait Time =	_____ weeks														
Advanced:	<u>Yes/No</u>	Avg Wait Time =	<u>4</u> weeks														

- 1: Health Care Access: Refugee access to health is available through the local health department. All health screening services are usually done within 30 days of arrival.

Dental and mental health care is limited to refugees but is available.

B4

B4

2. **Refugees with Special Needs:** [REDACTED]

[REDACTED] In addition, Collier County Health Department which is minutes away has a civil surgeon on staff that provides complete health screenings that are good for adjustment of status to permanent residency a year later. [REDACTED]

[REDACTED]

[REDACTED] Any medical treatments including dental services are provided by the health department immediately after Refugee medical benefits are available. [REDACTED]

[REDACTED] All service providers for both health and mental services are in close proximity to the affiliates offices. [REDACTED]

[REDACTED]

3. **Public Outreach:** [REDACTED]

[REDACTED]

[REDACTED] Our 2015 focus will be on Quarterly Task Force meetings (consultation forum) and events like World Refugee Day to bring awareness of our refugee population in Southwest, Florida.

4. **Financial Resources:** [REDACTED]

[REDACTED]

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)	

B4

5. **Volunteer and Co-Sponsorship Programs:**


B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
As an agency accredited by the Council on Accreditation (COA), the affiliate has all .  
Grievance and Protection from Sexual Exploitation and Abuse policies in place


B4

National Agency	USCCB	Affiliate Code	FLUSCC05
Office State	Florida	Office City	North Port
Office Name	Catholic Charities Refugee Resettlement		
Office Address	5900 Pan American Blvd., Suite 202, North Port, FL 34287		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Naples, FL
		Administering affiliate	Venice, FL
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			34293 34285 34235 34229 34276 34232 34238 34241 34291
R&P FTE paid by other (not volunteers)			34277 34231 34233 34292 34289 34278 34287 34237 34236
			34230 34284 34234 34275 34288 34272 34290 34286 34239
			34242 34274 34295 34221 34202 34201 34206 34280 34203
			34219 34211 34218 34281 34208 34210 34216 34220 34282
			34209 34212 34215 34260 34207 34222 34250 34264 33873
Total Client/FTE Ratio			33890 33852 33826 33870 33862 33872 33871 33875 33876
			33857 38671 38686 38637 38672 38651 38680 33952 33954
			33938 33950 33982 33949 33948 33947 33951 33983 33953
			33980 33946 33981 33927 33471 33944

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			

B4

B4



Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

B4

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish and Vietnamese
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE									
Number of other affiliates present	0								
Local overall unemployment rate	6.2								
Available jobs	Restaurants, Retail, Automotive Mechanic, Construction, Remodeling, Factory								
Average starting wage	\$8/hr full-time with limited benefits to 50% of employed.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$600</td> <td>Available: Sometimes</td> </tr> <tr> <td>2-Bedroom: \$700</td> <td>Available: Frequently</td> </tr> <tr> <td>3-Bedroom: \$900</td> <td>Available: Frequently</td> </tr> </table>	1-Bedroom: \$600	Available: Sometimes	2-Bedroom: \$700	Available: Frequently	3-Bedroom: \$900	Available: Frequently		
1-Bedroom: \$600	Available: Sometimes								
2-Bedroom: \$700	Available: Frequently								
3-Bedroom: \$900	Available: Frequently								
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate: Yes/No</td> <td>Avg Wait Time = _____ weeks</td> </tr> <tr> <td>Beginner: Yes/No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Intermediate: Yes/No</td> <td>Avg Wait Time = _____ weeks</td> </tr> <tr> <td>Advanced: Yes/No</td> <td>Avg Wait Time = 4 weeks</td> </tr> </table>	Pre-Literate: Yes/No	Avg Wait Time = _____ weeks	Beginner: Yes/No	Avg Wait Time = 2 weeks	Intermediate: Yes/No	Avg Wait Time = _____ weeks	Advanced: Yes/No	Avg Wait Time = 4 weeks
Pre-Literate: Yes/No	Avg Wait Time = _____ weeks								
Beginner: Yes/No	Avg Wait Time = 2 weeks								
Intermediate: Yes/No	Avg Wait Time = _____ weeks								
Advanced: Yes/No	Avg Wait Time = 4 weeks								

1. Health Care Access: Refugee access to health is available through the local health department. All health screening services are usually done within 30 days of arrival.

Dental and mental health care is limited to refugees but is available.

B4

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B4

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Medical treatments are provided by the health department immediately after refugee medical benefits are available. Dental services are available at the local health department by appointment.

2. **Refugees with Special Needs:**

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B4

3. **Public Outreach:**

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B4

Our 2015 focus will be on Quarterly Task Force meetings (consultation forum) and events like World Refugee Day to bring awareness of our refugee population in Southwest, Florida.

4. **Financial Resources:**

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B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				

B4

<b>TOTALS</b>	
<b>TOTALS PER CAPITA</b> (acknowledged capacity)	

B4

5. **Volunteer and Co-Sponsorship Programs:**

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B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
As an agency accredited by the Council on Accreditation (COA), the affiliate has all  
Grievance and Protection from Sexual Exploitation and Abuse policies in place

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B4

National Agency	USCCB	Affiliate Code	FLUSCC06
Office State	Florida	Office City	Orlando
Office Name	Catholic Charities of Central Florida		
Office Address	1819 N. Semoran Boulevard, Orlando, FL 32807		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	
R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Creole, French, Swahili, Kinyarwanda
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	One
Local overall unemployment rate	The unemployment rate in Metro Orlando has dropped to 5.5 percent. The rate is the lowest in six years — better than the state's (6.2 percent) and the nation's average (6.7 percent).
Available jobs	In our area, refugees have primarily found employment in housekeeping, a local bakery, landscaping, security, and construction.
Average starting wage	The average starting wage is \$8.00 per hour. The jobs are full-time and many offer benefits after 90 days. Landscaping jobs do not offer benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 650 Available: Frequently 2-Bedroom: \$ 780 Available: Frequently 3-Bedroom: \$ 900 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 4 weeks Beginner: Yes/No Avg Wait Time = 4 weeks Intermediate: Yes/No Avg Wait Time = 4 weeks Advanced: Yes/No Avg Wait Time = 4 weeks

1. **Health Care Access:** Initially, refugees access medical care through the Florida Medicaid program. Within a few months, clients must select from a number of state-run HMO plans. The initial health screening is done through the county health department. Subsequent medical needs are provided through a primary care physician. While primary healthcare is readily accessible, it has become increasingly difficult to find specialists who accept Medicaid or its derivatives. The Medicaid program does not keep updated information about medical facilities/doctors who accept the state plans. Orange County Health Department has a case management department to assist in finding specialists in the area. Wait times for services vary; specialists tend to have longer wait times, 8-12 weeks, compared to primary care doctors at 2-6 weeks. Orlando has several pediatric and adult tertiary care hospitals specializing in oncology, cardiology, hematology, infectious diseases,

gastroenterology/hematology and radiology. Transplant and rehabilitation services, including services for individuals with prosthetics, physical and occupational therapy are available in the greater Orlando area, as are tuberculosis, renal dialysis and tropical medical specialty clinics. Local mental health providers are adequate for those who speak English or Spanish, but for speakers of other languages, services are limited. In the past year, however, we have found that the county mental health department has the ability to hire interpreters for clients who speak languages other than Spanish, by request, so that clients may have a person with them during their therapy session. However, those services are dependent upon the availability of the interpreter. Dental services are available for children however, adult dental services are limited. [REDACTED]

B4

2. **Refugees with Special Needs:** Children's Medical Services (CMS), a program offered by the State Department of Health, provides children with special health care needs with a family-centered, managed system of care. In addition, Orlando has several pediatric hospitals that treat special needs. Those special needs can include the following specialties: Bone marrow transplantation, cancer/blood disorders, developmental/behavioral disorders, epilepsy, Down's syndrome and other pediatric specialties. There are services for LGBT clients in our local area that provide support such as The Center, the Zebra Coalition, and Hope and Health Clinic. These services include counseling, HIV testing and assistance, and support groups. Regarding other special needs populations such as trauma victims and single heads of household; we do not have specialized counseling for victims of trauma and language is an obstacle for receiving counseling. The county mental health facility has recently been hiring speakers of other languages besides Creole and Spanish to accommodate some of our clients. We are hoping that this is trend that can widen the opportunity for services to our various populations. [REDACTED]

B4

[REDACTED] As for single mothers, it can be quite difficult to get this population to self-sufficiency due to the cost of housing and child care. The available jobs are usually on weekends and sometimes nights, and are low paying, which is not conducive to families with children where the only parents is out of the home when children are out of school. We will continue to look for resources, however at present they are quite limited.

3. **Public Outreach:** [REDACTED]

B4

We continue reaching out to the community through our bi-monthly refugee task force meetings. Recently, Lutheran Immigration & Refugee Service and this affiliate partnered in a community outreach presentation to invite and educate the community on the US refugee resettlement program. A solicitation for feedback was requested regarding issues related to

the populations being resettled. Very positive feedback was received from the presentation. No issues were brought up that needed any follow-up.

4. Financial Resources:

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other: POWR Grant				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

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5. Volunteer and Co-Sponsorship Programs:

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

Catholic Charities of Central Florida has a grievance policy

The Diocese of Orlando has an extensive sexual exploitation and abuse policy and plan which addresses all core principles.

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National Agency	USCCB	Affiliate Code	FLUSCC01
Office State	Florida	Office City	Pensacola
Office Name	Catholic Charities of NWFL		
Office Address	1 North C Street, Pensacola, FL 32502		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Tallahassee, FL
		Administering affiliate	Pensacola, FL
<b>R&amp;P PROGRAM/AFFILIATE STARTING DATE</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			32501, 32502, 32503, 32504, 32505, 32506, 32507, 32508, 32509, 32511, 32512, 32513, 32514, 32516, 32520, 32521, 32522, 32523, 32524, 32526, 32534, 32559, 32591.
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			



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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, French, Creole, Tedim Chin, Burmese, Mandarin
Other language resources used by affiliate (note frequency and general circumstances of use)	

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	6.3% for Pensacola, 4.8 % for FWB, Destin and Crestview and 5.8% for Panama City (March 2014 according to Bureau of Labor Statistics).
Available jobs	Different areas of hospitality business. Housekeeping, laundry, maintenance, front desk clerk, cooking, serving. Also construction and landscaping.
Average starting wage	In 2013 the minimum wage was \$7.79 and in 2014 it is \$7.93. The average starting wage in 2013 was \$8.50 and in 2014 it is \$9.00. There were both full-time and part-time jobs available and in general, the bigger companies were the ones that offered healthcare in the past.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 550-700 Available: <u>Frequently-Sometimes</u> 2-Bedroom: \$ 650-900 Available: <u>Always-Frequently</u> 3-Bedroom: \$ 850-1500 Available: <u>Frequently-Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>3-4</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>No wait</u> Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>No wait</u> Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>No wait</u>

1. **Health Care Access:** There are 3 main hospitals that provide health services. If the service is covered by Medicaid and is medically necessary, it should be available to refugees. At two of the non-profit hospitals, refugees may qualify for Charity Services, which is a program that allows clients to access services at no cost. Several free or very low-cost clinics and laboratories are also present. There is access to mental health centers, but serving clients with mental health issues through Medicaid is a challenge, due to the lack of providers in the area that accept Medicaid.

There are dental services provided through Medicaid for children 0-20 years of age. Adults only have this service available if they have the Full Medicaid insurance. There are several dental clinics which provide dental services for those without insurance.

The initial health screening, lab work and

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immunization appointments are set within 1 or 2 weeks after arrival. For first time appointments with a Family Practitioner, the usual wait time is 5 to 6 weeks. There is access to a few urgent care clinics that will take patients with conditions that are not life threatening and need sooner follow up. Lack of an updated list of providers within the Medicaid Program continues to be a challenge. [REDACTED]

2. **Refugees with Special Needs:** There are several agencies that support persons with developmental and/or physical disabilities in living, learning and working in the community. There is access to advocacy services, information and referral, independent living skills, peer mentors, sign language and interpreter services, text telephone and video phone, braille materials, large print copies, audio recordings and descriptions of visually presented materials. There are also several organizations that provide medical equipment to persons with physical disabilities like wheel chairs, crutches, hearing aids, etc. Services for victims of trauma are very limited in the area due to lack of appropriate service providers. Refugee clients also have access to the Circles of NWFL program to eliminate poverty, as well as to the Health Professions Opportunity Grant – HPOG which helps low income people with their studies in the health field at Pensacola State College. [REDACTED]

3. **Public Outreach:** [REDACTED]

4. **Financial Resources:** [REDACTED]

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Catholic Charities has a grievance procedure policy for all of its programs and has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in the agency's Policies and Procedures for all staff and volunteers.

National Agency	USCCB	Affiliate Code	FLUSCC04
Office State	Florida	Office City	Riviera Beach
Office Name	Catholic Charities Diocese of Palm Beach Refugee Resettlement Services		
Office Address	100 W 20 <sup>th</sup> Street, Riviera Beach, FL 33404		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	
R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	English, Spanish, French, Creole, Arabic, Persian
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	Two
Local overall unemployment rate	5.6% As of 5/16/2014
Available jobs	Both in FY13 and FY14: Hospitality Industry, Health Care, entry level jobs. The county is also adding jobs, with an increase of 2.8% during the past year
Average starting wage	\$8.00/Hour average starting wage for this site in FY13 and FY14 for both FT and PT. Health Benefits available within 6 months to 10% of the cases.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: <u>\$ 650.00</u> Available: <u>Frequently</u> 2-Bedroom: <u>\$750.00</u> Available: <u>Frequently</u> 3-Bedroom: <u>\$1,000.00</u> Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1 week</u> Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1 week</u> Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1 week</u> Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1 week</u>

## 1. Health Care Access:

Prior to arrival, the DOH Regional Administrator cooperates with affiliates for medical services preparations if needed on arrival. The affiliate located in a Metropolitan area with easy access to world-class hospitals and medical centers with various specialties, primary care physicians and a wide scope of medical services available from general care to acute, vision and dental. Emergency clinics are available throughout the county. Access to health, dental and mental health services is prompt, courteous and convenient.

The Palm Beach County Health Department receives all refugees in Riviera Beach for their initial health screening.

[redacted]  
[redacted] and they receive services at the DOH within 30 days.  
[redacted]  
[redacted]

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2. **Refugees with Special Needs:**

[redacted]  
[redacted] The Health Case Manager at DOH  
collaborates with the medical facilities, hospitals or other non-profits in the area. [redacted]  
[redacted]  
[redacted]

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3. **Public Outreach:** Catholic Charities staff consistently attends Refugee Task Force meetings with invitees from government, stakeholders in the community, private organizations and other agencies serving the refugees. Staff members also attend Human Trafficking coalition meetings. In April 2014, staff was part of the panel at Keiser University in West Palm Beach discussing issues pertaining to Victims of Human Trafficking. The affiliate will participate in World Refugee Day events as with previous years. [redacted]

[redacted]  
[redacted]

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4. **Financial Resources:**

[redacted]  
[redacted]

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National Agency	USCCB	Affiliate Code	FLUSCC10
Office State	Florida	Office City	Tallahassee
Office Name	Catholic Charities of NWFL		
Office Address	1380 Blountstown Highway, Tallahassee, FL 32361		
JOINT SITE		SUB OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	Tallahassee, FL
		Administering affiliate	Pensacola, FL
R&P PROGRAM AFFILIATE STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			32301, 32302, 32303, 30304, 32305, 32306, 32307, 32308, 32309, 32310, 32311, 32312, 32313, 32314, 32315, 32316, 32317, 32318, 32320, 32321, 32323, 32324, 32326, 32327, 32328, 32329, 32330, 32331, 32332, 32334, 32335, 32336, 32337, 32340, 32341, 32343, 32344, 32345, 32346, 32350, 32351, 32352, 32353, 32355, 32358, 32356, 32361
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals	N/A				
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

FY2013 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	N/A	R&P Period Out-Migration % (individuals):	N/A
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):		0/0	
Number of reports showing social security card application as late or incomplete			N/A
Number of reports showing enrollment in cash assistance as late or incomplete			N/A
Number of reports showing enrollment in medical assistance as late or incomplete			N/A
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			N/A
Number of reports showing enrollment in ESL as late or incomplete			N/A
Number of reports showing enrollment in employment services as late or incomplete			N/A
Number of reports showing school enrollment of minor child as late or incomplete			N/A
Number of reports showing health screening as late or incomplete			N/A
Number of reports showing enrollment in other services as appropriate as late or incomplete			N/A
Number of reports showing household income not exceeding expenses			N/A
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			N/A



REGENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, French, Creole, Spanish, Russian
Other language resources used by affiliate (note frequency and general circumstances of use)	

SITING INFORMATION									
Number of other affiliates present	None								
Local overall unemployment rate	5.6% (March 2014) according to the Bureau of Labor Statistics.								
Available jobs	Since Tallahassee is the capital of Florida, there are several government jobs available. There are also jobs in the Health Sciences and Human Performance Enhancement, Information Technology, Research and Engineering Services Transportation and Logistics								
Average starting wage	In 2013 the minimum wage was \$7.79 and in 2014 it is \$7.93. The average starting wage in 2013 was \$8.50 and in 2014 it is \$9.00. There were both full-time and part-time jobs available and in general, the bigger companies were the ones that offered healthcare in the past.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$400-700</td><td>Available: <u>Frequently</u></td></tr> <tr> <td>2-Bedroom: \$550-900</td><td>Available: <u>Always-Frequently</u></td></tr> <tr> <td>3-Bedroom: \$850-1500</td><td>Available: <u>Frequently</u></td></tr> </table>	1-Bedroom: \$400-700	Available: <u>Frequently</u>	2-Bedroom: \$550-900	Available: <u>Always-Frequently</u>	3-Bedroom: \$850-1500	Available: <u>Frequently</u>		
1-Bedroom: \$400-700	Available: <u>Frequently</u>								
2-Bedroom: \$550-900	Available: <u>Always-Frequently</u>								
3-Bedroom: \$850-1500	Available: <u>Frequently</u>								
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1-2</u> weeks</td></tr> <tr> <td>Beginner:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u></td></tr> <tr> <td>Intermediate:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u></td></tr> <tr> <td>Advanced:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u></td></tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1-2</u> weeks	Beginner:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u>	Intermediate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u>	Advanced:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u>
Pre-Literate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1-2</u> weeks								
Beginner:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u>								
Intermediate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u>								
Advanced:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>No wait</u>								

1. **Health Care Access:** Tallahassee has two main hospitals: Capital Regional Medical Center and Tallahassee Memorial Hospital. Both hospitals accept Medicaid. These hospitals provide pediatric and adult tertiary care in oncology, cardiology, hematology, infectious disease, gastroenterology, and radiology. If the service is covered by Medicaid and is medically necessary, it should be available to refugees. There is access to free or very low-cost clinics for individuals who are underinsured or have no insurance. The Bond Community Health Clinic in Tallahassee has access to translating services through the state-funded phone system. There are also several drug rehabilitation centers in the area. There is close and constant contact with the Department of Health of Leon County. Information is shared with the health department as cases are scheduled for screenings within the required 30 day time frame.

[REDACTED]

[REDACTED] There is access to mental health centers, but serving clients with mental health issues through Medicaid is a challenge, due to the lack of providers readily available to accept Medicaid insurance. [REDACTED]

[REDACTED] There are dental services provided through Medicaid for children 0-20 years of age. Adults only have this service available if they have the Full Medicaid insurance.

2. **Refugees with Special Needs:** There is access to agencies that support persons with developmental and/or physical disabilities in living, learning and working in the community. There is access to advocacy services, information and referral, independent living skills, peer mentors, sign language and interpreter services, text telephone and video phone, braille materials, large print copies, audio recordings and description of visually presented materials. There are also several organizations that provide medical equipment such as wheel chairs, crutches, hearing aids, etc. to persons with physical disabilities.

3. **Public Outreach:** [REDACTED]

[REDACTED]

[REDACTED]

4. **Financial Resources:** [REDACTED]

[REDACTED]

[REDACTED]

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS:				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Catholic Charities has a grievance procedure policy for all of its programs and has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in the agency's Policies and Procedures for all staff and volunteers.

National Agency	USCCB	Affiliate Code	FLUSCC03
Office State	Florida	Office City	Tampa
Office Name	Catholic Charities Diocese of St. Petersburg		
Office Address	2021 East Busch Blvd., Tampa, FL 33612		
<b>JOINT SITE</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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2015 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, English, Arabic, Burmese, Chin, French, Creole, Af-Soomaali
Other language resources used by affiliate (note frequency and general circumstances of use)	

SITE RATIONALE	
Number of other affiliates present	Three
Local overall unemployment rate	5.9%
Available jobs	Hospitality, food service, manufacturing, driving, farming, construction, and production.
Average starting wage	\$8.25/hr full time employment with benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: <u>\$500.00</u> Available: <u>always</u> 2-Bedroom: <u>\$575.00</u> Available: <u>always</u> 3-Bedroom: <u>\$700.00</u> Available: <u>always</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>2</u> weeks Beginner: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>2</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>2</u> weeks Advanced: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>2</u> weeks

1. **Health Care Access:** The Tampa Bay area is a resourceful medical community with access to several Medical Specialists. [REDACTED]

[REDACTED]

Health screenings are completed within 30 days of arrival. [REDACTED]

[REDACTED] Clients can access dental services for children through the Women Infant and Children program; adult care is available through the health department. [REDACTED]

2. **Refugees with Special Needs:** The Tampa Bay area is a resourceful medical community with access to several Medical Specialists. [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

B4

[REDACTED] Monthly meetings are held with the DCF Community Liaison and community providers to improve communication efforts with Resettlement agencies and also improve the immediate access of services to Refugees upon arrival. For FY2015 the program plans on continuing attendance at the monthly meetings [REDACTED]

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4. **Financial Resources:** [REDACTED]

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

5. **Volunteer and Co-Sponsorship Programs:**

[Redacted]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
The affiliate has a grievance policy in place for staff and clients. The IASC six core principles related to Sexual Exploitation and Abuse are incorporated in the program's Human Resources policies.

National Agency	USCCB	Affiliate Code	GAUSCC01
Office State	Georgia	Office City	Atlanta
Office Name	Catholic Charities of the Archdiocese of Atlanta, Inc.		
Office Address	2305 Parklake Drive, Suite 150, Atlanta, GA 30345		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			



RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Dari, Dinka, Farsi, Karen, Kinyarwanda, Kirundi, Lingala, Russian, Sango, Tefim, Zomei
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

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B4

B4

SITE RATIONALE	
Number of other affiliates present	5
Local overall unemployment rate	6.8%
Available jobs	Poultry Processing, Commercial Food Packaging/Processing, Manufacturing (construction supplies, retail products, etc.), Hospitality (hotels, tourist attractions, and restaurants), Commercial Laundry, Retail/grocery stores, ATL Airport,
Average starting wage	FY 2013: \$8.67 average wage; FY 2014: \$8.88 In FY 2013 and 2014, 88% of jobs were full time and 61% of those offered benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 600 Available: <u>Frequently</u> 2-Bedroom: \$ 700-750 Available: <u>Always</u> 3-Bedroom: \$ 850-900 Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0-1</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0-1</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0-1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>2-3</u> weeks

1. **Health Care Access:** Physical health services in the metro Atlanta area include the following pediatric and adult care specialists: cardiology, hematology, infectious disease, oncology, dialysis, gastroenterology, transplant, orthopedic, and rehab services. TB diagnosis and treatment services are available in each county. Waits to receive specialty services can be up to 1-2 months with the exception of orthopedic services which can be up to 8-10 months. Dental services are limited for adults, as GA Medicaid does not cover extensive services. However, there are some low cost dental clinics available in the metro area, especially those serving children. Wait times for dental services can be up to 4 months. Language appropriate mental health services are not adequate in the metro area.

B4

[redacted] Wait times for mental health services can be long as a result of the limited number of providers, and almost no mental health services are available for clients needing interpretation once Medicaid benefits have expired. Limited access to medical interpretation in general seems to be the overarching barrier to all healthcare access for refugees in Georgia. However, refugees' medical screening is accomplished within 3-4 weeks when refugees are resettled.

B4

[redacted]

B4

2. **Refugees with Special Needs:** [redacted]

[redacted]

B4

3. **Public Outreach:** [redacted]

B4

[redacted] In FY13, all of the Atlanta based Resettlement Agencies (RA) and 7 community organizations engaged the community through the Coalition of Refugee Serving Agencies (CRSA). CRSA met with elected officials at city, county, and state levels. CRSA also met with school system/authorities, public health officials, as well as business and ethnic community leaders. CRSA created and distributed an annual impact report for FY 2013 with information on resettlement, employment, youth programs, faith and volunteer engagement, economic impact and immigration service outcomes. On 2/5/14, a New American's Breakfast was held at the GA state capitol in which refugees and refugee supporters were able to reach out and provide information to all 236 GA legislators. CRSA also reached out to local media and had positive stories about refugees published in various paper and television media. In FY15, CRSA will continue with similar activities with the outreach strategy focused on the positive and collective strengths of refugees, refugees' contributions in their new communities, and the resettlement program's community support. [redacted]

B4

[redacted] The City of Clarkston and the City of Atlanta also became "Welcoming Communities" through the Welcoming America initiative in FY2014

[redacted]

[redacted] The SRHC recommended

B6

that agencies connect with federally qualified health centers both within and outside DeKalb County. Service providers, MAAs, and RAs meet with the SRC, SRHC, and state officials at the GA Coalition of Refugee Stakeholders (GCRS) meetings on a quarterly basis to discuss arrivals, state programs, and significant trends or issues. At the 4/17/14 meeting, the resettlement agencies presented a group report to the GCRS on FY14 general resettlement outcomes to date and an outlook for FY15. In addition to those listed above, attendees included school representatives, ESL providers, and other refugee community members. All questions from the participants were addressed. CCA and other RAs consistently coordinate with local schools, police departments, health departments, social service providers, and a variety of religious and community-based organizations.

4. **Financial Resources:**

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. **Volunteer and Co-Sponsorship Programs:**

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

CCA has a formal grievance policy

B4

CCA's agency policies include the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse

B4

National Agency	USCCB	Affiliate Code	ILUSCC02
Office State	Illinois	Office City	Chicago
Office Name	Catholic Charities of the Archdiocese of Chicago		
Office Address	651 W. Lake Street, Chicago, IL 60661		
<b>JOINT SITE</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 STATISTICS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

B4

B4

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Dari, Somali, Assyrian, Kirundi
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	5
Local overall unemployment rate	For the state of Illinois the unemployment rate currently is 7.9%. For the Chicago area, the unemployment rate is 9%.
Available jobs	Work in restaurants, hotels, stocking items in stores, janitorial work, cashier etc.
Average starting wage	Average wage is between \$9.00 to \$11.00. Over 80% of job placements are full time positions with benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$850 Available: Always 2-Bedroom: \$1,000 Available: Frequently 3-Bedroom: \$1,300 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 1 weeks Beginner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 1 weeks Intermediate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 2 weeks Advanced: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 4-6 weeks

## 1. Health Care Access:

If necessary, the clinic has some capacity to make referrals to specialists pre-arrival within their own health system. Refugees have access within 30 days but generally within two weeks to their Refugee Health Screening at Touhy / Sinai Clinic.

B4

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Arriving Refugees have access to a onetime 30-day free refill of medications prescribed at their health screening (or medications that they traveled with that ran out during their first 30 days in the U.S.) through Touhy Clinic / Sinai Health System. Before approval for Medicaid,

clients only have access to the Touhy / Sinai Health System or local emergency rooms. After Medicaid approval, there are several clinics that will serve refugees in multiple languages if they choose to leave the Touhy / Sinai Clinic system for primary care. Barriers to access are related to long wait times for appointments in certain specialties, or long wait times for approval for Medicaid.

Access to dental services remains an issue for adults as Illinois Medicaid currently limits dental coverage for adults to emergency extractions of one tooth only. [REDACTED]

B4

[REDACTED] Barriers to access are long wait times of 2-5 months. Psychiatric care can also be accessed at the Touhy / Sinai Clinic, [REDACTED]

B4

[REDACTED] Current wait times to see a psychiatrist are about three months.

B4

2. **Refugees with Special Needs:** [REDACTED]

B4

[REDACTED] We sit on the Refugee Health and Adjustment Task force which is made up of refugee stakeholders in order to disseminate medical information, best practices and provide educational services to refugees on a broader scale. We are able to serve medically complex cases due to the wide variety of medical services available in Chicago. [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

B4

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

**5. Volunteer and Co-Sponsorship Programs:**

B4

**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
Catholic Charities of the Archdiocese of Chicago has a grievance policy for all clients

B4

New staff must review the Inter-Agency Standing Committee's Six Core Principles document.

National Agency	USCCB	Affiliate Code	ILUSC05
Office State	Illinois	Office City	Rockford
Office Name	Catholic Charities of Diocese of Rockford		
Office Address	6116 Mulford Village Dr., Suite #8, Rockford, IL 61107		
<b>JOINT SITE / 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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			61101,61103,61104,61107,61108,61109,61111,61068,61016,61032
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD/STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals	
	FY2014 Acknowledged Capacity	
	FY2014 Anticipated Arrivals	
<b>PROPOSED FY2015</b>		
U.S. Tie Capacity	AF	ISF
No U.S. Tie Capacity	ECA	EXC
Total Capacity	N/A	Total

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

B4

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Lingala, Kachin, Mara, Pwo Karen, Zotung, Lai, Khmer, Malay, zerbajani, Russian, Ukrainian, Farsi, Kurdi, Kivira, Ahmaric, Tigrinya, Kifulerto, Creole, Kaha
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SUPPORT RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	10.9% for Rockford MSA
Available jobs	Manufacturing, assembly, packaging and food service.
Average starting wage	The average starting wage is between \$8.50 to \$9.00. About 80 % are full-time positions and about 85% of these positions have benefits available.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$400-450 Available: Always 2-Bedroom: \$450 - 550 Available: Always 3-Bedroom: \$525 - 675 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks

## 1. Health Care Access:

The health unit will provide referrals to specialists as needed:	

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Dental Dreams and Crusader Clinic both provide dental care (usually within one week of appointment request). There is treatment available for mental health issues at the Rosecrance Mental Health Agency, although this is limited and can take a month or more to get an appointment.

2. **Refugees with Special Needs:**

B4

3. **Public Outreach:** The Rockford area continues to be a welcoming community for refugees.

B4

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. Volunteer and Co-Sponsorship Programs:

[Redacted]

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

[Redacted] The six Core  
Principals are covered by two diocesan documents  
[Redacted]  
contains grievance procedure for reporting and investigation of such misconduct or abuse.  
[Redacted]

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National Agency	USCCB	Affiliate Code	INUSCC01
Office State	Indiana	Office City	Fort Wayne
Office Name	Catholic Charities		
Office Address	915 South Clinton St., Ft. Wayne, IN 46802		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			46802, 46803, 46805, 46808, 46809, 46814, 46816, 46816, 46816, 46825, 46823, 46725, 46706, 46710, 46777, 46701
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Lingala, Hispanic, Somali Bantu, Chin, Karen, Burmese, Mon, Russian, Karen, Shan, Rohingya.
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	7.5%
Available jobs	Contribution warehouse, Sewing, Dairy Farms, Chicken Farms, Meat packing, Meat cutting, Housekeeping, Automotive, and Packing.
Average starting wage	The average starting range is \$9.50 - \$ 10.50 in FY2013 and growing up \$10.00 - \$12.00 in FY2014. Every employer above mention offers full time with benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 365-400 Available: Yes 2-Bedroom: \$ 465-500 Available: Yes 3-Bedroom: \$ 550-650 Available: Yes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 1 - 3 weeks Beginner: Yes/No Avg Wait Time = 1 - 3 weeks Intermediate: Yes/No Avg Wait Time = 1 - 3 weeks Advanced: Yes/No Avg Wait Time = 3 weeks

1. **Health Care Access:** The Allen County Health Department provides the following services: refugee screenings, tuberculosis clinic, HIV testing, Mental Health Assessment, and preventive services for other infectious diseases.

Refugees

access initial screening within two to three weeks of arrival at local health department and there is no barrier to access services. Medicaid provides refugees access to X-rays and follow up doctor appointments through a family physician. Refugees usually receive their Medicaid within two to three weeks of their arrival date.

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2. **Refugees with Special Needs:** Multicultural Health Initiative, and Crime and Victims Care will work with victims of torture. For mental health services, Fort Wayne has several free mental health practices which include Park Center.

B4

3. **Public Outreach:**

B4

4. **Financial Resources:**

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				

B4

Headquarters	
Affiliate/Sub-office	
Other:	
TOTALS	
TOTALS PER CAPITA (acknowledged capacity)	

B4

## 5. Volunteer and Co-Sponsorship Programs:

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B4

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
Catholic Charities of the Diocese of Fort Wayne-South Bend, Inc.


B4

maintain a grievance policy

In addition, Catholic Charities has the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse within our code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	INUSCC03
Office State	Indiana	Office City	Indianapolis
Office Name	Catholic Charities Indianapolis		
Office Address	1400 N Meridian Street, Indianapolis, IN 46202		
<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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	



REGENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Mon, Lingala, Igbo, Kurdish, Turkish
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE													
Number of other affiliates present	1												
Local overall unemployment rate	Local March 2014 average 5.6%												
Available jobs	Hospitality, Distribution, Cold Storage and Food preparation												
Average starting wage	All clients placed in employment are Full Time, with benefits after 90 days of employment. The average wage is \$9.50 an hour. This has held true for FY13 and FY14												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$450</td> <td>Available: Always</td> </tr> <tr> <td>2-Bedroom: \$500</td> <td>Available: Always</td> </tr> <tr> <td>3-Bedroom: \$700</td> <td>Available: Sometimes</td> </tr> </table>	1-Bedroom: \$450	Available: Always	2-Bedroom: \$500	Available: Always	3-Bedroom: \$700	Available: Sometimes						
1-Bedroom: \$450	Available: Always												
2-Bedroom: \$500	Available: Always												
3-Bedroom: \$700	Available: Sometimes												
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 6 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 0 weeks	Beginner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 0 weeks	Intermediate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 0 weeks	Advanced:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 6 weeks
Pre-Literate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 0 weeks											
Beginner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 0 weeks											
Intermediate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 0 weeks											
Advanced:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 6 weeks											

1. **Health Care Access:** Refugees are referred for their Health Screenings to the Marion County Public Health Department (MCPHD), which are completed within 30 days. Starting in late FY 2014, each client will go back for a second screening. At this visit, they will receive follow-up tests and referred to their Primary Care Provider

B4

Prior to this process, Medicaid Taxis were not efficiently used. However, now the MCPHD worked out communication with the taxi providers and

increased service. In addition, the client will have a detailed health report to bring to their primary care doctor. The referrals also include those for dental and vision. [REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

B4

[REDACTED]

**2. Refugees with Special Needs:** [REDACTED]

B4

[REDACTED]

[REDACTED] In FY 2013, our State Refugee Coordinator (SRC) was able to get refugees a 6 month waiver, which helped with the long waiting list. In addition, a local self-help ethnic group trained 7 women to run their own child care program. Refugees needing special immigration legal advice can easily access or internal immigration legal services.

**3. Public Outreach:** [REDACTED]

B4

[REDACTED] In FY 2014, all the community based organizations came together to create the Consolidated Refugee Service plan. It contained 5 focus areas, Education, Employment, Health, Cultural Orientation and Housing/Safety. Each committee developed 3 main goals, totaling 15 goals. Ten of the 15 goals have been achieved already, including partnering with an agency to offer a High School Equivalency class; increasing the number of clients accessing child care vouchers; and, meeting with various public safety officials in area districts to discuss ways of developing relationships between the refugee communities and public safety personnel. The outreach strategy for FY 2015 will continue with this Consolidated Plan. [REDACTED]

B4

[REDACTED]

[REDACTED] The Mayor of Indianapolis' Director of Cultural and International Affairs serves on the Consolidated Refugee Service Plan.

#### 4. Financial Resources:

**Financial Resources:** [REDACTED]

**B4**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

**B4**

### 5. Volunteer and Co-Sponsorship Programs:

<b>Volunteer and Co-Sponsorship Programs:</b>	

**B4**

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** CCI's Human Resource's policies and Council on Accreditation standards reflect these principles and contain a grievance policy and plan. The agency's code of conduct covers the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse. [REDACTED]

Exploitation and Abuse.	

**B4**

National Agency	USCCB	Affiliate Code	IAUSCC04
Office State	Iowa	Office City	Cedar Rapids
Office Name	Catholic Charities of the Archdiocese of Dubuque		
Office Address	420 6 <sup>th</sup> Street, SE, Suite 220, Cedar Rapids, IA 52401		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			50701-50704
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Burmese and Burmese dialects, French, Spanish
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	2014 unemployment rate for Black Hawk County is 4.2%
Available jobs	Employment was primarily found in FY2013 and FY2014 at Tysons
Average starting wage	FY2013 and FY2014 starting wage was/is roughly \$8-\$12/hour depending on skill level. Most jobs at Tysons are full time and offer benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$590-625 Available: Frequently 2-Bedroom: \$775-\$835 Available: Frequently 3-Bedroom: \$900-\$950 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2-12 weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2-12 weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2-12 weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2-12 weeks

1. **Health Care Access:** Medical, dental, and mental health services are available to all refugees located within the Cedar Rapids and Waterloo area, [redacted]

B4

[redacted] Refugees can usually access health screenings and dental services within 30 days of requesting an appointment. [redacted]

B4

2. **Refugees with Special Needs** **Refugees with Special Needs:** B4  
B4

Waterloo has two major hospitals, Covenant Medical Center and Allen Memorial Hospital, which offer the following services: Covenant Cancer Treatment Center, comprehensive behavioral health programs, inpatient medical rehabilitation, level II regional neonatal intensive care unit, wound and hyperbaric center, accredited chest pain center, and radiology services. Cedar Rapids provides pediatric and adult tertiary care as well as sub specialists in oncology, cardiology, hematology, infectious disease, gastroenterology/ herpetology, and radiology. The University of Iowa Hospitals also offer pediatric and adult tertiary care as well as sub specialists in oncology, cardiology, hematology, infectious disease, gastroenterology/herpetology, and radiology.

B4

3. **Financial Resources: Public Outreach:** 

B4

4. **Financial Resources:** 

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				

B4



National Agency	USCCB	Affiliate Code	IAUSCC02
Office State	Iowa	Office City	Des Moines
Office Name	Catholic Charities – Diocese of Des Moines		
Office Address	601 Grand Avenue, Des Moines, IA 50309		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

B4

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Amharic, Arabic, Burmese, Chin languages, Karen, Karenni, Kunama, Tigrinya, Nepali, Somali, Spanish, Urdu
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITUATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	4.6%
Available jobs	Meat packing, production/manufacturing, retail, cleaning, call center
Average starting wage	\$9.38. Jobs were full time and refugees were often offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 600 Available: Frequently 2-Bedroom: \$ 675 Available: Frequently 3-Bedroom: \$ 850 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 2 weeks Beginner: Yes/No Avg Wait Time = 2 weeks Intermediate: Yes/No Avg Wait Time = 2 weeks Advanced: Yes/No Avg Wait Time = 12 weeks

1. **Health Care Access:** Refugees access health, dental and mental health services typically within four weeks after arrival, or earlier, depending on the availability of space. Initial health screenings are provided by two clinics; Blank Children's Hospital which provides medical screening for refugee minors specializes in pediatrics care and the Des Moines University Clinics provides medical screening for adult refugees. These two providers refer our refugee clients to dental, mental health, and other specialty healthcare services if necessary, including psychiatric care. The only challenge to healthcare services in Des Moines is with public transportation, both in its coverage of the different parts of the city as well as the frequency it operates along some bus routes.

Also some refugees with little or no past experience with the western public transportation system have a difficult time using the public transportation system in

B4

Des Moines. [REDACTED]

B4

2. **Refugees with Special Needs:** Local health care providers in Des Moines offer medical and dental care at an affordable rate for the medically insured, uninsured and underinsured. However, severe medical and dental cases are sent to the University of Iowa in Iowa City, which is 2 hours away. Refugees with various mental health needs are referred to either one of the two major mental health care providers in the city, which are the Broadlawns Mental Health Services and the Eyerly Ball Community Mental Health Services. With just two mental health service providers in the city, refugees with mental health issues sometimes have to be on the waiting list for a few months [REDACTED]

B4

[REDACTED] Other health care service providers in Des Moines include the University of Iowa Hospitals and Clinics, Broadlawns Pediatric Clinic, Blank Hospital and Blank Children's Hospital. These medical facilities offer various specialized medical services for all ages. Des Moines is also a friendly community for LGBT. Single female heads of household certainly exist and succeed in Des Moines, and the Iowa Department of Health and Human Services does subsidize childcare. Very large families are extremely difficult to resettle because there is generally a lack of available 4-bedroom housing in Des Moines.

B4

3. **Public Outreach:** [REDACTED]

B4

Also in FY 2014, members of our team participated in large group refugee service provider meetings, in which representatives from dozens of refugee-serving agencies in Des Moines gathered to discuss and find solutions to challenges refugees face in the community. These meetings took place quarterly and will continue to take place on a quarterly basis going forward.

B4

### **5. Volunteer and Co-Sponsorship Programs:**

**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

The PSEA policy has been added to our operations manual

We also have a grievance policy document

UNCLASSIFIED U.S. Department of State Case No. F-2015-10718 Doc No. C05971139 Date: 04/27/2017

National Agency	USCCB	Affiliate Code	KSUSCC02
Office State	Kansas	Office City	Kansas City
Office Name	Catholic Charities of Northeast Kansas		
Office Address	2220 Central Avenue, Kansas City, KS 66102		
If joint site, with which agency or agencies?		N/A	Sub-office Administering affiliate
			N/A N/A
<b>Case Placement Locations</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			66102 66101 66210
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals				
	FY2014 Acknowledged Capacity				
	FY2014 Anticipated Arrivals				
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>	<b>LAC</b>	<b>NE/SA</b>
U.S. Tie Capacity					
No U.S. Tie Capacity					
Total Capacity					

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Burmese, Chin, Nepali, Arabic, Spanish, Karen, Karenni, Farsi, Somali, Kunaama
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE													
Number of other affiliates present	0												
Local overall unemployment rate	9.4%												
Available jobs	Housekeeping, restaurant, warehouse, meat packing												
Average starting wage	\$8.00-\$11.50 Full and Part time. About 30% offering benefits within the first 6 months.												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$ 525</td> <td>Available: Always</td> </tr> <tr> <td>2-Bedroom: \$ 600</td> <td>Available: Always</td> </tr> <tr> <td>3-Bedroom: \$ 675</td> <td>Available: Frequently</td> </tr> </table>	1-Bedroom: \$ 525	Available: Always	2-Bedroom: \$ 600	Available: Always	3-Bedroom: \$ 675	Available: Frequently						
1-Bedroom: \$ 525	Available: Always												
2-Bedroom: \$ 600	Available: Always												
3-Bedroom: \$ 675	Available: Frequently												
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2-4 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks	Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks	Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks	Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2-4 weeks
Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											
Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											
Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											
Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2-4 weeks											

1. **Health Care Access:** Refugees have access to health services with high quality interpretation at Kansas University (KU) Medical Center. This site accepts Medicaid for payment, and there are other sliding scale clinics in the area, should a refugee not have Medicaid. Generally, appointments may be obtained for primary care within two weeks. In addition, KU has a walk-in urgent care clinic in the area if needed. Dental services are available through Indian Creek Clinic, and appointments can be obtained within approximately two weeks. Dental care under Kansas Medicaid is limited for adults, so refugees often access sliding-scale dental clinics. Mental health services for children and adults, including trauma support, can be met through Wyandot Center and Keeler Women's Center. In addition, the Wyandot Center partners with the Chautari Project to fund a Bhutanese case worker who helps with stress management and cultural adjustment. Finally, a new mental health provider, ASAP Counseling, has begun providing mental health services in the area and provides in-home appointments for clients who may have reservations about

attending appointments at a facility. Although medical providers are on area bus routes, transportation is the most common barrier to medical care. [REDACTED]

B4

2. **Refugees with Special Needs:** The nationally recognized Children's Mercy Hospitals and Clinics are available to assist children with a broad range of medical needs, including cancer, developmental and behavioral issues, neurology, endocrinology, orthopedics, and autism. Comparable services are available to adults locally through University of Kansas Medical Center. Deaf International is available to provide services for the deaf community and has assisted refugee clients in the past. [REDACTED] however, there are several in our neighboring city – Kansas City, MO – that provide advocacy for LGBT individuals. [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

B4

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

**5. Volunteer and Co-Sponsorship Programs:**


B4

**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

CCNEK's grievance policy is included in its new client contract

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B4

statement regarding Protection from Sexual Exploitation and Abuse, which covers the six core principles, upon receiving their assignment with the agency.

National Agency	USCCB	Affiliate Code	KYUSCC01
Office State	Kentucky	Office City	Louisville
Office Name	Catholic Charities		
Office Address	2220 West Market Street, Louisville, KY 40212		
<b>JOINT SITE</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 STARTING YEAR</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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FY2015 Reception and Placement Program Proposal

127



B4

RECENT/PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Afghani, Amharic, Arabic, Bosnian, Burmese, Burundi, Chin, Chinese, Chinese-Taiwanese, Chinese-Mandarin, Chinese-Shanghainese, Dari, Dinka, Farsi, French, French Creole, Fulani, Gujarati, Hindi, Karen, Kikongo, Kinyarwanda, Kirundi, Kiswahili, Korean, Kran, Kurdish, Lao, Lingala, Mai Mai, Mien, Nepali, Oromo, Persian, Portuguese, Punjabi, Russian, Sindhi, Somali, Spanish, Susu, Swahili, Tamil, Telugu, Thai, Tigrigna, Tongan, Turkish, Ukrainian, Urdu, Uzbek, Vietnamese, Wolof, Zagawah.
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SITE RATIONALE	
Number of other affiliates present	One
Local overall unemployment rate	The unemployment rate in Louisville in March of 2014 was 7.1%
Available jobs	Our clients have found jobs in the following fields in FY2013 and 2014: Production, food processing, meat industry, hospitality, retail and assembly.
Average starting wage	Between October 1 <sup>st</sup> , 2012 and May 1 <sup>st</sup> , 2014 1,180 job placements have been made. 84 % of jobs were full-time. 62% of jobs offered benefits. The wages ranged from \$7.25 to \$15 per hour. 120 jobs or 10% offered the minimum wage.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 500 Available: Sometimes 2-Bedroom: \$ 565 Available: Always 3-Bedroom: \$ 720 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks

1. Health Care Access:

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B4

[Redacted]

B4

[Redacted]

B4

2. Refugees with Special Needs:

[Redacted]

B4

[Redacted] Furthermore,  
Kentucky is a Refugee Cash Assistance state; [Redacted]  
[Redacted]

B4

3. Public Outreach:

[Redacted]

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B4

## 4. Financial Resources:

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other: Fundraiser				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

We have developed a policy on Protection from Sexual Exploitation and Abuse and we have used the IASC's Six Core Principles as the basis:

clients are provided a copy of Catholic Charities  
Grievance Policy

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National Agency	USCCB	Affiliate Code	LAUSCC02
Office State	Louisiana	Office City	Baton Rouge
Office Name	Refugee & Immigration Services, Catholic Charities of the Diocese		
Office Address	1900 S. Acadian Thruway, Baton Rouge, LA 70808		
<b>IS THIS A JOINT SITE? If yes, please provide the name of the other agency and the location of the joint site.</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>ARE THERE ANY PROGRAMS ASSOCIATE STAFFING? If yes, please provide the name of the program and the location of the program.</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			70802, 70806, 70808, 70810, 70816, 70817, 70791
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY 2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

B4

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, Arabic, Amharic, Italian, Tigrinya, Burmese, Chinese, French, Farsi, Dari, Vietnamese, Romanian, Russian, Nepali
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	4.3%
Available jobs	In order of availability (always to sometimes): FY2013: service, hospitality, food, construction FY2014: hospitality, retail, service, food, construction
Average starting wage	FY 13* P-T Avg. Wage: F-T Avg. Wage: Health benefits: None *CCDBR tracked an average of wages not whether it was full or part-time. That average was : \$9.17 FY 14: P-T Avg. Wage: \$8.96 F-T Avg. Wage: \$10.07 Health benefits: None
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$605.00 Available: Frequently 2-Bedroom: \$710.00 Available: Frequently 3-Bedroom: \$870.00 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 0 weeks Beginner: Yes/No Avg Wait Time = 0 weeks Intermediate: Yes/No Avg Wait Time = 0 weeks Advanced: Yes/No Avg Wait Time = 0 weeks

1. **Health Care Access:** Clinic services can be provided through the local Federally Qualified Health Center, which employs an adequate referral network for basic counseling, dental services, and certain specialties such as nephrology.

B4

Psychiatric care is not often available because practitioners routinely refuse Medicaid as a form of payment,

B4

Ongoing state budget cuts have truncated the ability of the site to timely assist with medical services, outside of emergencies. Medicaid continues to take at least 45 days to approve coverage for the refugees, which does not include the time to receive the actual card. In October 2013, with the dawn of the ACA implementation, the delays became longer and because the state migrated to a round-robin method of handling

applications over the internet. [REDACTED]

B4

[REDACTED] During times of necessity for clients with special medical needs, the state office does make greater efforts to assist. Children have access to full dental care; for adults, there is access to basic dental care. For most dental appointments, the wait is two weeks.

2. **Refugees with Special Needs:** Baton Rouge has strong services for sexually transmitted diseases, including HIV, because of the city's high incidence of first infection. [REDACTED]

B4

[REDACTED] Some other services, such as support for those with sight or hearing impairment, are available in Baton Rouge through the Louisiana Department of Health & Hospital Services. There are agencies that would support persons with visual impairments, including vocational rehabilitative services run by the Louisiana Work Force for persons over 55. Baton Rouge also has a School for the Blind & Deaf for those children not able to be mainstreamed into a regular school.

3. **Public Outreach:** [REDACTED]

B4

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In- kind Value
Foundations/Corporations				
Faith-based/Community- based Organizations				
Fees for Service				

B4

Individuals	
Volunteer Hours/Miles	
State/County/Local Government	
Headquarters	
Affiliate/Sub-office	
Other:	
<b>TOTALS</b>	
<b>TOTALS PER CAPITA</b> (acknowledged capacity)	

B4

## 5. Volunteer and Co-Sponsorship Programs:

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## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

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B4

The Code of Conduct meets and supports the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

National Agency	USCCB	Affiliate Code	LAUSCC03
Office State	Louisiana	Office City	Lafayette
Office Name	Diocese of Lafayette/Migration & Refugee Services		
Office Address	1408 Carmel Ave., Lafayette, LA 70501		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			70360, 70361, 70362, 70363, 70364, 70501, 70592, 70593, 70596, 70598, 70601, 70616, 70629, 70631, 70647.
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	



RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, Arabic, French, various African dialects.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE									
Number of other affiliates present	None								
Local overall unemployment rate	3.5%								
Available jobs	Housekeeping, commercial maintenance, light manufacturing, oil field service laborer, construction, restaurant								
Average starting wage	Full & Part-time pay ranges from \$7.75-\$10.00 per hour upon hire and benefits are typically available at or before 90 days on the job.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$650</td><td>Available: sometimes</td></tr> <tr> <td>2-Bedroom: \$800</td><td>Available: frequently</td></tr> <tr> <td>3-Bedroom: \$950</td><td>Available: sometimes</td></tr> </table>	1-Bedroom: \$650	Available: sometimes	2-Bedroom: \$800	Available: frequently	3-Bedroom: \$950	Available: sometimes		
1-Bedroom: \$650	Available: sometimes								
2-Bedroom: \$800	Available: frequently								
3-Bedroom: \$950	Available: sometimes								
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks</td></tr> <tr> <td>Beginner:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks</td></tr> <tr> <td>Intermediate:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks</td></tr> <tr> <td>Advanced:</td><td><input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks</td></tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks	Beginner:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks	Intermediate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks	Advanced:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks
Pre-Literate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks								
Beginner:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks								
Intermediate:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks								
Advanced:	<input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks								

## 1. Health Care Access:

Other necessary  
 medical, dental, and mental health care is accessed through designated clinics upon receipt of Medicaid   
  
 Urgent care prior to Medicaid can be obtained at local emergency rooms. Once the   
 Pro-bono dental care for adults is available on a limited basis.

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2. **Refugees with Special Needs:** Organ transplants and treatment for serious mental health issues is not readily available in the immediate service area.

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3. **Public Outreach:**

B4

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. **Volunteer and Co-Sponsorship Programs:**

B4

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

A written notification of the client grievance procedure is explained

[Redacted]

B4

The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse have been incorporated into our human resource policies.

National Agency	USCCB	Affiliate Code	LAUSCC04
Office State	Louisiana	Office City	Metairie
Office Name	Refugee Program-Catholic Charities Archdioceses of New Orleans (CCANO)		
Office Address	2505 Maine Ave., Metairie, LA 70003		
<b>JOINT SITE</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 DATA</b>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			70031, 70087, 70047, 70094, 70116, 70119, 70121, 70122, 70123, 70124, 70125, 70130, 70006, 70005, 70001, 70002, 70003, 70163, 70065, 70062
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>	<b>LAC</b>	<b>NE/SA</b>	<b>Total</b>
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Burmese Chin, Burmese Karen, Spanish, Arabic, English
Other language resources used by affiliate (note frequency and general circumstances of use)	

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INTERIM RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	6.8%
Available jobs	List types of jobs/fields where refugees most commonly found employment in FY2013 and FY2014: Hotel, Restaurant, Construction, Babysitting, Housekeeping
Average starting wage	Note the average starting wage or range refugees earned in FY2013 and FY2014. Note whether jobs were full-time or part-time, and whether they offered benefits. \$9-\$13/hr Full-time and part-time. Some offer benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ <u>755.00</u> Available: <u>Always</u> 2-Bedroom: \$ <u>935.00</u> Available: <u>Frequently</u> 3-Bedroom: \$ <u>1,173</u> Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks

1. **Health Care Access:** Our program cooperates with the state refugee coordinator in providing general health statistics and information which can be reported to the federal government and/or the Louisiana Dept. of Health and Hospitals. The State of Louisiana Medicaid program can be billed for refugee medical services. There have been significant problems in helping clients to access health and screening services in the Public Health Units. These problems and delays have been reported to the state ref. coordinator, and USCCB/MRS has reported this problem to both the U.S. State Dept. and the HHS Office of Refugee Resettlement. After passage of the Affordable Care Act, Medicaid applications are lengthier, and must be completed in hard copy and not online, significantly increasing processing time.

There

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is a great need for mental health services, but our community has very few providers that are equipped to serve refugees. Limited dental services are available for low-income families.

2. Refugees with Special Needs:

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3. Public Outreach:

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4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan: The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse are reflected in our archdiocesan code of conduct,

CCANO has a client grievance policy

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National Agency	USCCB	Affiliate Code	MEUSCC01
Office State	Maine	Office City	Portland
Office Name	Catholic Charities Maine Refugee & Immigration Services		
Office Address	80 Sherman Street, Portland, ME 04101		
<b>JOINT SITE / 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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			04072; 04092; 04101-04107; 04210; 04240; 04330
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement.	Amharic, Acholi, Arabic, Albanian, Azerbaijani, Bosnian, Bulgarian, Burmese, Cantonese, Dari, Farsi, Greek, German, French, Italian, Indonesian, Khmer, Korean, Kinyarwanda, Kinyamulenge, Kurdish, Kirundi, Lingala, Oromp, Mandarin, Persian, Portuguese, Pashto, Serbo-Croatian, Spanish, Somali, Swahili, Romanian, Russian, Turkish, Tigrinya, Ukrainian, Vietnamese.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITUATION	
Number of other affiliates present	N/A
Local overall unemployment rate	For April 2014, the unemployment rate in Portland Maine dropped to 4.7% and statewide fell to 5.7%.
Available jobs	Common areas of employment for FY2013 and FY2014 were the hospitality sector, such hotels and restaurants, food processing and manufacturing, health care services, farms, seasonal work at large companies, distribution centers, environmental service, and sanitation with small businesses.
Average starting wage	Note the average starting wage or range refugees earned in FY2013 and FY2014. Note whether jobs were full-time or part-time, and whether they offered benefits.  The average wage in FY 2013 and FY 2014 is \$9 per hour and fewer than 50% of the jobs offer health insurance. There is a mixture of seasonal part/full time positions and per diem work.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$500-650 Available: frequently 2-Bedroom: \$650-898 Available: always 3-Bedroom: \$742-1300 Available: always



English language programs available for newly arrived refugees and average wait time

Pre-Literate: ☒ Yes/No Avg Wait Time = ten days to two weeks  
 Beginner: ☒ Yes/No Avg Wait Time = ten days to two weeks  
 Intermediate: ☒ Yes/No Avg Wait Time = ten days to two weeks  
 Advanced: ☒ Yes/No Avg Wait Time = ten days to two weeks

1. **Health Care Access:**

All newly arriving refugees meet with the PHN within two weeks after arrival for TB test, wellness screening, and follow-up visits as necessary. The PHN schedules an appointment for comprehensive medical examination, including physical health, dental and mental health conditions.

New arrivals generally access health services within 1-2 months of arrival, but clients who need urgent care are usually seen immediately after arrival. Access to dental and vision services (glasses) are the most difficult to obtain for adults because MaineCare does not cover preventive services for adults. However, there are currently few grants available that assist newly arriving refugees with some of these services.

2. **Refugees with Special Needs:** The Maine Center for Disease Control and Prevention (MECDC) works with local partners that include two tertiary care/Level 3 trauma care hospitals, two Catholic hospitals, and two Federally Qualified Health Centers – the Portland Community Health Center and Community Clinical Services (affiliated with St. Mary's Health System) in Lewiston. These provides together provide specialty health services for all types of medical conditions, including PTSD, HIV/Aids, Trauma, and physical disabilities. Portland also has the Maine International Medical Center and TB Clinic, where newly arriving refugees are referred for medical screening and TB tests. The City of Portland has a Survivors of Torture grant to provide Technical Assistance (TA) to institutions that serve survivors of torture. There are a variety of mental health services available for refugees in Portland both in-patient and out-patient. Services can be found with a number of providers including Maine Medical Center, Maine Behavioral Health Care, Opportunity Alliance, Catholic Charities Maine and the Portland Community Health Center. All these providers accept the MaineCare insurance. A number of dental services are available.

3. **Public Outreach:**

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse has also been incorporated into CCME's code of conduct document for all staff and volunteers. Catholic Charities of Maine (CCME) has a grievance policy

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National Agency	USCCB	Affiliate Code	MAUSCC01
Office State	Massachusetts	Office City	South Boston
Office Name	Catholic Charities Refugee and Immigration Services		
Office Address	275 West Broadway, South Boston, MA 02127		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

FY2015 Reception and Placement Program Proposal

146

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	in over 80 languages and is available to staff. Languages include: Amharic, Farsi, Karen, Kinyarwanda, Kiswahili, Lingala, Nepali, Somali, Tigrinya
Other language resources used by affiliate (note frequency and general circumstances of use)	

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B4

AFFILIATE RATIONALE	
Number of other affiliates present	3
Local overall unemployment rate	5.6 (average for Boston 5.3 and Lynn 5.9; primary cities of resettlement)
Available jobs	Hospitality, production & manufacturing, customer service, security, agriculture, and social service/community support (specific jobs for refugees)
Average starting wage	Average starting wage: \$9.57 per hour with health benefits offered for permanent positions. An estimated 67.6% of jobs FT and 32.4% are PT
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$700-850 Available: <u>Frequently</u> 2-Bedroom: \$850-1,100 Available: <u>Frequently</u> 3-Bedroom: \$1,100-1,300 Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks

1. **Health Care Access:** Boston is world-renowned in health care for its academic excellence, cutting edge research and innovative treatments, all of which are available to refugees and covered under the public health insurance programs. Most refugees receive the Refugee Health Assessment (RHA) within 30 days of arrival at a community health center, which offers a comprehensive battery of services and medical interpreters. Refugees with Class A are able to receive RHA within 7 days of arrival and are able to access health care services immediately upon arrival through emergency room or urgent care. While access to physical

health care is relatively easy, there are wait times, often up to 30 days after a referral is made, for mental and dental health care due to a lack of providers willing to accept the low reimbursement rates from public insurance. The primary care physicians at the health centers and their staff are very good advocates for refugees who need follow-up mental health or dental care. [REDACTED]

B4

[REDACTED] Refugees with acute mental health needs do receive immediate services through Boston Emergency Services Team (Boston residents) or Eliot Emergency Services (Lynn residents). Those with acute dental needs can receive appropriate care at the emergency room. The MA Department of Public Health has a specialized unit, Refugee and Immigrant Health Program (RIHP) devoted to refugee and immigrant health, and it includes bilingual community-based outreach workers who treat tuberculosis and focus on preventative health care. [REDACTED]

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[REDACTED] RIHP convenes meetings for resettlement organizations and health care providers by region on a bi-monthly basis to discuss case specific matters and address any problems with provider capacity. [REDACTED]

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2. **Refugees with Special Needs:** Refugees with special needs (sexual violence survivors, torture survivors, LGBT, at-risk families, amputees, and serious mental or physical health conditions) find a supportive environment and comprehensive quality health care in Boston. The Boston Medical Center, Mass General, and Children's Hospital are just a few of the top quality healthcare centers where refugees with conditions such as cancer, infectious diseases, HIV/AIDS, loss of limb or other disability, mild and severe mental illness, and rare disorders find treatment. Refugees can access the Boston Center for Refugee Health and Human Rights which is a specialized case management, mental health and vocational program specifically designed for refugee and asylee survivors of torture and trauma. [REDACTED]

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[REDACTED] The MA Department of Public Health has another unique program for Children and Youth with special health care needs, including chronic, medical and physical development problems, behavioral as well as emotional concerns. During FY14, this program was a valuable resource [REDACTED]

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3. **Public Outreach:** [REDACTED]

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**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

**5. Volunteer and Co-Sponsorship Programs:**

B4

- 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Catholic Charities Boston Human Resource office has policies and procedures already in existence that incorporate the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

We provide our grievance policy to all clients.

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National Agency	USCCB	Affiliate Code	MAUSCC02
Office State	Massachusetts	Office City	Worcester
Office Name	Catholic Charities		
Office Address	10 Hammond St., Worcester, MA 01610		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>						
	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Vietnamese, Nepali, Spanish
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SUPPORT RATIONALE	
Number of other affiliates present	Two
Local overall unemployment rate	6.8% for April 2014
Available jobs	FedEx, Bakeries, Housekeeping
Average starting wage	\$9.50 hr., some full time, some part time, some with health benefits, some not.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$625 Available: sometimes 2-Bedroom: \$850 Available: frequently 3-Bedroom: \$950 Available: frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 1 weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 1 weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 1 weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 1 weeks

1. **Health Care Access:** Healthcare facilities that address the health, mental health and dental care needs of refugees include two community health centers, which are Family Health Center and Edward Kennedy Community Health Center. Generally most clients are seen within 30 days

B4

Refugees are also screened for mental health services within this time frame. Dental health appointments are between 3 to 6 months but if there are immediate needs the refugees can obtain care sooner. We also have three hospitals located in Worcester, UMass Memorial, UMass Memorial-University Campus and St. Vincent's Hospital. All these medical facilities address a range of health needs for both adults and children. Resettlement agencies in Worcester have implemented a process with the Department of Public Health (DPH) to send pre-assurance medical information to DPH when there is a concern to receive their feedback as to whether the Worcester health community can assist with their medical issues.

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[REDACTED]

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We also attend quarterly DPH meetings with other Volags, community health center providers and staff from the local health department to discuss refugee health issues in the Worcester community. We strategize as a group on how best to resolve any healthcare challenges for our respective agencies as well as the refugees we resettle. We also receive quarterly reports from the Refugee Health Coordinator's staff regarding the timeliness within which arriving refugees receive a health assessment. [REDACTED]

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2. **Refugees with Special Needs:** While the medical facilities in Worcester combined, can adequately address most health conditions, [REDACTED]

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[REDACTED]

3. **Public Outreach:** Catholic Charities has been providing a variety of services throughout Worcester County for over sixty years [REDACTED]

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[REDACTED] Staff has participated and continues to in various community and/or provider forums to discuss refugee issues. Quarterly Department of Public Health Consultations [REDACTED] with state and local public health providers, other Volag staff, and staff from the two area community health centers. In addition, we are participating in the community consultations that the Massachusetts Office of Refugees and Immigrants have organized consisting of local, political and community representatives and providers. [REDACTED]

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[REDACTED]

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**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

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**5. Volunteer and Co-Sponsorship Programs:**

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**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Catholic Charities has an agency-wide grievance policy

policy and procedures in place that includes the Six Core Principles for Protection from Sexual Exploitation and Abuse.

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National Agency	USCCB	Affiliate Code	MIUSCC01
Office State	Michigan	Office City	Clinton Township
Office Name	Catholic Charities of Southeast Michigan		
Office Address	15945 Canal Road, Clinton Township, MI 48038		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2014 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	
R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECEIVED PROPOSED ACTIONS	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Chaldean, Assyrian, Somali, Spanish, French, Vietnamese, Chinese, Polish, Albanian, Romanian, Bosnian, Croatian, Serbian, Russian, Ukrainian, Senegalese, Bengali, Hindi, Punjabi and more.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	3
Local overall unemployment rate	14.7% in Metro Detroit as of March, 2014
Available jobs	Manufacturing, Construction, Transportation, Warehousing, Retail Trade and Hospitality services
Average starting wage	For both FY2013 and FY2014 the starting wage remains \$8.50 and majority of jobs are full time jobs with approximately 50% offering benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 550 Available: Always 2-Bedroom: \$ 700 Available: Always 3-Bedroom: \$ 900 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 3 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks

- Health Care Access:** Refugees have access to the initial health screening provider (staffed with bilingual employees) within the first week of arrival. Referrals to specialist when needed are made by the health screening provider as well. In addition, the Metro Detroit area has ample bilingual health care professionals as well as bilingual staff in hospitals. At times, delays (of about 45-60 days) in the issuance of the Medicaid card affect the refugees' ability to access timely continuum health care. Refugees are referred to the public health departments for follow up services or the emergency room for urgent care. Free dental services are limited, however, bilingual dentists are able to offer payment plans to refugees.

Mental health services are covered by some of the Michigan Medicaid plans; however, free mental health services are also available for the uninsured.

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[redacted] In addition, the health screening provider (through their contract with the state refugee services) communicates necessary information with the state and local public health officials post arrival.

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2. **Refugees with Special Needs:** [redacted]

[redacted]

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3. **Public Outreach:** [redacted]

[redacted] CCSEM collaborates with the other resettlement agencies on several initiatives and activities including the continuation of the monthly educational workshops, World Refugee Day celebration, consultations, referrals, etc. [redacted]

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[redacted]

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4. **Financial Resources:** [redacted]

[redacted]

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

All clients are advised of their ability to file a complaint or grievance.

CCSEM is currently incorporating the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in its code of conduct for staff and volunteers.

National Agency	USCCB	Affiliate Code	MIUSCC03
Office State	Michigan	Office City	Lansing
Office Name	St. Vincent Catholic Charities		
Office Address	2800 W. Willow, Lansing, MI 48917		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			48917 48842 48603
R&P FTE paid by other (not volunteers)			48910 48840 48912
			48911 48808 48915
			48823 48806 48933
Total Client/FTE Ratio			48864 48439

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Amharic, Arabic, Burmese (Chin, Falam, Hakha, Karen, Karenni, Matu, Sgaw, Tedim), Farsi, French, Hindi, Kirundi, Kiswahili, Kinyamulenge, Lingala, Mai Mai, Nepali, Oromo, Somali, Somali Bantu, Spanish, Vietnamese
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	6.4%
Available jobs	Warehouses, light industrial, hotels, restaurants, manufacturing, laundry, dry cleaning, retail stores and cleaning services.
Average starting wage	The average starting wage in 2013 was \$8.87/hr. and in 2014 is \$9.78/hr. In 2013, 56% were offered benefits and 43% worked full time. In 2014, 48% receive benefits and 74% are full-time.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 475 Available: <u>Frequently</u> 2-Bedroom: \$ 585 Available: <u>Always</u> 3-Bedroom: \$ 700 Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks

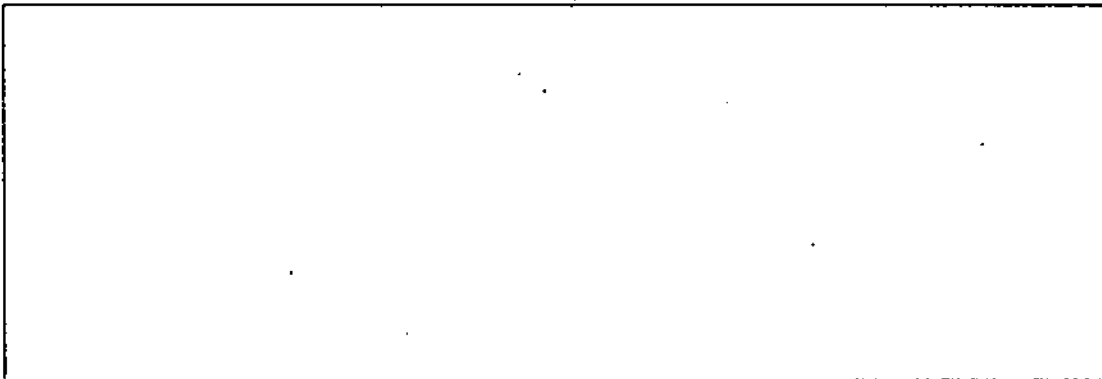
## I. Health Care Access:

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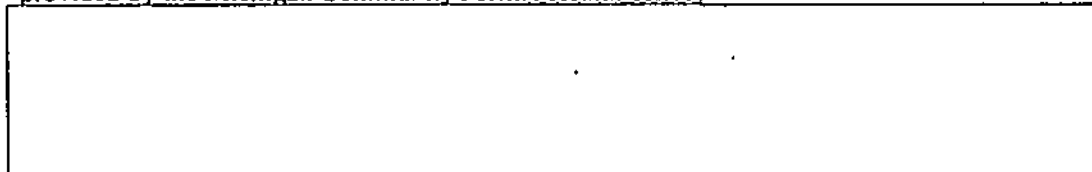


2. **Refugees with Special Needs:** Lansing can accommodate most special needs through existing medical services. Both hospitals (Sparrow and McLaren) share resources and have their own health network including specialty treatment. More severe and complex cases can be transferred to University of Michigan (UM) Children's hospital in Ann Arbor (60 miles away). Special clinics in the Lansing area include: Lung Institute (for tuberculosis), renal dialysis clinics, rehabilitation centers, Lansing Area AIDS Network (LAAN) and several dental clinics. [REDACTED]

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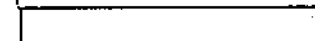
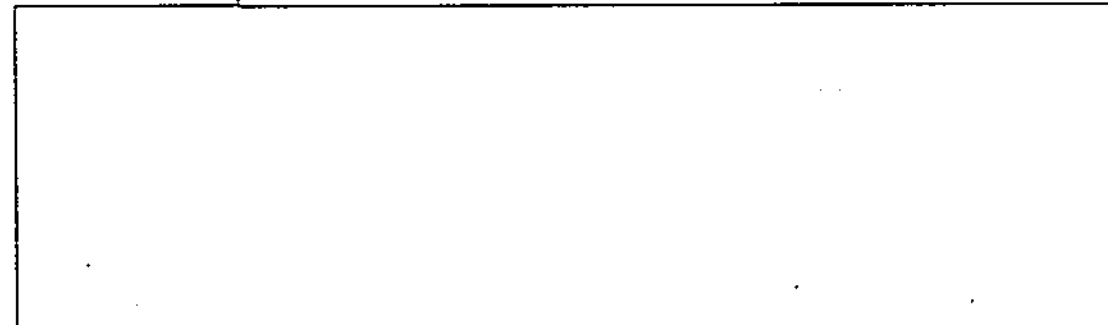
[REDACTED] Counseling and other basic mental health services are provided by the Michigan Community Mental Health office [REDACTED]

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3. **Public Outreach:** [REDACTED]

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[REDACTED] Arabic-speaking Muslims from anywhere will find variety of resources in Lansing including Halal grocery stores and Middle-Eastern restaurants. The St. Joseph Melkite Catholic Church in Lansing maintains a



National Agency	USCCB	Affiliate Code	MNUSCC03
Office State	Minnesota	Office City	Rochester
Office Name	Catholic Charities – Diocese of Winona		
Office Address	903 West Center Street, Suite 220, Rochester, MN 55902		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			Rochester, MN - 55904, 55906, 55901, 55902
R&P FTE paid by other (not volunteers)			Austin, MN - 55912
			Albert Lea, MN - 56007
			Mankato, MN - 56001
			Owatonna, MN - 55060
Total Client/FTE Ratio			Fairbault, MN - 55021

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Anuak, Amharic, Burmese, French, Kinyarwanda, Kiswahili, Lingala,
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

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SITE RATIONALE	
Number of other affiliates present	None /
Local overall unemployment rate	Rochester, MN 4.1% (August 2013) State of Minnesota 4.8% (Source: U.S. Department Bureau of Labor Statistics)
Available jobs	Retail – cashier, sales floor, warehouse, stocking Factory – assembly, packaging, warehouse Food Processing – packaging, warehouse, maintenance
Average starting wage	Average job was full time with benefits available at \$9.00 per hour (range \$8.50 – \$9.75) for both FY13 and FY14
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 525-550 Available: Sometimes 2-Bedroom: \$ 625-700 Available: Frequently 3-Bedroom: \$ 840-970 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks

## 1. Health Care Access:

B4

Mental health screenings will soon be a new component of the refugee health screenings in Minnesota (MN). Currently, there are small outpatient mental health clinics available in our area. Emergency hospitalization and the number of available beds within the hospitals has been an obstacle in the past, as well as long term hospitalization or long term institutionalization. There has been a renewed focus on

medical health in our state, and many community leaders are looking into how the system could work better. [REDACTED]

B4

[REDACTED] After initial screenings are completed all refugees are referred to a primary care physician or specialist to address any specific medical needs. Dental appointments are usually requested by Public Health a month after arrival, though in emergency situations a local dental office is willing to take walk-ins.

The most notable barrier recently to access of medical services has been the technical and system based flaws in the new MNsure health exchange system (Affordable Care Act for the state of MN). [REDACTED]

B4

[REDACTED] We have seen a vast improvement in the length of time refugees are being approved for medical assistance (MA) health insurance in the most recent months. [REDACTED]

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2. **Refugees with Special Needs:** All refugees resettled have access to the abundant medical services offered by the world renowned Mayo Clinic. [REDACTED]

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[REDACTED] The Mayo Clinic provides social work support to its patients, [REDACTED]

B4

[REDACTED] Benefits from the state and county public programs provide targeted services to this population. [REDACTED]

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3. **Public Outreach:** [REDACTED]

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
The six core principles of the PSEA policy are addressed in our agency's *Personnel Policies and Procedures Manual*. The policy includes the procedure for filing a grievance.

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National Agency	USCCB	Affiliate Code	MNUSCC01
Office State	Minnesota	Office City	Saint Paul
Office Name	Catholic Charities		
Office Address	1276 University Ave. W., St. Paul, MN 55104		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Nepali, Hmong, Thai, Spanish, Amharic, Arabic, French, Oromo
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SITING RATIONALE	
Number of other affiliates present	4
Local overall unemployment rate	4.7%
Available jobs	Hotel staff, house keeping services, Janitorial, factory assembly line
Average starting wage	\$9 to \$10.00 for full time work and often do not include benefits with the introduction of the ACA options
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$750 to \$800 Available: <u>sometimes</u> 2-Bedroom: \$850 to \$900 Available: <u>sometimes</u> 3-Bedroom: \$1000 to \$1200 Available: <u>sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3-4</u> weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3-4</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3-4</u> weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3-4</u> weeks

1. **Health Care Access:** With the advent of the Affordable Care Act (ACA), Minnesota has access to health care for refugees available three months retroactive to date of application.

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This is done either the same or next day. Mental health services are covered by MNSure as are dental.

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2. **Refugees with Special Needs:**

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3. **Public Outreach:** The five affiliates, we included, in the metro area work together to bring community members together for consultation. The State Refugee Coordinator meets with the group as well. Various state, local officials, school systems, county benefits providers, and social service providers are regularly involved or invited to meetings to learn from each other and to problem solve issues encountered. There is a monthly meeting in particular with the Minnesota Department of Health and the State Refugee Health Coordinator to discuss any items needing attention or advocacy as well as to share learning. The local affiliates meet regularly, every two months, to discuss issues and share information.

B4

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
We do have a grievance policy. The Inter-Agency standing committee's six core principles are incorporated into the policy.

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National Agency	USCCB	Affiliate Code	MSUSCC01
Office State	Mississippi	Office City	Biloxi
Office Name	Catholic Social and Community Services, Inc./MRC		
Office Address	800 Division Street, Biloxi, MS 39530		
<b>JOINT SITE PAGE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			39530, 39531, 39532, 39564, 39553, 39581,
R&P FTE paid by other (not volunteers)			39501, 39502, 39503, 39507,
Total Client/FTE Ratio			39560, 39567, 39520

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Chinese, Thai, Japanese, Korean, Russian, Tagalog, and Syrian
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	N/A
Local overall unemployment rate	7.09%
Available jobs	Casinos: bussers, line cooks, dealers, and housekeeping, construction, shipbuilding and the seafood industry.
Average starting wage	\$7.50 Full times with benefits after 90 days. Part time no benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 475.00 Available: Always 2-Bedroom: \$ 550.00 Available: Frequently 3-Bedroom: \$ 800.00 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 0 weeks Beginner: Yes/No Avg Wait Time = 0 weeks Intermediate: Yes/No Avg Wait Time = 0 weeks Advanced: Yes/No Avg Wait Time = 0 weeks  *We are the only site on the Gulf Coast that offers free of charge classes in English as a Second Language, Preparation for the Citizenship Test as well as the GED Test on the Gulf Coast, 5 days a week in the morning, for 3 hours and, 2 times a week, for 2 hours in the evening. The curriculum is Open Entry/Open Exit which means that students can begin at any level and leave the program as they find employment.

## 1. Health Care Access:

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[Redacted]

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2. **Refugees with Special Needs:**

[Redacted]

[Redacted]

B4

3. **Public Outreach:**

[Redacted]

[Redacted]

B4

[Redacted]

B4

[Redacted]

B4

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

5. **Volunteer and Co-Sponsorship Programs:**6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Catholic Social and  
Community Services has an existing policy on sexual exploitation that cover the PSEA  
policy and plans.

National Agency	USCCB	Affiliate Code	MSUSCC02
Office State	Mississippi	Office City	Jackson
Office Name	Catholic Charities		
Office Address	200 North Congress Street, Suite 100, Jackson, MS 39201		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			Zip codes vary but have included:
R&P FTE paid by other (not volunteers)			Madison, MS 39110
Total Client/FTE Ratio			Florence, MS 39073
			Brandon, MS 39042
			Meridian, MS 39305

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Diaka, French, Creole, Arabic, Kiswahili, Burmese, Kachin, Karen, Kikuyu, and Spanish
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	There are no other resettlement agencies in the area.
Local overall unemployment rate	The unemployment rate for the state was 7.6% in the month of March which included a rate of 8.0% for the Jackson area.
Available jobs	Examples of employment include: restaurants, hospitals, hotels, construction, etc.
Average starting wage	The average starting wage is \$7.25 per hour. Most of the adults obtain part-time employment with no benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: <u>\$500.00</u> Available: <u>sometimes</u> 2-Bedroom: <u>\$600.00</u> Available: <u>sometimes</u> 3-Bedroom: <u>\$700.00</u> Available: <u>sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 0 weeks Beginner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 0 weeks Intermediate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 0 weeks Advanced: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Avg Wait Time = 0 weeks

1. **Health Care Access:** All of the adults who are resettled or eligible for services through the Reception and Placement (R&P) program have access to 8 months of Medicaid services.

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There are no major barriers to obtaining services that have been experienced by the program.



## 2. Refugees with Special Needs:

[REDACTED]

[REDACTED]

[REDACTED] The Solomon Counseling Center, the Rape Crisis Center and the Migrant Support Center are a few of the services that are available as resources.

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## 3. Public Outreach:

[REDACTED]

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## 4. Financial Resources:

[REDACTED]

[REDACTED]

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

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## 5. Volunteer and Co-Sponsorship Programs:

[REDACTED]

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[REDACTED]

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

[REDACTED]

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[REDACTED] It provides a detailed description of the grievance process that need to be employed. The Core Principles have been incorporated into our URM Policy and Procedure Manual which also includes adult resettlement. [REDACTED]

[REDACTED]

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[REDACTED]

National Agency	USCCB	Affiliate Code	MOUSCC04
Office State	Missouri	Office City	Columbia
Office Name	Refugee and Immigration Services, Catholic Charities of Central and Northern Missouri		
Office Address	201 W. Broadway, Bldg. 3, Suite G, Columbia, MO 65203		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	/ N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			65201, 65203, 65202, 65101, 65109, 65401, 65473, 65807, 65804 and all others in the Mid-Missouri area as needed.
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

FY2013 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Burmese, Chin, Karen, Karenni, Kachini, Tigrinya, Amharic, Kiswahili, Russian, Bosnian, Serbo-Croatian, Spanish, French, Kurdish, Oromo, Somali, Kinyarwanda, Lingala, Persian, Tushto, Saho
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITUATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	5.0%
Available jobs	Hospitality, Industry, Medical, Food Service, Custodial, and Production.
Average starting wage	For FY 2013 48% of recorded job placements were part time and the remaining 52% were full time positions. The average starting wage was \$8.65. Thus far, for FY 2014 57% of all job placements have been part time, and the remaining 43% are full time positions. The average starting wage thus far is \$9.07. Half of the employers offer benefits after 30 days of employment.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 500 Available: Always 2-Bedroom: \$ 600 Available: Always 3-Bedroom: \$ 750 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 8 weeks Beginner: Yes/No Avg Wait Time = 8 weeks Intermediate: Yes/No Avg Wait Time = 8 weeks Advanced: Yes/No Avg Wait Time = 8 weeks  Note: As a result of program changes at the Adult Learning Center, the wait time has recently increased from two to eight weeks. This is a substantial jump

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- Health Care Access:** Columbia has a number of healthcare providers that address most refugee medical needs in a timely manner. Refugees resettled in Missouri are covered by Refugee Medicaid (RMA) for the first 8 months after arrival. RMA ensures the ability to address existing health issues without an overwhelming financial burden.

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**2. Refugees with Special Needs:**

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[REDACTED] The services and programs available to arrivals with extraordinary needs are numerous. For refugees living with chronic physical disabilities there are a number of rehabilitation clinics available, that are able to create a plan for long term rehabilitation and increased independence. In regards to transportation, there is an affordable and accessible para transit line utilized by many individuals in the community living with disabilities. Social service agencies such as Services for Independent Living, Vocational Rehab, and Alternative Community Training provide support for individuals living with physical and mental disabilities. Those agencies facilitate programs in support of alternative employment, community integration, and financial resources to address persisting needs.

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**3. Public Outreach:**

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**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

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## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Our agency does have a grievance policy and has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in its code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	MOUSCC02
Office State	Missouri	Office City	Saint Louis
Office Name	Catholic Charities Refugee Services		
Office Address	2840 Wisconsin Ave., St. Louis, MO 63118		
<b>IS THIS A JOINT SITE WITH ANOTHER AGENCY? IF YES, WHICH AGENCY? IF NO, SUB-OFFICE OF WHICH AGENCY?</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 STARTING DATE AND CASE PLACEMENT LOCATIONS</b>			
	FY2014   FY2015	Zip code(s) in which affiliate is able to place cases:	
R&P FTE paid by R&P		N/A	
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Kurdish; Burmese (Chin), Farsi, Swahili, Pashto, Dari, Urdu, Amharic, Tigrinya, Somali
Other language resources used by affiliate (note frequency and general circumstances of use)	

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LOCAL SETTING RATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	7.2% in Saint Louis City
Available jobs	Housekeeping, machine operating, tailoring, sewing, restaurant dishwasher/busser/food preparation, security guard, sales;
Average starting wage	\$7.25-\$11.00 per hour, mainly full-time positions, many offering benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 450 Available: Frequently 2-Bedroom: \$ 550-600 Available: Sometimes 3-Bedroom: \$ 650-850 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 1 weeks Beginner: Yes/No Avg Wait Time = 1 weeks Intermediate: Yes/No Avg Wait Time = 1 weeks Advanced: Yes/No Avg Wait Time = 1 weeks

## 1. Health Care Access:

Cardinal Glennon Children's Hospital and St. Louis Children's Hospital are both within the City of St. Louis, a short bus ride away from where refugees reside. The hospitals provide a wide range of services for children.

Adults can receive emergency or primary care services at Barnes Jewish Hospital or Saint Louis University Hospital which are also located very close to most clients; both locations have interpretation available. A Tuberculosis clinic is provided through St. Louis ConnectCare; Cross-cultural clinics are provided through Casa de Salud and Grace Hill. Grace Hill is a commonly used resource among clients, as it has many locations near to clients' apartments. It provides dental, eye, physical and mental health services; and has interpretation services. One barrier that clients experience with Grace Hill is that it can sometimes take 1-2 months to receive an

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initial appointment for new patients due to their tight capacity. A special mental health center for victims of torture is provided through the Center for Survivors of Torture and War Trauma [REDACTED] In addition, clients may receive mental health services through Places for People, an agency providing counseling for immigrants/refugees within the city limits. The City Health Department completes the initial health screenings for refugees [REDACTED]

[REDACTED] The City Health Department passes medical information on to the State health officials. [REDACTED]

**2. Refugees with Special Needs:** [REDACTED]

[REDACTED] Saint Louis has a number of mental health clinics who work specifically with immigrants, refugees, and war trauma victims. [REDACTED]

[REDACTED] Saint Louis has a number of resources for those with visual or hearing impairment, including interpreters and special schools for the blind and deaf.

**3. Public Outreach:** [REDACTED]

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

The St. Louis Catholic Charities Federation Handbook describes the policies on harassment, abuse, and values  which are in line with the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

National Agency	USCCB	Affiliate Code	NEUSCC02
Office State	Nebraska	Office City	Lincoln
Office Name	Catholic Social Services of Southern Nebraska		
Office Address	2241 O St., Lincoln, NE 68510		
<del>JOINT SITE</del>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<del>R&amp;P PROGRAM AFFILIATE STARTING</del>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P	N/A		
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
PROPOSED FY2015		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

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<del>FY2013 R&amp;P PERIOD REPORT OUTCOMES</del>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Kurdish, French, Karen, Kayyah, Tadem, Burmese, Farsi, Spanish, Swahili, Russian or Kinyarwanda
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	2.9% (April 2014)
Available jobs	Meat packing, fast food, hospitality, cleaning, food packaging
Average starting wage	65% of placements in FY13 and FY14 were FT, 35% PT. Average starting wage for FT is \$11.35, and for PT is \$7.97. 47% of FT jobs offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 450 Available: <u>Frequently</u> 2-Bedroom: \$ 550 Available: <u>Frequently</u> 3-Bedroom: \$ 750 Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1</u> week Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1</u> week Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1</u> week Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>1</u> week

1. **Health Care Access:** Our refugee clients in Lincoln have access to health and dental services. In addition to the following major healthcare providers: St Elizabeth, Bryan/LGH, and Nebraska Heart Institute, there are dozens of regular medical clinics that treat both severe and common medical conditions. There are also many dentists in Lincoln.

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It is this department that refers all refugees with special medical conditions, including dental problems to the appropriate specialist and or clinics for follow-up treatments. Most refugees receive health screening within 30 days after arrival. Healthcare providers in Lincoln accept the Medicaid insurance

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Emergency cases are always able to get the care they need upon arrival. Non-emergency cases can always see a doctor within thirty to sixty days. There are several walk-in clinics a client can go to for non-emergencies in cases where they can't get to their Primary Care Provider in a reasonable time. There are also two community clinics that will see clients without insurance if the need arises before the client applies for or is approved for Medicaid. There are no barriers to accessing these services. [REDACTED]

[REDACTED] She has asked that we share this information so she can ensure the city allows for appropriate treatment of all of our arrivals.

2. **Refugees with Special Needs:** With the numerous healthcare facilities in Lincoln, [REDACTED]

[REDACTED] We do not have a pediatric hospital or a childhood infectious diseases specialist, but refugees from all walks of life are generally able to get good physical health care in Lincoln. Even though Lincoln has mental healthcare providers for various mental health conditions, cultural competency and appropriate language interpretation can sometimes pose a major challenge for both providers and refugee clients. [REDACTED]

[REDACTED] Most clients who demonstrate or screen for potential mental health issues are referred to Community Mental Health clinic, which will perform an assessment and refer clients for continued treatment and therapy if necessary. Overall, we can say that Lincoln's mental health services for refugees have considerable room for improvement.

3. **Public Outreach:** Lincoln has an informal organization called the New Americans Task Force (NATF), which consists of all government and community agencies that work with or have an interest in refugee communities. In 2014, meetings are held the third Friday of every month and are generally attended by 15 to 30 representatives from local agencies. We discuss all issues concerning refugees at these meetings. Refugee resettlement has broad support in Lincoln and has for many years. There are no major risk factors unique to Lincoln. Every third meeting of the NATF has been designated as our Quarterly Consultation meeting. Representatives of specific community and government agencies are asked to attend these meetings, in addition to the normal attendees. This effort is spearheaded by our State Refugee Coordinator. The quarterly consultations meetings have been well-attended thus far.

[REDACTED] IN FY 2015, we will continue to participate in the New Americans Task Force which serves as the main conduit for our community outreach.

4. **Financial Resources:** [REDACTED]


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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

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## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 We have a code of ethics, rules of conduct, and grievance policy for all staff and volunteers which includes the six core principles of ISAC's PSEA policy.

National Agency	USCCB	Affiliate Code	NVUSCC01
Office State	Nevada	Office City	Las Vegas
Office Name	Catholic Charities of Southern Nevada		
Office Address	1511 Las Vegas Boulevard North, Las Vegas, NV 89101		
<del>JOINT SITE</del>		<del>SUB-OFFICE</del>	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<del>R&amp;P PROGRAM AFFILIATE STAFFING</del>		<del>CASE PLACEMENT LOCATIONS</del>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Burmese, Farsi, Kiswahili, Kinyarwanda, Nepali, Somali, Spanish and Tigrinya.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE																					
Number of other affiliates present	1																				
Local overall unemployment rate	8.7%																				
Available jobs	Refugees most commonly found employment in the hospitality field in positions such as guest room attendants, porters, dishwashers and food handlers.																				
Average starting wage	The average starting wage for the refugee clients is \$10.38, with a majority jobs being full-time and offering benefits.																				
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$501</td> <td>Available: Frequently</td> </tr> <tr> <td>2-Bedroom: \$583</td> <td>Available: Frequently</td> </tr> <tr> <td>3-Bedroom: \$750</td> <td>Available: Sometimes</td> </tr> </table>	1-Bedroom: \$501	Available: Frequently	2-Bedroom: \$583	Available: Frequently	3-Bedroom: \$750	Available: Sometimes														
1-Bedroom: \$501	Available: Frequently																				
2-Bedroom: \$583	Available: Frequently																				
3-Bedroom: \$750	Available: Sometimes																				
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time =</td> <td>1</td> <td>weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time =</td> <td>1</td> <td>weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time =</td> <td>1</td> <td>weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time =</td> <td>1</td> <td>weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks	Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks	Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks	Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks
Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks																	
Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks																	
Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks																	
Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time =	1	weeks																	

1. **Health Care Access:** Refugees are enrolled in Medicaid through the State of Nevada's Department of Welfare and Supportive Services (DWSS) division upon arrival. Access to Medicaid is generally available within five days of arrival therefore allowing clients the ability to seek medical services quickly. However, Medicaid services are sometimes limited due to a shortage of providers accepting this plan. Dental services are available, however, limited to emergencies.

B4

The State Refugee Health Coordinator, [REDACTED] has access to the Center for Diseases Control and Prevention's Electronic Disease Notification system and communicates with the local TB Clinic to treat refugees within a week of arrival. [REDACTED]

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[REDACTED]

B4

[REDACTED] Mental health services as whole in Nevada are quite limited. Immediate services are available for emergencies through the local hospitals, however for therapeutic care, the wait time is extensive. Some of the barriers that refugees encounter in accessing medical care are due to the lack of language support within the local providers' offices. [REDACTED]

B4

2. **Refugees with Special Needs:** [REDACTED]

B4

[REDACTED]

3. **Public Outreach:** [REDACTED]

B4

[REDACTED]

[REDACTED]

4. **Financial Resources:** [REDACTED]

B4

[REDACTED]

[REDACTED]

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan: CCSN has a grievance policy and the policies of the agency reflect the IASC Six Core Principles

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National Agency	USCCB	Affiliate Code	NJUSCC01
Office State	New Jersey	Office City	Camden
Office Name	Catholic Charities, Diocese of Camden, Inc.		
Office Address	1845 Haddon Avenue, Camden, NJ 08103		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>CASE PLACEMENT LOCATIONS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			08012, 08035, 08049, 08065, 08081, 08083, 08094, 08106, 08107, 08401, 08611, 08618, 08629
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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REFUGEE/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Amharic, Chinese, Thai, Malaysian
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITERATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	Rate in counties where majority of refugee clients live: Camden (6.9%), Gloucester (6.6%), Burlington (6.0%), Mercer (5.0%)
Available jobs	Local supermarkets and Wal-Mart stores/Stockers, Unloaders, Food packing/Production line workers and Restaurant workers
Average starting wage	FY2013: Average Starting Wage: \$8.84 FT with approximately 30% with benefits available. FY2014 through 4/30/14: Average Starting Wage: \$8.42 FT with 30% with benefits available
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	FY2014 Rental Figures 1-Bedroom: \$788.00 Available: <u>Frequently</u> 2-Bedroom: \$895.71 Available: <u>Frequently</u> 3-Bedroom: \$1,016.67 Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3 weeks</u> Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3 weeks</u> Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>3 weeks</u> Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = <u>5 weeks</u>

## 1. Health Care Access:

at the federally qualified health center (Southern Jersey Family Medical, Hammonton, NJ) that is contracted through the Department of Health.

The medical records are sent directly from the New Jersey Department of Health to the Federally Qualified Health Centers (FOHC).

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**2. Refugees with Special Needs:**

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There are adequate local resources within the Our Lady of Lourdes, Kennedy, Cooper and DuPont health systems to serve pregnant women, amputees, individuals needing treatment for sexually transmitted infections, tuberculosis and other infectious diseases, developmental delays or cognitive impairments, and other pediatric specialties. These networks include primary and tertiary care, as well as clinics for dental, radiology tuberculosis and renal dialysis services. All newly arrived clients receive referrals to other services through the Domestic Health Assessment, at which time appointments and special accommodations are made.

B4

**3. Public Outreach:**

B4

**4. Financial Resources:**

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Catholic Charities, Diocese of Camden Inc.'s Human Resource policies support all prohibitions and protections as described in the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse


National Agency	USCCB	Affiliate Code	NMUSCC01
Office State	New Mexico	Office City	Albuquerque
Office Name	Catholic Charities		
Office Address	3301 Candelaria Road NE, Albuquerque, NM 87107		
<del>JOINT SITE</del>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<del>R&amp;P PROGRAM AFFILIATE STAFFING</del>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
PROPOSED FY2015		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

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<del>FY2015 R&amp;P PERIOD REPORT OUTCOMES</del>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete.			
Number of reports showing enrollment in cash assistance as late or incomplete.			
Number of reports showing enrollment in medical assistance as late or incomplete.			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete.			
Number of reports showing enrollment in ESL as late or incomplete.			
Number of reports showing enrollment in employment services as late or incomplete.			
Number of reports showing school enrollment of minor child as late or incomplete.			
Number of reports showing health screening as late or incomplete.			
Number of reports showing enrollment in other services as appropriate as late or incomplete.			
Number of reports showing household income not exceeding expenses.			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends.			

PRESENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SUPPORT INFORMATION	
Number of other affiliates present	1
Local overall unemployment rate	6.8%
Available jobs	Production Worker, Laborer, Housekeeper, Baker, Caregiver
Average starting wage	The average starting wage is \$8.74 per hour for all job placements from October 2012-present. Individuals were working between 32-40 hours a week. Clients are eligible for health benefits after 6 months of employment.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	Studio: \$507 Available: Always 1-Bedroom: \$637 Available: Always 2-Bedroom: \$780 Available: Sometimes 3-Bedroom: \$1129 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 2 days Beginner: Yes/No Avg Wait Time = 2 days Intermediate: Yes/No Avg Wait Time = varies* weeks Advanced: Yes/No Avg Wait Time = varies* weeks Intermediate and advanced ESL classes are held at the Central New Mexico Community College. Clients must enroll either at the spring, fall or summer semesters.

1. **Health Care Access:** Clients have reliable access to medical services which include dental and mental health services.

In some cases it may take longer due to patient backlog at the clinics.

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[REDACTED]

[REDACTED] The University of New Mexico Hospital (UNMH) provides mental health services to youth and adults in their native language. [REDACTED]

[REDACTED]

[REDACTED]

B4

B4

2. **Refugees with Special Needs:** [REDACTED]

B4

[REDACTED] The UNMH in conjunction with Carrie Tingly Hospital offer high quality services to youth with severe injuries and disabilities. Several services are also available for people with substance abuse issues, as well as a variety of counseling services. Five providers have been trained by the State Refugee Mental Health Coordinator and have been identified to meet the needs of clients diagnosed with trauma, PTSD and depression. Combined, the providers have many years of experiences providing counseling around adolescents, immigration, single parent families, and LGBT issues. Outside of the UNMH network, four private practices are also available to treat patients. [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

B4

## 4. Financial Resources:

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B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

Catholic Charities has a grievance policy

The Inter-Agency Standing Committee's Six Core Principles has been integrated into the Catholic Charities code of conduct.

B4

National Agency	USCCB	Affiliate Code	NYUSCC09
Office State	New York	Office City	Albany
Office Name	Catholic Charities Housing Office		
Office Address	41 North Main Ave., Albany NY 12203		
<b>JOINT SITE / 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 &amp; CASE PLACEMENT LOCATIONS</b>			
	EY2014	EY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

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<b>CASE LOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	French, Arabic, Swahili, Kinyarwanda, Kirundi, Spanish, Burmese, Karen and Farsi
Other language resources used by affiliate (note frequency and general circumstances of use)	

SITE RATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	7.6%
Available jobs	<i>In the past, our clients have found employment in retail, manufacturing, food service and janitorial/housekeeping services.</i>
Average starting wage	<i>Many clients start their positions part time at \$8.00/hr. Those with advanced education from their home countries have moved to higher paid, full time positions.</i>
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 500 Available: Sometimes 2-Bedroom: \$ 650 Available: Frequently 3-Bedroom: \$ 800 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks

1. **Health Care Access:** There is a full range of pediatric and adult medical services available in Albany. This includes two tertiary care hospitals in the city of Albany, Albany Medical Center Hospital and St. Peter's. All of them taken together include available sub-specialties in oncology, cardiology, hematology, infectious disease, gastroenterology and hepatology, and radiology for both children and adults. There are inpatient psychiatric units at Albany Medical Center, as well as outpatient mental health services at an adjacent psychiatric center, and addiction and mental health services at St. Peter's. County health departments follow up with tuberculosis cases identified in initial health screenings, and there are renal dialysis clinics throughout the region. Albany Medical Center and St Peter's maintain a full array of epidemiology and infectious diseases programs, and Albany Med provides transplant services. A federally qualified community health center in Albany provides a broad range of health and mental health services, especially for those with limited resources. Rehabilitation

services are offered by St Peter's through a special rehab unit at its nursing and rehabilitation center. Additionally, there are numerous clinics throughout the area providing physical therapy services. Two healthcare providers have been contracted by the Department of Health to offer initial health screenings for new arrivals. [REDACTED]

B4

2. **Refugees with Special Needs:** High quality medical care is available to refugees suffering from a number of illnesses and disabilities including, but not limited to, those listed above. Appropriate housing for those with physical disabilities, for example, refugees needing wheelchairs, may be more difficult to locate. [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

B4

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. **Volunteer and Co-Sponsorship Programs:** [REDACTED]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
Our agency code of conduct [REDACTED] includes language  
that covers the Inter-Agency Standing Committee's Six Core Principles for Protection from  
Sexual Exploitation and Abuse for all staff and volunteers. [REDACTED]

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National Agency	USCCB	Affiliate Code	NYUSCC04
Office State	New York	Office City	Amityville
Office Name	Migration Office of Catholic Charities		
Office Address	143 Schleigel Boulevard, Amityville, NY 11701		
<b>JOINT SITE OR 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 STATISTICS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			All Zip Codes within Suffolk County and Nassau County, NY
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Dari, Persian, Albanian, Spanish, French
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	6%
Available jobs	Refugees most commonly found employment in FY2013 and FY2014 in Health, Retail, Manufacturing
Average starting wage	\$8.50 per hour, full-time, 50% offer benefits after 6 months
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 1,200.00 Available: Frequently 2-Bedroom: \$ 1,600.00 Available: Frequently 3-Bedroom: \$ 1,800.00 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 4 weeks

1. Health Care Access:
- New York State (NYS) has its own market place for health insurance; there are over eight different providers in the region and mental health, dental services and other health services are readily available. NYS also mandates for services to be provided in the client's language when needed. Difficulties may present when the US-tie, and thus the client, reside in an area that does not have reliable public transportation.

B4

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2. Refugees with Special Needs:
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[Redacted]

[Redacted] Public

benefits are adequate in the State of New York to stabilize those special needs groups. [Redacted]

[Redacted]

[Redacted]

B4

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3. **Public Outreach:** [Redacted]

[Redacted]

B4

[Redacted] Every year our office participates in "Law Day" which is a daylong networking put together by the local court in order to share information about services offered and needs that our clients may have. The following courts participate: Family Court, Domestic Violence Court and Human Trafficking Court. During this meeting the Resettlement Director informs the local courts and other stake holders about the refugee population, countries they are coming from, special needs, language needs etc. Similar activities are planned for FY 2015.

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. **Volunteer and Co-Sponsorship Programs:** [Redacted]

[Redacted]

[Redacted]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Our agency has a grievance policy [Redacted] We have the

B4

Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual  
Exploitation and Abuse in our organization's code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	NYUSCC01
Office State	New York	Office City	Brooklyn
Office Name	CCNS/Refugee Resettlement Program		
Office Address	191 Joralemon Street, 2 <sup>nd</sup> Floor, Brooklyn, NY 11201		
<b>JOINT SITE</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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Fulani, French, Djuolla, Bambara languages through Pulaar Speaking Association, Arabic from Arab American Family Support Center
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SITERATIONALE	
Number of other affiliates present	2 other sites in Brooklyn 3 other sites in Manhattan
Local overall unemployment rate	NY State: 7.3%; NYC: 8.9% ; Brooklyn: 8.3% & Queens 7.6%
Available jobs	Childcare, Sales, Home health aide, cook/chef, restaurant & hotels, beautician, construction, customer service, cleaning, housekeeping, medical assistant, etc.
Average starting wage	\$ 9.59 for FY13 & FY14; full-time; one out of three with benefits;
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$1,500-2,400 Available: Sometimes 2-Bedroom: \$1,850-3,200 Available: Sometimes 3-Bedroom: min \$2,750 Available: Never available (Very Rare)
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 3 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 weeks

B4

1. **Health Care Access:** With the newly introduced Healthcare EXCHANGE system through New York State, refugees are eligible for health insurance within 10 days, instead of previously within 30 days.

B4

In regards to dental care, minors are seen by NYC Department of Health Dental Clinics, while adults need to wait until they receive Medicaid cards.

B4

Special medical cases are seen by the appropriate health care provider the day after arrival. All medical health screenings are provided within 48-72 hours after arrival;

B4

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## B4

**FY2015 Reception and Placement Program Proposal**

5. Volunteer and Co-Sponsorship Programs: [REDACTED]

B4

[REDACTED]  
[REDACTED]

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
Catholic Charities Diocese of Brooklyn & Queens has a formal Grievance Policy [REDACTED]

[REDACTED] The  
agency's Grievance Policy incorporates the Six Core Principles for protection against Sexual  
Exploitation and Abuse. [REDACTED]  
[REDACTED]

B4

B4

National Agency	USCCB	Affiliate Code	NYUSCC02
Office State	New York	Office City	Buffalo
Office Name	Catholic Charities Immigration & Refugee Assistance Program		
Office Address	20 Herkimer St., Buffalo, NY 14213		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>			
U.S. Tie Capacity	AF	EA	ECA
No U.S. Tie Capacity	LAC	NE/SA	Total
Total Capacity			

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Somali, Vietnamese, Dinka, Amharic, Arabic, Portuguese, Kirundi, Burmese, Chin, Karen, Hindi, Nepali, Eritrean, Tigrinya, Swahili, Kinyarwanda, Spanish, Ukrainian, Tigrinya, Russian
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITERATIONALE	
Number of other affiliates present	4
Local overall unemployment rate	6.6%
Available jobs	Hospitality, restaurant, production (assembly, packaging, etc.), landscaping;
Average starting wage	Average starting wage FY2013 \$8.00 and FY2014 \$9.00 Over 85% were full time; 30% provided benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 350 Available: frequently 2-Bedroom: \$ 450 Available: frequently 3-Bedroom: \$ 550 Available: frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 0 weeks Beginner: Yes/No Avg Wait Time = 0 weeks Intermediate: Yes/No Avg Wait Time = 0 weeks Advanced: Yes/No Avg Wait Time = 0 weeks



## 1. Health Care Access:

The Women and Children's Hospital of Buffalo is a regional center for pediatric care. The Erie County Medical Center has both TB and HIV clinics.

Jewish Family Service and Lakeshore Behavioral Health also provide mental health services.

B4

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## 2. Refugees with Special Needs: Services available for health and mental health needs are identified in question 1 above.

B4

## 3. Public Outreach:

B4

## 4. Financial Resources:

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				

B4

Volunteer Hours/Miles	
State/Country/Local Government	
Headquarters	
Affiliate/Sub-office	
Other:	
<b>TOTALS</b>	
<b>TOTALS PER CAPITA (acknowledged capacity)</b>	

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Catholic Charities Immigration & Refugee Assistance Program has an addendum to the Agency's Code of Ethics that incorporates the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

B4

National Agency	USCCB	Affiliate Code	NYUSC03
Office State	New York	Office City	New York
Office Name	Catholic Charities Community Services, Archdiocese of New York		
Office Address	80 Maiden Lane, 13 <sup>th</sup> Floor, New York, NY 10038		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD/STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic and Burmese
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE							
Number of other affiliates present	4						
Local overall unemployment rate	The unemployment rate for New York City as of March 2014 is 8.3%						
Available jobs	<p>List types of jobs/fields where refugees most commonly found employment in FY2013 and FY2014</p> <p>Healthcare field: Certified Nurse Assistant, Home Health Aide, Medical Assistant, Nurse Assistant, Nurse, Medical Billing, Direct Care Worker</p> <p>Retail: Stock, Maintenance, Sales Associate</p> <p>Hospitality: Housekeeping, Houseman, Porter, Customer Service Representative</p> <p>Security: Security Guard, Airport Security (TSA)</p> <p>Non-profit: Administrative assistant, receptionist, case assistant</p> <p>Manufacturing: Line worker, laborer</p> <p>Trades: Electrician, painter, plumber</p>						
Average starting wage	<p>Note the average starting wage or range refugees earned in FY2013 and FY2014. Note whether jobs were full-time or part-time, and whether they offered benefits.</p> <p>FY13 Average starting wage: \$9.55 100% of placements were full-time 85% of the positions offered benefits</p> <p>FY14 Average starting wage: \$7.95 100% of placements were full-time 87% of the positions offered benefits</p>						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$950</td><td>Available: Sometimes</td></tr> <tr> <td>2-Bedroom: \$1,400</td><td>Available: Sometimes</td></tr> <tr> <td>3-Bedroom: \$1,900</td><td>Available: Sometimes</td></tr> </table>	1-Bedroom: \$950	Available: Sometimes	2-Bedroom: \$1,400	Available: Sometimes	3-Bedroom: \$1,900	Available: Sometimes
1-Bedroom: \$950	Available: Sometimes						
2-Bedroom: \$1,400	Available: Sometimes						
3-Bedroom: \$1,900	Available: Sometimes						

English language programs available for newly arrived refugees and average wait time	Pre-Literate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = <1 week
	Beginner:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = <1 week
	Intermediate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = <1 week
	Advanced:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = <1 week

## 1. Health Care Access:

[redacted] The health care provider completes appropriate follow ups and provides referrals as necessary. [redacted]

[redacted] The New York metropolitan area is host to many public and private hospitals and clinics, all of which provide healthcare interpretation and culturally competent services. Refugees have access to mental health services through providers that accept Medicaid. In addition, Metropolitan Hospital, Columbia-Presbyterian and NYU Langone Medical Center offer excellent mental health services; and Bellevue Hospital's Adult Out-Patient Mental Health Clinic is one of the most reputable in the city.

[redacted] The Refugee Health Coordinator, New York State Representatives and our agency partake in a quarterly Refugee and Asylee Service Providers (RASP) Consortium meeting to discuss and expand health care access for refugees.

## 2. Refugees with Special Needs:

[redacted] As described above, New York City has multiple resources and programs for the treatment of survivors of torture and severe trauma.

## 3. Public Outreach: In FY2014, the agency worked with the RASP Consortium members and others within the network to conduct outreach and provide support and referrals for newly-arrived clients. Recently, as New York City has welcomed a new mayoral administration, the City's Human Resources Administration (HRA) has begun to shift its priorities. As a result, HRA staff members attended a RASP meeting for the first time and welcomed feedback on key processes which are not currently working as well as they could. These key issues include, enrollment in SNAP benefits, Medicaid and Refugee Cash Assistance.

[redacted] Each year the New York Times publishes a series of articles on the work of Catholic Charities, including the work of the refugee resettlement program. [redacted]

## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan: Catholic Charities Community Services, Archdiocese of New York, has a grievance policy in place in accordance with the Six Core Principles for Protection and Sexual Exploitation and Abuse.

B4

National Agency	USCCB	Affiliate Code	NYUSCC05
Office State	New York	Office City	Rochester
Office Name	Catholic Family Center		
Office Address	87 N. Clinton Ave., Rochester, NY 14604		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	CWS	Sub-office	N/A
		Administering affiliate	N/A
<b>IR&amp;P PROGRAM AFFILIATE TAKING CASES</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			14605, 14606, 14608, 14609, 14611, 14612, 14613, 14615, 14619, 14620, 14621, 14623, 14667
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

B4

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RECENT/PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	
Other language resources used by affiliate (note frequency and general circumstances of use)	ethnic community partners, churches and volunteers.

B4

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SITE RATIONALE													
Number of other affiliates present	0 - Our agency is the only resettlement site in Rochester												
Local overall unemployment rate	7.9% in the Rochester Metropolitan Area												
Available jobs	Assembly/manufacturing, sewing, hospitality, food service/restaurant, warehouse, janitorial/housekeeping/maintenance, health services,												
Average starting wage	About 80% of employed clients have full time jobs. The average hourly wage is \$9.00 and approximately 75% of the employers offer benefits within six weeks to six months of employment.												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$550</td> <td>Available: Frequently</td> </tr> <tr> <td>2-Bedroom: \$650</td> <td>Available: Sometimes</td> </tr> <tr> <td>3-Bedroom: \$750</td> <td>Available: Sometimes</td> </tr> </table>	1-Bedroom: \$550	Available: Frequently	2-Bedroom: \$650	Available: Sometimes	3-Bedroom: \$750	Available: Sometimes						
1-Bedroom: \$550	Available: Frequently												
2-Bedroom: \$650	Available: Sometimes												
3-Bedroom: \$750	Available: Sometimes												
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate:</td> <td>Yes/No</td> <td>Avg Wait Time = same day enrollment</td> </tr> <tr> <td>Beginner:</td> <td>Yes/No</td> <td>Avg Wait Time = same day enrollment</td> </tr> <tr> <td>Intermediate:</td> <td>Yes/No</td> <td>Avg Wait Time = same day enrollment</td> </tr> <tr> <td>Advanced:</td> <td>Yes/No</td> <td>Avg Wait Time = same day enrollment</td> </tr> </table>	Pre-Literate:	Yes/No	Avg Wait Time = same day enrollment	Beginner:	Yes/No	Avg Wait Time = same day enrollment	Intermediate:	Yes/No	Avg Wait Time = same day enrollment	Advanced:	Yes/No	Avg Wait Time = same day enrollment
Pre-Literate:	Yes/No	Avg Wait Time = same day enrollment											
Beginner:	Yes/No	Avg Wait Time = same day enrollment											
Intermediate:	Yes/No	Avg Wait Time = same day enrollment											
Advanced:	Yes/No	Avg Wait Time = same day enrollment											

## 1. Health Care Access:

At time of
particularly high arrival volume, the health assessment may occur in the second week after arrival. At the initial assessment, any serious, acute medical or pharmaceutical needs are addressed by the RGH healthcare provider. Clients are able to access dental care services on an emergency basis immediately after arrival through Eastman Dental. For general cleaning and care, clients can obtain appointments when their Medicaid case is active, which is 45-60 days after arrival. Refugees can receive mental health care services from a variety of sources.

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[redacted] RGH also offers mental health care to refugees in a traditional western-style way as well as refugee-specific (peer counseling). [redacted]  
[redacted]

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2. Refugees with Special Needs:

[redacted]  
[redacted]

B4

3. Public Outreach:

[redacted]  
[redacted]

B4

4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

The agency has a formal grievance policy

The six core principles for Protection from Sexual Exploitation and Abuse are currently incorporated in Catholic Family Center's code of conduct.

B4

National Agency	USCCB	Affiliate Code	NYUSCC06
Office State	New York	Office City	Syracuse
Office Name	Catholic Charities of Onondaga County		
Office Address	527 N. Salina Street, Syracuse, NY 13208		
<b>JOINT SITE / 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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA LAC NE/SA Total</b>
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Somali, Spanish, Nepali, Russian, French, Fulfulday, Sango, Swahili, Burmese, Karen, Karenni, Arabic, Kirundi
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE INFORMATION	
Number of other affiliates present	2
Local overall unemployment rate	7.1%
Available jobs	food service, housekeeping, small manufacturing, assembly, furniture-building, farming, janitorial
Average starting wage	\$8 per hour Jobs obtained were full-time, and benefits were often available.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 500 Available: Always 2-Bedroom: \$ 600 Available: Always 3-Bedroom: \$ 750 Available: Always
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 6-8 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 6-8 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 6 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 6 weeks

1. **Health Care Access:** Newly arriving refugees receive their first health care appointment approximately four weeks after arrival. Refugees attend the Onondaga County TB clinic for testing and follow-up assessment and are then scheduled for a thorough refugee health screening funded by New York State. This screening takes place within six to eight weeks of arrival and includes lab work and a physical exam. At the same time, clients are assigned to a primary care physician for follow-ups with any medical issues identified during the first screening. Refugees who become ill before the health screening, or who arrive with more serious medical conditions, may access health care through the emergency room any time, and can access expedited primary care and specialist care.

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## 2. Refugees with Special Needs:

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The most significant gap in services exists for refugees who need long-term daily living assistance, especially if they live alone.

B4

## 3. Public Outreach:

B4

## 4. Financial Resources:

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				

B4

Affiliate/Sub-office	
Other:	
TOTALS	
TOTALS PER CAPITA (acknowledged capacity)	

B4

## 5. Volunteer and Co-Sponsorship Programs:

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B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Catholic Charities follows the Diocese of Syracuse's Child and Youth Protection Policy,  
 which incorporates the Inter-Agency Standing Committee's Six Core Principles for  
 Protection from Sexual Exploitation and Abuse for all staff and volunteers.


B4

National Agency	USCCB	Affiliate Code	NCUSCC01
Office State	North Carolina	Office City	Charlotte
Office Name	Catholic Charities of the Diocese of Charlotte (CCDOC) – Refugee Resettlement Office		
Office Address	1123 South Church Street, Charlotte, NC 28203		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals			
	FY2014 Acknowledged Capacity			
	FY2014 Anticipated Arrivals			
<b>PROPOSED FY2015</b>				
U.S. Tie Capacity	AE	EA	ECA	LAC
No U.S. Tie Capacity				
Total Capacity				

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Karen, Karenni, Congolese, Eritrean, French, Kinyarwanda, Spanish, Swahili, Tigrigna
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

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SITE RATIONALE	
Number of other affiliates present	One
Local overall unemployment rate	5.80% for April 2014 the last month that reporting is available
Available jobs	Assembly, construction, food manufacturing, hospitality, light manufacturing, light woodworking and warehoused/distribution
Average starting wage	\$8-13 per hour Full time with benefits for both FY13 and FY14
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$425 - 525 Available: <u>frequently</u> 2-Bedroom: \$525 - 685 Available: <u>always</u> 3-Bedroom: \$625 - 785 Available: <u>sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1-2 weeks on-site & campus Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1-2 weeks on-site & campus Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1-2 weeks on site & campus Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1-2 weeks on site & campus

- Health Care Access:** The Charlotte area has a variety of "refugee friendly" clinics. A number of our doctor and dentist offices have bilingual doctors, dentists and/or office staff. There is a dedicated children's hospital. For ongoing chronic medical needs beyond Medicaid availability, Charlotte has a few free clinics. These free clinics are, understandably, in demand and can have 3 to 4 week waiting periods. The Health Dept. tuberculosis (TB) clinic serves our clients who are on TB medication. Mental health care remains the weak link in Charlotte's health care system. There have been wait times of approximately 3-4 weeks for an appointment. The Mental Health Association (MHA) has worked with experts in refugee trauma providing training in refugee mental health needs and in cultural and linguistic sensitivity. This ongoing relationship has allowed refugee clients



better access to the mental health resources in Charlotte. These relationships with the providers, the refugee leaders and the MHA continue to offer better services.

B4

The greatest impediment to healthcare is the problem of delays in getting Medicaid. Changes in their procedures have resulted in many clients, who arrived as far back as 3-4 months, still waiting for their Medicaid benefits card and treatment. The State Refugee Coordinator and local resettlement offices have been working with DSS to identify and rectify this problem, yet it has not been remedied for all the clients.

2. **Refugees with Special Needs:** Refugees with significant medical issues such as heart disease, kidney disease, physical disabilities and children with special needs have all been assisted to receive the care they need here in Charlotte, NC. For U.S. tie cases, relatives often take responsibility for appointments and transportation.

B4

3. **Public Outreach:**

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## 4. Financial Resources:

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  the Charlotte Diocese code of conduct meets the 6 core principals of sexual exploitation and abuse. CCDOC has a grievance policy

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National Agency	USCCB	Affiliate Code	OHUSCC01
Office State	Ohio	Office City	Cincinnati
Office Name	Catholic Charities Southwestern Ohio		
Office Address	100 East 8 <sup>th</sup> St., 5 <sup>th</sup> Floor, Cincinnati, OH 45202		
<b>JOINT SITE</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 STATISTICS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			45001-5 45011-15 45025 45026 45030 45032 45033 45034
R&P FTE paid by other (not volunteers)			45036 45039-44 45050-56 45061-69 45071 45102 45103
Total Client/FTE Ratio			45106 45111 45112 45120 45122 45140 45145 45147 45150
			45152 45153 45156-58 45160 45162 45174 45176 4520109
			45211-37 45239 45240-55 45258 45262 45263 45264 45267
			45268-71 45273-75 45277 45280 45296 45298 45299

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals	
	FY2014 Acknowledged Capacity	
	FY2014 Anticipated Arrivals	
<b>PROPOSED CAPACITY</b>	LAC	Total
U.S. Tie Capacity		
No U.S. Tie Capacity		
Total Capacity		

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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PRESENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE													
Number of other affiliates present	0												
Local overall unemployment rate	Hamilton and Clermont- 4.8%, Warren 4.6%, and Butler 4.7%												
Available jobs	Housekeeping, warehousing, assembly line, restaurant, janitorial, and interpretive services.												
Average starting wage	For both FY2013 and FY2014, \$9.27 is the average rate for full time employment while \$8.47 for part time employment. When clients obtain full time employment they are typically eligible for health care benefits after 90 days.												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$ 425</td> <td>Available: <u>Frequently</u></td> </tr> <tr> <td>2-Bedroom: \$ 600</td> <td>Available: <u>Frequently</u></td> </tr> <tr> <td>3-Bedroom: \$ 700</td> <td>Available: <u>Sometimes</u></td> </tr> </table>	1-Bedroom: \$ 425	Available: <u>Frequently</u>	2-Bedroom: \$ 600	Available: <u>Frequently</u>	3-Bedroom: \$ 700	Available: <u>Sometimes</u>						
1-Bedroom: \$ 425	Available: <u>Frequently</u>												
2-Bedroom: \$ 600	Available: <u>Frequently</u>												
3-Bedroom: \$ 700	Available: <u>Sometimes</u>												
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No</td> <td>Avg Wait Time = 0 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks	Beginner:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks	Intermediate:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks	Advanced:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks
Pre-Literate:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks											
Beginner:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks											
Intermediate:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks											
Advanced:	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	Avg Wait Time = 0 weeks											

## 1. Health Care Access:

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## 2. Refugees with Special Needs:

B4

## 3. Public Outreach:

B4

## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				

B4

Volunteer Hours/Miles
State/County/Local Government
Headquarters
Affiliate/Sub-office
Other:
<b>TOTALS</b>
<b>TOTALS PER CAPITA</b> (acknowledged capacity)

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B4

## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** CCSWOH has an established grievance policy. Additionally, our Code of Conduct for all staff and volunteers incorporates the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.


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National Agency	USCCB	Affiliate Code	OHUSCC03
Office State	Ohio	Office City	Cleveland
Office Name	Catholic Charities Diocese of Cleveland, Migration and Refugee Services (MRS)		
Office Address	7800 Detroit Ave., Cleveland, OH 44102		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No.U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Tigrinya, Farsi, Dari, Russian, Kikuyu, Somali, Nepali, Lingala, French, Karen, Karen, Burmese, Swahili
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE													
Number of other affiliates present	2												
Local overall unemployment rate	6.7% (Cuyahoga County)												
Available jobs	There is no significant difference between the types of jobs in FY2013 and FY2014. The type of employment opportunities include Housekeeping, Factory work, culinary services, assembly, sewing, hospitality and laundry services.												
Average starting wage	FY2013, \$8.25/hour and FY2014, \$8.95/hour with most jobs being full-time with benefits offered.												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table><tr><td>1-Bedroom : \$495</td><td>Available: Always</td></tr><tr><td>2-Bedroom: \$650</td><td>Available: Always</td></tr><tr><td>3-Bedroom: \$800</td><td>Available: Frequent to Sometimes</td></tr></table>	1-Bedroom : \$495	Available: Always	2-Bedroom: \$650	Available: Always	3-Bedroom: \$800	Available: Frequent to Sometimes						
1-Bedroom : \$495	Available: Always												
2-Bedroom: \$650	Available: Always												
3-Bedroom: \$800	Available: Frequent to Sometimes												
English language programs available for newly arrived refugees and average wait time	<table><tr><td>Pre-Literate:</td><td><input checked="" type="checkbox"/> Yes/No</td><td>Avg Wait Time = 7days or less</td></tr><tr><td>Beginner:</td><td><input checked="" type="checkbox"/> Yes/No</td><td>Avg Wait Time = 7days or less</td></tr><tr><td>Intermediate:</td><td><input checked="" type="checkbox"/> Yes/No</td><td>Avg Wait Time = 7days or less</td></tr><tr><td>Advanced:</td><td><input checked="" type="checkbox"/> Yes/No</td><td>Avg Wait Time = 7days or less</td></tr></table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less	Beginner:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less	Intermediate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less	Advanced:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less
Pre-Literate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less											
Beginner:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less											
Intermediate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less											
Advanced:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time = 7days or less											

## 1. Health Care Access:

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Refugee mental health has been at the forefront of programming in the community amongst the three resettlement offices, NFP, the Alcohol Drugs and Mental Health Board, and a group of partner agencies over the past two years. An active taskforce has been organized and programming has been



developed to address the mental health needs of the diverse refugee populations

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2. **Refugees with Special Needs:**

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3. **Public Outreach:**

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
CC-MRS has a grievance policy.

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The extensive policy incorporates the Inter-Agency Standing Committee's (ISAC) Six Core Principles for Protection from Sexual Exploitation and Abuse for all staff and volunteers.

National Agency	USCCB	Affiliate Code	OHUSCC04
Office State	Ohio	Office City	Dayton
Office Name	Catholic Social Services of the Miami Valley		
Office Address	922 West Riverview Ave., Dayton, OH 45407		
<b>JOINT SITE</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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			45402, 03, 05, 06, 09, 10, 16, 17, 19, 20, 22, 23, 24, 27, 28, 29, 30, 31, 34, 35, 37, 40, 48, 49, 59, 79, 90
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	
R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Kiswahili, Kirundi, Kinyarwanda, Kiganda, French, Tigrinya, Amharic, Spanish, Nepali, Turkish, Kurdish, Russian, Burmese, Kunama, Several Eritrean dialects, Several Sudanese dialects
Other language resources used by affiliate (note frequency and general circumstances of use)	

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	6.1%
Available jobs	Assembly work, dining services, janitorial work, interpretation services, food packaging, housekeeping and sewing jobs
Average starting wage	FY 2013: Average starting wage \$8.59; 70% was full-time employment; 22% was part-time employment; 8% was temporary employment; 61% of clients were eligible for medical benefits within six months
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 400 - \$550 Available: <u>Always</u> 2-Bedroom: \$ 500 - \$650 Available: <u>Always</u> 3-Bedroom: \$ 550 - \$850 Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>    </u> < <u>1</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>    </u> < <u>1</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>    </u> < <u>1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>    </u> < <u>1</u> weeks

## 1. Health Care Access:

School immunizations are available prior to the	
health screening appointment.	

[REDACTED]

[REDACTED] Wait times for routine medical and dental services range from 1-2 months after referral and approximately 2-3 months after referral for non-urgent specialty medical services and mental health services. Area hospitals offer a full range of primary and specialty health care services with linguistically appropriate services for medical treatment. Access to appropriate language services has been inconsistent among private medical facilities, sometimes resulting in cancelled or delayed appointments and redirecting client care to alternate health care facilities. [REDACTED]

[REDACTED]

2. **Refugees with Special Needs:** [REDACTED]

[REDACTED]

3. **Public Outreach:** [REDACTED]

[REDACTED]

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

**5. Volunteer and Co-Sponsorship Programs:**

- 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 CSSMV has a grievance policy  The six core principles for protection from exploitation and abuse are in CSSMV's code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	OKUSCC02
Office State	Oklahoma	Office City	Oklahoma City
Office Name	Catholic Charities of the Archdiocese of Oklahoma City		
Office Address	1501 N. Classen Blvd., Oklahoma City, OK 73106		
If joint site, with which agency or agencies?		N/A	Sub-office Administering affiliate
			N/A N/A
R&P PROGRAM AFFILIATE STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			All zip codes with 731 prefix (Oklahoma City), 73160, 73026, 73013, 73034, 73071, 73942, 73505
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

FY2013 R&P PERIOD REPORT OUTCOMES	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Burmese (Chin, Karen), Tingrinya
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	According to the United States Department of Labor Bureau of Labor Statistics, the Unemployment rate for OKC for March 2014 was 4.8 percent
Available jobs	<p><b>FY 2013</b></p> <ul style="list-style-type: none"> <li>-Manual labor (stocking, unloading, assembly, packaging, and warehouse)</li> <li>-Food service industry (cooking, bussing, waiting tables)</li> <li>-Customer service (cashiers)</li> </ul> <p><b>FY 2014</b></p> <ul style="list-style-type: none"> <li>-Manual Labor (assembly)</li> <li>-Customer service (cashiers)</li> <li>-Food service industry (cooking, bussing, waiting tables)</li> </ul>
Average starting wage	<p><b>FY 2013</b></p> <p>\$8.50/hour AVERAGE, \$7.25 - \$13.30 RANGE</p> <p>93% of employers offered benefits within 90 days</p> <p>10.4% of positions were PT, 89.6% were FT</p> <p><b>FY 2014</b></p> <p>\$8.92/hour AVERAGE, \$7.25-\$13.60 RANGE,</p> <p>81% of employers offered benefits within 90 days</p> <p>2% of positions are PT, 98% are FT</p>
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<p>1-Bedroom: \$ 500.00 Available: <input type="checkbox"/> Frequently</p> <p>2-Bedroom: \$ 630.00 Available: <input type="checkbox"/> Frequently</p> <p>3-Bedroom: \$ 850.00 Available: <input type="checkbox"/> Never</p>
English language programs available for newly arrived refugees and average wait time	<p>Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks</p> <p>Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks</p> <p>Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks</p> <p>Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>4</u> weeks</p>



1. **Health Care Access:** Refugees resettled in Both Oklahoma City (OKC) and Guymon have access to health, dental and mental health services. With the Refugee Medical Assistance (RMA) insurance, refugees access health, emergency dental and mental health services within 30 days of arrival. There is an average 2 week wait for the initial health screening appointment with the local health care clinics. In Oklahoma City, the following healthcare providers, the Oklahoma University Community Health Clinic, Oklahoma University hospital, Dental depot, and St. Joseph's Counseling and Good Shepherd Clinic combined, provide a range of healthcare services for all ages and for different health condition, including trauma, PTSD and HIV/Aids. The Guymon Regional Hospital and private clinics provide these services in Guymon. The largest barrier to accessing health care is denial of RMA benefits to refugees due to household income guidelines. These cases are typically comprised of a spouse (and children in some cases) joining their previously resettled spouse who is employed. The cost of adding the newly arrived spouse (and children) to the working individual's insurance is often unaffordable for the family. Recent experience using the Marketplace to purchase insurance under the ACA has proven difficult for refugee families to navigate and more information for local RA's is needed to help refugees understand the process.

2. **Refugees with Special Needs:** With the combined healthcare services of the following providers: - the Oklahoma University Community Health Clinic, Oklahoma University hospital, Dental depot, and St. Joseph's Counseling and Good Shepherd Clinic, refugees with specials medical condition like, HIV/Aids, Trauma, PTSD, cardiac problems, Pediatric needs, have access to appropriate healthcare. The University of Oklahoma Medicine's Infectious Disease clinic provides case management and prescription medicine for HIV+ patients. The Guymon Regional Hospital and private clinics provide these services in Guymon.

3. **Public Outreach:**

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**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other: Furniture/Goods				
<b>TOTALS</b>				
<b>TOTALS PER CAPITA</b> (acknowledged capacity)				

B4

**5. Volunteer and Co-Sponsorship Programs:**

B4

**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

The (PESA) policy is incorporated in the Archdiocese of Oklahoma City's Code of Conduct and CCUSA Code of Ethics

There is also a statement of Client Rights that explains the grievance procedure for clients.

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National Agency	USCCB	Affiliate Code	OKUSCC01
Office State	Oklahoma	Office City	Tulsa
Office Name	Catholic Charities of the Diocese of Tulsa		
Office Address	2450 North Harvard Avenue, Tulsa, OK 74115		
<b>JOINT SITE</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 STARTING DATE</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			74015, 74017, 74018, 74019, 74021, 74015, 74023, 73401, 73402, 73403, 74003, 74004, 74005, 74006, 74008, 74423, 74439, 74010, 74011, 74012, 74013, 74014, 74728, 74033, 74437, 74743, 74037, 74030, 74701, 74702, 74432, 74434, 74031, 74354, 74355, 74044, 74501, 74502, 74401, 74402, 74403, 74429, 74048, 74447, 74055, 74056, 74953, 74361, 74362, 74063, 74063, 74066, 74067, 74070, 74074, 74075, 74076, 74077, 74078, 74066, 74067, 74464, 74465, 74101, 74102, 74103, 74104, 74105, 74106, 74107, 74108, 74110, 74112, 74114, 74115, 74116, 74117, 74119, 74120, 74121, 74126, 74127, 74128, 74129, 74130, 74131, 74132, 74133, 74134, 74135, 74136, 74137, 74141, 74145, 74146, 74147, 74148, 74149, 74150, 74152, 74153, 74155, 74156, 74157, 74158, 74159, 74169, 74170, 74171, 74172, 74182, 74186, 74187, 74192, 74193, 74467, 74477 and hundreds more.
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>						
R&P Period Employment % (individuals):				R&P Period Out-Migration % (individuals):		
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):						
Number of reports showing social security card application as late or incomplete						
Number of reports showing enrollment in cash assistance as late or incomplete						
Number of reports showing enrollment in medical assistance as late or incomplete						
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete						
Number of reports showing enrollment in ESL as late or incomplete						
Number of reports showing enrollment in employment services as late or incomplete						

Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Ukrainian, Hmong, Farsi, Lingala, Swahili or Kinyarwanda
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	5.2% Tulsa, 4.9% OK as of March 2014
Available jobs	There are many factory jobs (metal, food production, plastic, etc) as well as food, retail, and hospitality jobs.
Average starting wage	The average starting wage for factory positions is \$10-12 per hour and food/retail positions is \$8.00 per hour. Most factory positions are full-time and have insurance available to their employees.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$469 Available: Always 2-Bedroom: \$569 Available: Always 3-Bedroom: \$895 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = N/A weeks Beginner: Yes/No Avg Wait Time = 0 weeks Intermediate: Yes/No Avg Wait Time = 0 weeks Advanced: Yes/No Avg Wait Time = 0 weeks

1. **Health Care Access:** Refugees have adequate access to healthcare in Tulsa and receive 8 months of Refugee Medical Assistance. The medical facilities they have access to include:

St. Francis Hospital, St. John Hospital, St. John Family Medical Center, Hillcrest, OSU Medical Center, Omni Medical Group and Utica Park Clinic. Dental services are more limited since they are not covered by insurance. Morton Clinic provides dental services based on a sliding scale fee structure. Neighbor for Neighbor provides basic dental care but cannot see many patients and has a 3 month waiting list. [REDACTED]

[REDACTED] Mental Health service providers include: Brookhaven Hospital, Laureate Psychiatric Clinic, OSU Medical Center Psychiatric, Parkside Psychiatric Hospital, Shadow Mountain Behavioral Health System and Tulsa Center for Behavioral Health. Refugees usually have three to four weeks wait to access healthcare services due to the time it takes to receive their Medicaid card. If referred to a specialist, the wait may be 2-3 months. [REDACTED]

[REDACTED] This is necessary because the Tulsa Health Dept. requires appointments to be made in advance so that the refugee's information can be properly inputted in their databases prior to their appointment. [REDACTED]

2. Refugees with Special Needs: [REDACTED]

[REDACTED]

3. Public Outreach: [REDACTED]

[REDACTED]

B4

## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

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## 5. Volunteer and Co-Sponsorship Programs:

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## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

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The policy covers all pertinent topics such as Anti-Harassment Policy, Sexual harassment, Other forms of harassment, Acceptable conduct and misconduct, Inappropriate relationships, Open door policy and employee relations, Reporting policy violations.

National Agency	USCCB	Affiliate Code	ORUSCC01
Office State	Oregon	Office City	Portland
Office Name	Catholic Charities		
Office Address	2740 SE Powell Blvd., #8, Portland, OR 97202		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			97005-97008, 97015, 97030, 97060, 97080, 97201-97218, 97221, 97223, 97227, 97232, 97239, 97266, 97233, 97236, 97301-97314
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Amharic, Burmese, Farsi, French, Nepali, Somali, Spanish, Swahili, Tigrinya
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	2
Local overall unemployment rate	6.4%
Available jobs	Housekeeping, Cook, Laundry, Janitorial Services, Cashier, Warehouse, Welding, Production, Caregiver, Retail, Mechanics, Construction, Dishwasher
Average starting wage	FY13 average wage was \$9.10 FT and \$9.34 PT FY14 average wage range to date is \$9.24-\$15 with 90% of jobs FT and 10% PT. 90% offer, benefis.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ \$675 Available: <u>Frequently</u> 2-Bedroom: \$ \$775 Available: <u>Frequently</u> 3-Bedroom: \$ \$900 Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1</u> weeks Beginner: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1</u> weeks Intermediate: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1</u> weeks Advanced: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1</u> weeks

## 1. Health Care Access:

Oregon Health Plan (OHP), the state Medicaid program that provides health care coverage to low-income Oregonians, as a part of their initial intake. OHP covers doctor visits, prescriptions, hospital stays, dental care, mental health services, and help with addiction to tobacco, alcohol and drugs. It also provides hearing aids, medical equipment, home health care, and transportation to health care appointments.

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[illegible]

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## 2. Refugees with Special Needs:

[illegible]

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### 3. Public Outreach:

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#### 4. Financial Resources:


**B4**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/Country/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
<b>TOTALS</b>				
<b>TOTALS PER CAPITA</b> (acknowledged capacity)				

**B4**

5. **Volunteer and Co-Sponsorship Programs:** [REDACTED]

[REDACTED]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
Catholic Charities has a Grievance Policy [REDACTED]

[REDACTED]

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[REDACTED] Through these documents, each of the IASC Six Core Principles Relating to Sexual Exploitation and Abuse is evident. [REDACTED]

[REDACTED]

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National Agency	USCCB	Affiliate Code	PAUSCC02
Office State	Pennsylvania	Office City	Erie
Office Name	Catholic Charities Counseling & Adoption Services		
Office Address	329 W. 10 <sup>th</sup> Street, Erie, PA 16502		
<b>JOINT SITE</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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P	N/A		
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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CURRENT PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Karen, Swahili
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	6.4%
Available jobs	Light industry/manufacturing; service industry (hotel);
Average starting wage	The average wage for our refugees during the FY2013 and the FY2014 was \$7.50/hour. 80% of our job placements became full-time employment positions after completing the employer's required hours. 20% of our placements were part-time positions.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 350 Available: <u>Always</u> 2-Bedroom: \$ 450 Available: <u>Always</u> 3-Bedroom: \$ 525 Available: <u>Always</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>&lt;1</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>&lt;1</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>&lt;1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>&lt;1</u> weeks

1. **Health Care Access:** Refugees resettled in Erie, PA have access to health, dental and mental health services. The main provider of dental services at this time is Community Health Net while mental health needs are met through either Stairways Behavioral Health or Millcreek Community Hospital's Mental Health Unit. Presently, all refugee health screenings are provided by the Multicultural Health Evaluation Delivery System (MHEDS) Clinic. When necessary, the clinic makes referrals to the appropriate dental and or mental healthcare provider.

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The St. Vincent's Family Practice has been working with the Pennsylvania Office of Refugee Resettlement (ORR) to get their Participating Provider Agreement completed so that they too can provide health screenings. While refugees are receiving their initial physicals within the required 30 day time frame, follow-up appointments have been harder to

coordinate. [REDACTED]

B4

[REDACTED] has recently been improved upon by Pennsylvania's implementation of the eShare online network for medical care. This system enables us to schedule refugee's initial medical appointments prior to their arrival and then to monitor any recommended follow-up appointments. [REDACTED]

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2. **Refugees with Special Needs:** [REDACTED]

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[REDACTED] Previous experience for many providers was that refugees would show up on their doorstep unaccompanied by a caseworker and the facility was ill-prepared to handle such a difficult case without cultural knowledge or interpretation services. While providers are willing and able to accommodate the scope of medical and mental health problems encountered to date, there is significant concern on their part as to how many refugees with severe medical concerns can be sufficiently handled in our community. The Erie community is rich in social service agencies, many of whom are willing to work with refugees, including the Erie Center for Health and Aging; Stairways Behavioral Health; University of Pittsburgh Medical Center, Hamot Medical Center; St Vincent's Hospital; Erie Sight Center; and numerous agencies that provide evidence-based programs for the youth (Family Services, the Achievement Center, YMCA, Boys & Girls Club of Erie).

3. **Public Outreach: Public Outreach:** [REDACTED]

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[REDACTED] Representatives in the April meeting were from the school district, Welfare Department, Children Services, the Health Department, the PA Office of Refugee Resettlement, Resettlement agencies, Mental Health providers, Physician groups, Children & Youth Services, the Police Department/Law Enforcement, etc. The discussions in these meetings are primarily refugee focused, including, housing issues, employment outcomes, timeliness of medical screening for refugees, the basic needs of refugees, success stories, strategy for community participation in the resettlement program, arrival trends, funding opportunities, etc. All participants are required to take the message to their constituents and the larger community. [REDACTED]

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Our agency, along with four other agencies in the Erie community, recently received a grant to help promote community acceptance of the refugees. [REDACTED]

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**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

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**5. Volunteer and Co-Sponsorship Programs:**

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- 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 Our agency's policies/expectations regarding harassment have incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection and Sexual Exploitation and Abuse.  
 We are accredited by the Council on Accreditation (COA)

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National Agency	USCCB	Affiliate Code	PAUSCC03
Office State	Pennsylvania	Office City	Harrisburg
Office Name	Catholic Charities Immigration and Refugee Services		
Office Address	939 E. Park Drive, Suite 102, Harrisburg, PA 17111		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			17109; 17111; 17103; 17104; 17110; 17055; 17050
R&P FTE paid by other (not volunteers)			17022; 17402; 17011; 17036
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	<input type="text"/>
R&P Period Out-Migration % (individuals):	<input type="text"/>
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	<input type="text"/>
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

B4

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Somali, Kachin, Karen, Burmese, Sango, Dari, Farsi, Eritrean, Kirundi, Swahili, Dinka, Greek, Sylak, Turkish, Sango, Amharic, Creole
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SUPPORT INFORMATION	
Number of other affiliates present	None
Local overall unemployment rate	5.7% in April of 2014
Available jobs	Vantage Food-meat repacking; Fresh Express- food packing, Hershey Chocolate - candy packing; Ross Distribution Center - clothing packing, Ames True Temper - Tool assembly, Brother Bros Warehousing - clothing and shoes packing, Pinnacle Health Hospitals - housekeeping, Nursing homes, hotels and loco restaurants.
Average starting wage	Pay rate varies from \$8.50 restaurants and goes up to \$14.50 at Vantage food company. Average would be \$10.50 per hour. Most of the companies offer full time positions with benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 670.00 Available: Always 2-Bedroom: \$ 775.00 Available: Always 3-Bedroom: \$ 1020.00 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 1 weeks Beginner: Yes/No Avg Wait Time = 4 weeks Intermediate: Yes/No Avg Wait Time = 4 weeks Advanced: Yes/No Avg Wait Time = 4 weeks

1. **Health Care Access:** Hamilton Health Center in Harrisburg provides medical and dental screening for all refugees within one week after arrival and after reviewing the refugee's medical documents. Patricia Crawford, RN is the designated point of contact at the Center for refugee medical screening.

	Refugees get medical and dental screening and the first of a series of immunizations within 4 weeks after arrival

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[REDACTED]

[REDACTED] Generally, mental health treatment is lined up soon after refugee arrives and gets medical benefits open within the first week after arrival.

2. **Refugees with Special Needs:** Between Patricia Crawford who is at the Center for Refugee Medical Screening and Krista Baney Krista Baney who is the mental health case worker at the Pennsylvania, PA State Refugee Health Coordinator's (SRHC) office., refugees diagnosed with HIV, PTS, and any symptoms of torture and trauma are referred to the appropriate medical clinics for treatment. Refugees with health conditions, including kidney problems, liver cancer, diabetes, cerebral palsy, physical disability, hearing and vision problems, can be treated at Pinnacle Heath and Harrisburg hospital which are accessible for refugees. All the medical facilities accept the Medicaid Insurance. [REDACTED]

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[REDACTED]

[REDACTED] Financial resources from public cash assistance and housing program in Harrisburg are not sufficient cover the basic housing costs of unemployed single refugees.

3. **Public Outreach:** Program Manager regularly attends Quarterly Refugee Coalition Meetings. All refugee resettlement program managers from Lutheran Social Services, Church World Services and Catholic Charities attend these meetings, as well as representatives from the Department of Public Welfare, Department of Health, school representatives, and the International Services Center which is the interpreting agency that serves refugees and services providers.

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**4. Financial Resources:**

Type of Donor	Projected Contributions to the R&P Program			
	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

**5. Volunteer and Co-Sponsorship Programs:**

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Catholic Charities has a grievance policy for client and staff. We have recently incorporated the 6 Core principles for protection from sexual exploitation and abuse in our grievance policies. 

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National Agency	USCCB	Affiliate Code	PAUSCC05
Office State	Pennsylvania	Office City	Pittsburgh
Office Name	Catholic Charities Diocese of Pittsburgh		
Office Address	212 Ninth Street, Pittsburgh, PA 15222		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Nepali, Arabic, Spanish, Russian,
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	3
Local overall unemployment rate	7.8% for the City of Pittsburgh
Available jobs	Construction, Food Service, Hospitality
Average starting wage	\$8.75 per hour
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 750.00 Available: Frequently 2-Bedroom: \$ 900.00 Available: Sometimes 3-Bedroom: \$ 1400.00 Available: Never
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 week Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 week Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 week Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 1 week

1. **Health Care Access:** Refugees have access to all local hospitals and federally qualified health care centers. Medical care is easily accessed and an interpreter is provided through the healthcare organization. Dental services are more difficult to access due to the number of dental offices that do not take RMA for payment and often do not provide in person interpretation services. Wait times exceed 2 months for dental services. Mental Health Services are extremely difficult to access due to wait times, provider inability to accept insurance, as well as lack of interpretation services.

B4



<b>TOTALS</b>	
<b>TOTALS PER CAPITA</b> (acknowledged capacity)	

B4

**5. Volunteer and Co-Sponsorship Programs:**

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B4

**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Catholic Charities policies and procedures reflect the core principles of the PSEA.

B4

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National Agency	USCCB	Affiliate Code	PAUSCC06
Office State	Pennsylvania	Office City	Scranton
Office Name	Catholic Social Services		
Office Address	516 Fig Street, Scranton, PA 18505		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>PROGRAM AFFILIATE STARTING DATE</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P	18504, 18505, 18508, 18509, 18510		
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

B4

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

B4

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FY2015 Reception and Placement Program Proposal

270

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	French, Arabic, Swahili
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITING RATIONALE																					
Number of other affiliates present	0																				
Local overall unemployment rate	7.9% as of March, 2014																				
Available jobs	Warehouse, Housekeeping, Packing/Picking, Production, Hospital																				
Average starting wage	\$8.50																				
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$525</td> <td>Available: always</td> </tr> <tr> <td>2-Bedroom: \$600</td> <td>Available: always</td> </tr> <tr> <td>3-Bedroom: \$800</td> <td>Available: always</td> </tr> </table>	1-Bedroom: \$525	Available: always	2-Bedroom: \$600	Available: always	3-Bedroom: \$800	Available: always														
1-Bedroom: \$525	Available: always																				
2-Bedroom: \$600	Available: always																				
3-Bedroom: \$800	Available: always																				
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> Yes/No</td> <td>Avg Wait Time =</td> <td>0</td> <td>weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> Yes/No</td> <td>Avg Wait Time =</td> <td>0</td> <td>weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> Yes/No</td> <td>Avg Wait Time =</td> <td>0</td> <td>weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> Yes/No</td> <td>Avg Wait Time =</td> <td>0</td> <td>weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks	Beginner:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks	Intermediate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks	Advanced:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks
Pre-Literate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks																	
Beginner:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks																	
Intermediate:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks																	
Advanced:	<input checked="" type="checkbox"/> Yes/No	Avg Wait Time =	0	weeks																	

1. **Health Care Access:** Our resettlement site has a wide range of healthcare providers that include specialists and sub-specialists, including pediatric, women health, mental health, Trauma and PTSD, Geriatrics services, and various physical disabilities. Generally, refugees we resettle in Scranton and its suburbs have access to health, dental and mental health services. There is no waiting period for any healthcare services except, occasionally, for dental care.

All the providers accept the Medicaid insurance.	

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**2. Refugees with Special Needs:**

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Scranton has a counseling center which provides all necessary medical and psychological services to our clients with mental disorders. There is a local tertiary care hospital at which all healthcare services are available, including a large array of pediatric subspecialties, including but not limited to oncology, cardiology, hematology, infectious disease, gastroenterology, radiology.

We have significant numbers of health care providers; human services agencies, nonprofit and voluntary organizations which provide services to persons with disabilities and those who are aged. These services include: Rehabilitation medicine which serves patients with spinal cord and brain injury, stroke, musculoskeletal disorders, orthopedic conditions, neurological disorders; senior care, which includes skilled nursing care, assisting with medical and personal care; Home health, which offers a range of services designed to restore/maintain optimal health and functioning; In home services, which provide a helping hand to those who are elderly or disabled; Residential program and housing which offer low-cost housing and transition.

B4

**3. Public Outreach:**

B4

B4

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B4

**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

**5. Volunteer and Co-Sponsorship Programs:**

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B4

- 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
Our Catholic Social Services Agency has a grievance policy and Protection from Sexual Exploitation and Abuse policy.

National Agency	USCCB	Affiliate Code	PRUSCC01
Office State	Puerto Rico	Office City	San Juan
Office Name	Cáritas de PR, Inc.		
Office Address	201 San Jorge Street, San Juan, PR 00910		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM/AFFILIATE STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			00912
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

FY2013 R&P PERIOD REPORT OUTCOMES	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Creole, French
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITUATION	
Number of other affiliates present	0
Local overall unemployment rate	15.4% (as of December 2013)
Available jobs	FY2013 and FY2014 Cleaning, construction, maintenance
Average starting wage	Mostly part-time at minimum wage \$8.10; benefits are not always available
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$0 Available: <u>Sometimes</u> 2-Bedroom: <u>\$200-300</u> Available: <u>Sometimes</u> 3-Bedroom: <u>\$350-500</u> Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1 weeks</u> Beginner: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1 weeks</u> Intermediate: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1 weeks</u> Advanced: <input checked="" type="checkbox"/> No Avg Wait Time = <u>1 weeks</u>

1. Health Care Access: [REDACTED] The system of applying for Medicaid in Puerto Rico requires clients to apply in person. Refugee Medical Assistance (RMA) does not exist on the island. In cases of medical emergencies clients are referred to the Public Hospital Center (Centro Médico de PR) where they receive basic health assistance at no cost. There is no State Refugee Health Coordinator. [REDACTED]

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2. Refugees with Special Needs: [REDACTED]

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B4

3. **Public Outreach:** Puerto Rico does not have a State Refugee Coordinator or a State Health Coordinator.

B4

4. **Financial Resources:**

B4

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. **Volunteer and Co-Sponsorship Programs:**

B4

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Caritas de PR, Charities has a grievance procedure [REDACTED] and has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in the agency's Policies and Procedures for all staff and volunteers.

B4

National Agency	USCCB	Affiliate Code	RIUSCC01
Office State	Rhode Island	Office City	Providence
Office Name	Diocese of Providence/Immigration & refugee Services		
Office Address	One Cathedral Square, Providence, RI 02903		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>CASE PLACEMENT LOCATIONS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Kunama, Karen, Arabic, Gio, Swahili, Krhan
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	one
Local overall unemployment rate	8.7
Available jobs	List types of jobs/fields where refugees most commonly found employment in FY2013 and FY2014 Service and Hospitality industries
Average starting wage	Note the average starting wage or range refugees earned in FY2013 and FY2014. Note whether jobs were full-time or part-time, and whether they offered benefits. \$8.50
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$620 Available: Sometimes 2-Bedroom: \$750 Available: Frequently 3-Bedroom: \$ 850 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 3 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 3 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 3 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = n/a

1. **Health Care Access:** Medicaid and Rhode Island (RI) state insurance are approved for refugees as of the date of arrival in the country.

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[Redacted]

B4

2. Refugees with Special Needs:

[Redacted]

[Redacted]

B4

3. **Public Outreach:** The affiliate takes part in two large refugee stakeholder meetings that take place regularly. One is organized monthly with the State Refugee Coordinator (SRC), and the other is organized bi-monthly by the State Refugee Health Office.

[Redacted]

[Redacted]

B4

[Redacted] An annual Refugee Day event is organized with the other Voluntary Agency in the area. The refugee event brings together elected officials, refugees, employers, and representatives of state and community entities that serve the refugee population.

[Redacted]

[Redacted]

B4

4. Financial Resources:

[Redacted]

[Redacted]

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other: Diocesan Operational Subsidy; Catholic Charity Fund Appeal				
<b>TOTALS</b>				
<b>TOTALS PER CAPITA (acknowledged capacity)</b>				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
The Diocese of Providence

\_\_\_\_\_ policies are in accordance with the "Sexual Exploitation and Abuse Policy and Plan. \_\_\_\_\_"

B4

National Agency	USCCB	Affiliate Code	TNUSCC02
Office State	Tennessee	Office City	Nashville
Office Name	Catholic Charities of Tennessee, Inc.		
Office Address	10 South 6 <sup>th</sup> Street, Nashville, TN 37206		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>AR&amp;P PROGRAM AFFILIATE STARTING DATE</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	All of the above plus Bantu, Dari, Georgian; Hmong, Kachin, Korean, Kurdi, Lao, Sgaw Karen, Ukrainian, Uzbek, Vietnamese, Zomi
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	2
Local overall unemployment rate	5.4 according to the Bureau of Labor Statistics, March 2014
Available jobs	Meat and produce factory positions; hotel services; restaurant cooks, prep, and server positions; landscaping; computer assembly; market clerks; bakery positions; retail clerks and stockers; commercial laundry techs; car detailing; and general janitorial positions are typical
Average starting wage	The average starting wage is \$8.75 and 90% of our job placements are in full-time positions. 86% of those positions have benefits attached to them.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 600 Available: Always 2-Bedroom: \$ 700 Available: Frequently 3-Bedroom: \$ 1,000 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = 0 weeks

1. **Health Care Access:** Medical, dental, and mental health services are readily available for refugees. Initial screenings occur within 2 to 4 weeks of arrival and wait time for specialists is on par with the general insured public, [REDACTED]

B4

[REDACTED] The local mental health agency has a therapist who specializes in serving refugees and appointments are easily obtained. The most significant barrier at this time is obtaining state insurance for families who must go through ACA enrollment. Numerous parties at the state level are working on streamlining the process to reduce time delays created by the system. One other barrier is a \$75,000 cap for benefits under RMA. [REDACTED]

B4

[Redacted]

B4

2. **Refugees with Special Needs:** Nashville has a number of local hospitals including teaching hospitals (Vanderbilt and Meharry) that offer many specialty clinics and services in addition to routine medical care. [Redacted]

[Redacted]

B4

3. **Public Outreach:** [Redacted]

[Redacted]

B4

[Redacted] We have begun partnering with the two other resettlement agencies in Nashville to co-host quarterly community consultations, which has received overwhelming response and attendance from all sectors of the community including members of the legislature, state and local government, public school system, faith community, medical providers, employers, and lay community members. [Redacted]

[Redacted]

B4

4. **Financial Resources:** [Redacted]

[Redacted]

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 We have a clearly defined grievance policy which, and we have a policy in place that covers the six principles for preventing sexual exploitation and abuse for our clients and our staff members.

National Agency	USCCB	Affiliate Code	TXUSCC01
Office State	Texas	Office City	Amarillo
Office Name	Catholic Charities of the Texas Panhandle		
Office Address	200 S. Tyler Street, Amarillo, TX 79101		
<b>JOINT SITE / 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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Dari, Farsi, Vietnamese, Lao, Amharic, Tigrinya, Polish, German, Turkey, Chinese and different dialects of Burmese language.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	4.0% in the Amarillo area
Available jobs	Tyson Meat Processing, Swift Meat Processing, Cargill Meat Plant, Walmart, construction companies, local hospitals, local restaurants and fast food, airports, hotels, schools, cheese factory, truck driving, interpreting, uniform companies, dry cleaning, Goodwill and donut shops.
Average starting wage	The meat plants, hospitals, truck driving, uniform companies, schools have offered benefits. The average starting wage is between \$8.00-\$14.00. Some of the jobs are part time like fast foods and the rest are full time. About 70% of jobs taken by refugees offer benefits after 90 days.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 550.00 Available: yes 2-Bedroom: \$ 650.00 Available: yes 3-Bedroom: \$ 750.00 Available: yes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 3 weeks Beginner: Yes/No Avg Wait Time = 3 weeks Intermediate: Yes/No Avg Wait Time = 3 weeks Advanced: Yes/No Avg Wait Time = 3 weeks

1. **Health Care Access:** Clients use Texas Tech Clinic, Northwest Texas Hospital (NETH) and Baptist Saint Anthony's (BSA) Health care system. Women's and Children's Clinic provides medical care to women and children.

B4

Texas Tech clinic has many specialists, including OBGYN, and internally handles any referrals the clients need. Some surgical needs, especially pediatric, require referral to Dallas (6-hours drive) or Lubbock (2-hours drive). The Regence Health Network has a program for low-income families without Medicaid, but there is still a fee to the client. Clients 21 years old and younger can access Medicaid-covered dental services.

B4



[REDACTED] Normally,  
Medicaid benefits are approved within 30 to 45 days.

2. **Refugees with Special Needs:** [REDACTED]

[REDACTED]

3. **Public Outreach:** We meet with the Refugee Advisory Committee at the Amarillo Health Department once a quarter (members include staff from the two resettlement agencies, church leaders, ESL teachers, Apartment Association representatives, community providers, business owners, Amarillo School District and the City of Amarillo). [REDACTED]

[REDACTED]

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

5. **Volunteer and Co-Sponsorship Programs:**

[Redacted]

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
The CCTXP has a grievance procedure

[Redacted]

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[Redacted] CCTXP has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in the Code of Conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	TXUSC10
Office State	Texas	Office City	Austin
Office Name	Caritas of Austin		
Office Address	611 Neches St. Austin, TX 78701		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Amharic, Arabic, ASL, Burmese, Dari, Dinka, Farsi, French, Hindi, Karen, Karenni, Kinyarwanda, Kirundi, Kurdish, Lingala, Nepalese, Pashto, Russian, Somali, Spanish, Swahili, Thai, Tigrinya, Turkish, Urdu.
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITUATIONALE	
Number of other affiliates present	There is one other local affiliate.
Local overall unemployment rate	As of April 2014, the Austin unemployment rate was 4.3%.
Available jobs	Food services, hospitality industry, medical health professions, retail, construction, heating & air conditioning, auto mechanic, etc.
Average starting wage	The average starting wage in 2013 was \$8.75 per hour. The average starting wage in 2014 is \$8.90 per hour. 95% of the jobs in 2013-2014 were fulltime and 50 % had benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 625 Available: Always 2-Bedroom: \$ 790 Available: Frequently 3-Bedroom: \$ 950 Available: Sometimes
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 1 weeks Beginner: Yes/No Avg Wait Time = 1 weeks Intermediate: Yes/No Avg Wait Time = 1 weeks Advanced: Yes/No Avg Wait Time = 1 weeks

## 1. Health Care Access:

The Refugee Clinic schedules additional medical appointments as needed. The availability of doctors and number of clients needing health screenings could prevent clients from being seen within 30 days of arrival. The Refugee Health Clinic also refers refugees to local dentists and other medical providers that they collaborate with. Refugees receive immunization shots at the clinic. Clients are sent to the ER if they need medical care before receiving their Medicaid card.

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[redacted] Clients also have access to mental health counselors who specialize in refugee related PTSD services (waiting period about three weeks). Comprehensive dental care is available for children; for adults 21 and older, very basic dental care is covered by Medicaid. Dental appointments are usually available within two to three weeks after calling to request an appointment.

2. Refugees with Special Needs: [redacted]

[redacted] Austin residents have access to pediatric hospitals and subspecialists, adult tertiary care hospitals rehabilitation services (with proper insurance). Clients can access the Center for Survivors of Torture, a Refugee Health Clinic, and other counselors who specialize in refugee related PTSD services. The Refugee Health Clinic also refers refugees to local specialists.

3. Public Outreach: [redacted]

[redacted]

4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

5. Volunteer and Co-Sponsorship Programs:

[Redacted]

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

[Redacted]

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The IASC Core Principles currently exists within these Caritas manuals.

[Redacted]

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National Agency	USCCB	Affiliate Code	TXUSCC04
Office State	Texas	Office City	Corpus Christi
Office Name	Catholic Charities of Corpus Christi, INC.		
Office Address	1322 Comanche Street, Corpus Christi, TX 78401		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>CASE PLACEMENT LOCATIONS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			78401, 78404, 78411, 78415, 78374, 78332, 77979, 77904, 78335, 78336, 78380, 78362, 77963.
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

REGENT PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Spanish, Vietnamese, Burmese, Karen, Mandarin Chinese, French, Russian, Tagalog, Hindi
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITERATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	4.9%
Available jobs	NIA for FY 2013 and FY 2014, but historically find jobs in industrial construction; large fabricating plants; service industry (cooks, food prep, housekeeping) Agency works with a large number of Cuban Parolees and most find employment in industrial construction and large fabricating plants, or meatpacking.
Average starting wage	Approximately \$10/hr. with benefits available for those who want them.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ <u>550.00</u> Available: <u>Always</u> 2-Bedroom: \$ <u>660.00</u> Available: <u>Always</u> 3-Bedroom: \$ <u>850.00</u> Available: <u>Always</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>6</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>6</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>6</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>6</u> weeks

1. **Health Care Access:** Corpus Christi is home to Amistad Clinic, which provides health, dental, and mental health services. The average wait is one week. The area is also home to several mobile clinics, which provide services at low cost or no cost when individuals are not covered by health insurance. The wait time for these clinics is two weeks.

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2. **Refugees with Special Needs:** This region is serviced by six hospitals, with three having psychiatric, obstetrical, orthopedic, cancer, cardiac, surgical, diagnostic, dental, stroke, and ophthalmology services. Christus Spohn Hospital Corpus Christi-Memorial is the only Level II trauma center south of Austin, Texas. The Christus Spohn Network is recognized as one of the top 100 cardiovascular hospitals in the USA. Driscoll Children's Hospital is a tertiary care regional referral center offering complex and comprehensive medical and surgical care for children. Its medical staff has pediatric specialists in more than 32 medical and surgical specialties. The region is also home to several dialysis clinics, including pediatric facilities.

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3. **Public Outreach:**

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4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

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5. **Volunteer and Co-Sponsorship Programs:**

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[REDACTED]

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Catholic Charities of Corpus Christi, Inc. has a grievance policy [REDACTED]

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[REDACTED] The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse is incorporated in the organization's code of conduct [REDACTED]

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National Agency	USCCB	Affiliate Code	TXUSCC05
Office State	Texas	Office City	Dallas
Office Name	Catholic Charities of Dallas, Inc.-Refugee & Empowerment Services		
Office Address	9451 LBJ Freeway, Suite 100, Dallas, TX 75243		
If joint site, with which agency or agencies?		Sub-office	N/A
N/A		Administering affiliate	N/A
R&P PROGRAM AFFILIATE/STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals						
	FY2014 Acknowledged Capacity						
	FY2014 Anticipated Arrivals						
PROPOSED FY2015		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity							
No U.S. Tie Capacity							
Total Capacity							

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FY2013 R&P PERIOD REPORT ONT COMES	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Dari, Farsi, French, Karla, Kachin, Kimbenbe, Lingala, Taita
Other language resources used by affiliate (note frequency and general circumstances of use).	

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SITE RATIONALE	
Number of other affiliates present	Two others in the city of Dallas.
Local overall unemployment rate	5.5%
Available jobs	These fields include, retail stores, light industries, electronics, hotel, construction, hospitals and nursing homes.
Average starting wage	The jobs averaged a starting rate of \$8.54 per hour plus benefits with full time employment.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ <u>550.00</u> Available: <u>always</u> 2-Bedroom: \$ <u>750.00</u> Available: <u>always</u> 3-Bedroom: \$ <u>1,000.00</u> Available: <u>sometimes</u>
English language programs available for newly arrived refugees and average wait time.	Pre-Literate: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>0</u> weeks Beginner: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>0</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>0</u> weeks Advanced: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No Avg Wait Time = <u>N/A</u> weeks

## 1. Health Care Access:

The Dallas County Health Department conducts screenings in their Richardson, Texas office. Each clinic has worked very hard to keep up with all of the refugee arrivals in Dallas. The Dallas County Health Department continues to schedule clients within the mandatory 30-day period after arrival. Clients with pre-existing medical conditions are referred to the Dallas area clinics; normal wait time for appointments

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is two weeks. Refugee medical information is shared with health care providers during the monthly Dallas Area Refugee Forum (DARF) and the quarterly networking meeting with the State Refugee Coordinator and State Refugee Health staff. [REDACTED]

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[REDACTED] Medicaid covers comprehensive dental care for those 21 years old and younger (no wait); for anyone older than that, basic dental care can take up to two months for an appointment. [REDACTED]

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## 2. Refugees with Special Needs: [REDACTED]

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## 3. Public Outreach: [REDACTED]

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[REDACTED] The Resettlement Manager, Employment Manager, and other staff continue to meet monthly with the Dallas Area Refugee Forum; which is a monthly gathering of local refugee service providers consisting of volunteer groups and advocates. The DARF mission is to work together to improve the quality of life in the Dallas refugee community. [REDACTED]

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-				

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based Organizations	
Fees for Service	
Individuals	
Volunteer Hours/Miles	
State/County/Local Government	
Headquarters	
Affiliate/Sub-office	
Other:	
TOTALS	
TOTALS PER CAPITA (acknowledged capacity)	

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## 5. Volunteer and Co-Sponsorship Programs:

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

RES clients are given a copy of the grievance policy

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the Six Core Principles, and these are represented in the agency's policies.

National Agency	USCCB	Affiliate Code	TXUSCC09
Office State	Texas	Office City	El Paso
Office Name	Diocesan Migrant & Refugee Services, Inc.		
Office Address	2400A E. Yandell, El Paso, TX 79903		
If joint site, with which agency or agencies?		N/A	Sub-office Administering affiliate
			N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			79821, 79835, 79901, 79902, 79903, 79904, 79905, 79906, 79907, 79908, 79911, 79912, 79915, 79920, 79922, 79924, 79925, 79927, 79928, 79930, 79932, 79934, 79935, 79936, 79938
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Spanish, Persian, Dari, Pashto, Kurdish, Burmese
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE													
Number of other affiliates present	0												
Local overall unemployment rate	7.6%												
Available jobs	Interpretation Services (Fl. Bliss), Oil Field Jobs, Commercial Driver's License positions												
Average starting wage	\$12.00 per hour for a full-time job												
Average monthly rent and availability. (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$465</td> <td>Available: Always</td> </tr> <tr> <td>2-Bedroom: \$550</td> <td>Available: Always</td> </tr> <tr> <td>3-Bedroom: \$665</td> <td>Available: Frequently</td> </tr> </table>	1-Bedroom: \$465	Available: Always	2-Bedroom: \$550	Available: Always	3-Bedroom: \$665	Available: Frequently						
1-Bedroom: \$465	Available: Always												
2-Bedroom: \$550	Available: Always												
3-Bedroom: \$665	Available: Frequently												
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 12 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 12 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 12 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 12 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks	Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks	Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks	Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks
Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks											
Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks											
Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks											
Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = 12 weeks											

1. **Health Care Access:** Refugees are able to access medical and mental health services through their Refugee Medicaid benefits. A local county hospital is able to provide emergency and other medical services to low-income populations.

There is generally not a wait for medical or dental services; however, individuals generally have to deal with

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first-come, first serve systems which require some persistence on the part of the refugee. Our clients have had much success in obtaining needed services. For mental health services, the service provider generally assesses the individual immediately to assess the severity of their need. The barrier that refugees sometimes encounter is distance. Many of the services are available close by; however, traveling to the locations further from the city center tends to result in easier, more accessible services. [REDACTED]

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## 2. Refugees with Special Needs: [REDACTED]

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[REDACTED] Additionally, El Paso has a level 1 trauma center, University Medical Center, Texas Tech Medical School and El Paso Children's Hospital all of which provide a vast array of medical services to refugees. The presence of the medical center, children's hospital and medical school provide refugees access to medical services for a variety of medical needs. [REDACTED]

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## 3. Public Outreach: [REDACTED]

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## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local				

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Government	
Headquarters	
Affiliate/Sub-office	
Other:	
<b>TOTALS</b>	
<b>TOTALS PER CAPITA</b> (acknowledged capacity)	

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5. Volunteer and Co-Sponsorship Programs:


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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 DMRS has a client Grievance Policy [redacted] and the  
 agency incorporated the Inter-Agency Standing Committee's Six Core Principles for  
 Protection from Sexual Exploitation and Abuse in our organization's code of conduct for all  
 staff and volunteers.

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National Agency	USCCB	Affiliate Code	TXUSCC06
Office State	Texas	Office City	Fort Worth
Office Name	Catholic Charities Fort Worth		
Office Address	249 W. Thornhill Drive, Fort Worth, TX 76115		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	

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Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Acholi, Amharic, Arabic, Bosnian, Burmese, Chin, Dari, Dinka, Farsi, French, Gujarati, Hindi, Kachin, Karen, Kinyarwanda, Kirundi, Kurdish, Lingala, Luganda, Nepali, Pashto, Persian, Portuguese, Russian, Somali, Spanish, Swahili, Tigrigna, Turkish and Urdu
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE							
Number of other affiliates present	2						
Local overall unemployment rate	The unemployment rate in Tarrant County as of March 2014 was 5.2%						
Available jobs	Manufacturing – logistics companies, packaging, electronics assembly/shipping Hospitality – Restaurants, hotels Retail – Wal-Mart, Target, etc. Custodial – Housekeeping, school custodian Food production – fruits/vegetables packagers, meat and poultry processing Services – electronic refurbishing, airport logistics						
Average starting wage	The average starting wages were around \$8.50 per hour. The majorities of jobs were full time positions, and most offered some type of subsidized health benefits plan within 6 months of employment.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$517</td> <td>Available: <u>Always</u></td> </tr> <tr> <td>2-Bedroom: \$ 618</td> <td>Available: <u>Always</u></td> </tr> <tr> <td>3-Bedroom: \$710</td> <td>Available: <u>Frequently</u></td> </tr> </table>	1-Bedroom: \$517	Available: <u>Always</u>	2-Bedroom: \$ 618	Available: <u>Always</u>	3-Bedroom: \$710	Available: <u>Frequently</u>
1-Bedroom: \$517	Available: <u>Always</u>						
2-Bedroom: \$ 618	Available: <u>Always</u>						
3-Bedroom: \$710	Available: <u>Frequently</u>						

English language programs available for newly arrived refugees and average wait time	Pre-Literate:	Yes/No	Avg Wait Time = 3 weeks
	Beginner:	Yes/No	Avg Wait Time = 3 weeks
	Intermediate:	Yes/No	Avg Wait Time = 3 weeks
	Advanced:	Yes/No	Avg Wait Time = 6 weeks

## 1. Health Care Access:

[Redacted]

Clients are being seen at Tarrant County Public Health Department on average from three weeks to a month after arrival for initial health screening and immunization. However, clients with urgent needs are being seen at the JPS Hospital in the first week after arrival to address immediate needs. The main challenge for timely health access for clients with urgent needs is lack of enough medical information in clients' bio data and overseas medical records.

[Redacted]

## 2. Refugees with Special Needs:

[Redacted]

Pediatric care is available through Cook Children's Hospital. Resources for clients with HIV/AIDS are available through the county health department HIV clinic (Healing Wings).

[Redacted]

Clients can be seen at the Psychiatric Emergency Center at JPS Hospital for urgent and immediate mental health needs. They are then referred to Tarrant County MHMR for long term services.

[Redacted]

## 3. Public Outreach:

[Redacted]

Local community consultation meetings are held quarterly at the CCFW offices, facilitated by the three resettlement agencies in the county (Catholic Charities, Refugee Services of Texas and World Relief). The local consultations engage Tarrant County service providers, resettlement agencies, local refugee communities and local officials.

[Redacted]

CCFW participates in a regional quarterly community consultation meeting facilitated by the State Refugee Coordinator and State Refugee Health Coordinator. Resettlement agencies, mainstream service providers and refugee community representatives from across the Dallas

Fort Worth Metroplex are in attendance to share information and offer assistance.

B4

#### 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

#### 5. Volunteer and Co-Sponsorship Programs:

B4

#### 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

CCFW has an agency-wide Grievance Policy

CCFW has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in the CCFW Code of Conduct for all staff and volunteers.

B4

National Agency	USCCB	Affiliate Code	TXUSCC07
Office State	Texas	Office City	Houston
Office Name	Catholic Charities of the Archdiocese of Galveston-Houston		
Office Address	2900 Louisiana Street, Houston, TX 77006		
JOINT SITE		SUB OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

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CASELOAD STATISTICS (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

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FY2013 R&P PERIOD REPORT OUTCOMES	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Farsi, Nepali, Somali, Tamil.
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE	
Number of other affiliates present	Including Catholic Charities, there are five affiliates in Houston, representing seven national voluntary agencies. Houston hosts large ethnic and refugee communities due to our 35+ years of refugee resettlement, our strong economy and our city's international business, medical and academic communities.
Local overall unemployment rate	Houston's unemployment rate stands at 5.2% (Bureau of Labor statistics, May 16, 2014).
Available jobs	Refugees typically find entry-level job placements include factory assembly, the hospitality industry (hotels and restaurants), hospitals, supermarkets and retail.
Average starting wage	The average starting wage for our clients is \$8.88, 80% of initial job placements are full-time, and 80% are eligible for health insurance after 90 days of employment.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 650 Available: Always 2-Bedroom: \$ 850 Available: Always 3-Bedroom: \$ 1000 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 2 weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 3 weeks

1. **Health Care Access:** Houston has one of the largest hospital districts in the world, giving refugees access to state-of-the-art care.

	These screenings include immunizations, TB testing/treatment, coordination of follow-up appointments and referrals to specialists. We are in weekly contact with HCPHES to coordinate the referral of

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[redacted] All new  
refugees are seen within two weeks of arrival. [redacted]

[redacted]

[redacted] Individuals who need  
to be seen sooner can access health care through an emergency room or urgent care center.

2. **Refugees with Special Needs:** [redacted]

[redacted] Houston is fortunate to have many health and rehabilitation services available, including the Department of Assistive and Rehabilitation Services (DARS) which provides access to individualized training, rehabilitation and employment opportunities such as American Sign Language (ASL) classes, physical therapy, career planning and job placement, and car adaptations. [redacted]

[redacted]

3. **Public Outreach:** The affiliate is a member of the Houston Refugee Consortium, the members of which meet formally on a quarterly basis with the State Refugee Coordinator and the State Refugee Health Coordinator. Refugee resettlement-related issues are discussed, including arrival trends, employment trends, funding opportunities, emerging collaborative opportunities, and issues affecting the health and welfare of refugees resettled under the R&P program. During FY2014 Consortium members collaborated to secure RSS funding to provide social adjustment services and employment services. The Consortium's housing sub-committee has worked closely in FY14 to find affordable and safe housing, which is challenging due to Houston becoming a very popular place to live and the associated rise in rental rates. [redacted]

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## 4. Financial Resources:

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:

Catholic Charities has a grievance policy

Catholic Charities also has a sexual exploitation policy in place that incorporates the core principles for PSEA.

Many of the PSEA core principles are also contained in the agency's conflict of interest policy.

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National Agency	USCCB	Affiliate Code	TXUSCC08
Office State	Texas	Office City	San Antonio
Office Name	Catholic Charities Archdiocese of San Antonio, Inc.		
Office Address	202 W. French Pl., San Antonio, TX 78212		
<b>JOINT SITE</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 STATISTICS</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			78216, 78217, 78229, 78238, 78239, 78240, 78256
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Amharic, Karenni, Kunama, Tigrinya, Turkish
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	5.9%
Available jobs	For fiscal years 2013 and 2014 our clients have found employment within several sectors. These fields include: production, food processing, assembly line, customer service, housekeeping, laundry, wait staff, cook/line cook, security, retail and packing.
Average starting wage	The average starting wage for our clients is \$8.50/hour. The vast majority of these jobs are full-time and about 80-85% offer benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ <u>550</u> Available: <u>Frequently</u> 2-Bedroom: \$ <u>700</u> Available: <u>Always</u> 3-Bedroom: \$ <u>800</u> Available: <u>Sometimes</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>4</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>4</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>4</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>4</u> weeks

1. **Health Care Access:** San Antonio is home to the South Texas Medical Center, which directly serves 38 counties, consisting of forty-five medically related institutions; separate medical, dental and nursing schools, five higher educational institutions, twelve hospitals and five specialty institutions. A majority of our clients are living in or very near the medical center with easy access to medical, dental, and specialist facilities, many of whom have access to the Medicaid Language Line. Wait time to gain access to these facilities is usually minimal, once the client has active Medicaid.

B4

Dental services for children with Medicaid are readily available with little-to-no wait time involved. Adults are not covered under Medicaid for dental services, but there are several clinics within the Centro-Med system that accept adults with a sliding payment scale.

Mental health services are much more difficult to access in San Antonio. The State of Texas is near the bottom of the list as far as funding for mental health care. Therefore, we have few psychiatrists available and even fewer that accept Medicaid. Wait time to get in to a psychiatrist can be anywhere from three to six months. This can be detrimental to clients that come in with three to four weeks of medications. [REDACTED]

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[REDACTED]

[REDACTED]

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2. Refugees with Special Needs: [REDACTED]

[REDACTED]

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[REDACTED] There is a lack/shortage of available services or providers to treat clients or even to prescribe pschotronic medications. [REDACTED]

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[REDACTED]

3. Public Outreach: [REDACTED]

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[REDACTED]

[REDACTED]

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**4. Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

B4

**5. Volunteer and Co-Sponsorship Programs:**

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**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
Refugee Services has a written Grievance Procedure

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Our agency is required to follow the Archdiocesan code of conduct on sexual abuse and exploitation which mirrors the Six Core Principles for Protection from Sexual Exploitation and Abuse

B4

National Agency	USCCB	Affiliate Code	UTUSCC01
Office State	Utah	Office City	Salt Lake City
Office Name	Catholic Community Services of Utah		
Office Address	745 East 300 South, Salt Lake City, UT 84102		
<b>IF JOINT SITE, WITH WHICH AGENCY OR AGENCIES?</b>			
	N/A	Sub-office	N/A
		Administering affiliate	N/A
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>	
R&P Period Employment % (individuals):	R&P Period Out-Migration % (individuals):
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):	
Number of reports showing social security card application as late or incomplete	
Number of reports showing enrollment in cash assistance as late or incomplete	
Number of reports showing enrollment in medical assistance as late or incomplete	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	
Number of reports showing enrollment in ESL as late or incomplete	
Number of reports showing enrollment in employment services as late or incomplete	
Number of reports showing school enrollment of minor child as late or incomplete	
Number of reports showing health screening as late or incomplete	
Number of reports showing enrollment in other services as appropriate as late or incomplete	
Number of reports showing household income not exceeding expenses	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	

RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Afghanistan, Bhutan, Burma (Burmese, Karen, Chin, Karenni, and Rohingya), Burundi, Congo, Columbia, Cuba, Eritrea, Ethiopia, Guinea, Iran, Iraq, Pakistan, Nepal, Somalia, Sri Lanka, Sudan, Syria, and Zaire
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE INFORMATION	
Number of other affiliates present	1
Local overall unemployment rate	3.4%
Available jobs	Assembly, airport, housekeeping, retail, meat, interpreting, janitorial, laundry, car rental, cashier, sorting, cleaning.
Average starting wage	Average Full-time FY2013 – \$8.50 with benefits Average Part-time FY2013 – \$8.00 with no benefits Average Full-time FY2014 – \$9.00 with benefits Average Part-time FY2014 – \$8.50 with no benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$650 Available: Always 2-Bedroom: \$850 Available: Always 3-Bedroom: \$950 Available: Always
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 2 weeks Beginner: Yes/No Avg Wait Time = 2 weeks Intermediate: Yes/No Avg Wait Time = 2 weeks Advanced: Yes/No Avg Wait Time = 2 weeks

### 1. Health Care Access:

**B4**



All refugees receive health screenings within 30 days of arrival. When special needs are diagnosed clients will be referred to health care providers for follow ups. Clients that have positive tuberculosis (TB) skin test are referred to Salt Lake County Health Department for follow ups and medication. Also, those clients that need mental health screening or treatment are referred to Valley Mental Health Clinic and/or Asian Association of Utah for evaluation and treatment. All refugees receive dental screening and cleaning.

2. **Refugees with Special Needs:** There are excellent specialty hospitals and clinics that treat all aspects of medical issues listed below. All are available to clients immediately upon arrival and are very close to clients' residences. These include Adult and Pediatric tertiary care hospitals with subspecialists in: oncology, cardiology, hematology, infectious disease, gastroenterology/hematology, radiology; tuberculosis clinics; renal dialysis clinics; transplant services; a tropical medical specialty clinic; cross-cultural medical specialists and/or clinics; mental health center with special clinic for victims of torture; rehabilitation services, including services with person of prosthetics, physical therapy and occupational therapy, and dental clinics.

3. **Public Outreach:**

4. **Financial Resources:** The Refugee Resettlement program receives cash donations from foundations that contribute on a regular basis. The LDS church provides thrift store vouchers and furniture donations as needed. The program also works closely with Catholic parishes, mosques and community based organizations to collect furniture and other in-kind donations. Emergency funds, received in the form of cash donations from individuals, are available for critical needs of refugees and the program.

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)	

B4

**5. Volunteer and Co-Sponsorship Programs:**

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- 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
CCS has a grievance policy [redacted] Likewise, agency policies have incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in our organization's code of conduct for all staff and volunteers.

B4

National Agency	USCCB	Affiliate Code	VAUSCC01
Office State	Virginia	Office City	Arlington
Office Name	Catholic Charities of the Diocese of Arlington Migration and Refugee Services		
Office Address	80 N. Glebe Rd., Arlington, VA 22203		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Fredericksburg, VA
		Administering affiliate	Arlington, VA
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		
	FY2014 Acknowledged Capacity		
	FY2014 Anticipated Arrivals		
<b>PROPOSED FY2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Any that are needed can be found within the community
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE													
Number of other affiliates present	1												
Local overall unemployment rate	Fairfax 6.7%, Arlington 3.7%, Loudoun 4.1%, Prince William, 4.7% Falls Church, 6.4%, Alexandria, 4.7%, Manassas City, 5.9%, Leesburg 3.7%												
Available jobs	Retail, service, technical.												
Average starting wage	Average starting wage in FY2013 and FY2014 was/is \$9.67 45% part time and 55% full time. 100% of full time hires have benefits												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$1100.00</td> <td>Available: Yes, Always</td> </tr> <tr> <td>2-Bedroom: \$1500.00</td> <td>Available: Yes, Always</td> </tr> <tr> <td>3-Bedroom: \$1700.00</td> <td>Available: Yes, Always</td> </tr> </table>	1-Bedroom: \$1100.00	Available: Yes, Always	2-Bedroom: \$1500.00	Available: Yes, Always	3-Bedroom: \$1700.00	Available: Yes, Always						
1-Bedroom: \$1100.00	Available: Yes, Always												
2-Bedroom: \$1500.00	Available: Yes, Always												
3-Bedroom: \$1700.00	Available: Yes, Always												
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 1-6 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 1-6 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 1-6 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Avg Wait Time = 1-6 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks	Beginner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks	Intermediate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks	Advanced:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks
Pre-Literate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks											
Beginner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks											
Intermediate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks											
Advanced:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avg Wait Time = 1-6 weeks											

## 1. Health Care Access:

Due to the heavy demand for services at many of the health departments in our region, immediate access to a health screening is often difficult but clients are seen within allowable timeframes.

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Northern Virginia has health services which include oncology, cardiology, hematology, infectious disease, gastroenterology/hematology, and radiology. Most of these services are available to refugees because service providers accept Medicaid/Refugee Medical Assistance. Although dental care for adults is not covered by Medicaid, children are able to access dental services as needed. Adult tertiary care hospitals are available in Northern Virginia and they are accessible to refugees. Subspecialists in oncology, cardiology, hematology, infectious disease, gastroenterology/hematology, radiology are widely available.

2. **Refugees with Special Needs:** Ample services are available for serious health conditions, female heads of households, elderly clients and services for physical and mental trauma, mental health and severe disability cases in the community. The Inova Hospital System and the public health care network in Virginia have free clinics available that can refer refugee clients to all necessary health care services, including special needs in most cases. Regionally, Northern Virginia Family Services (NVFS) is the premier multicultural mental gift cards in the health care provider with a special program funded by the Office of Refugee Resettlement (ORR) that provides treatment to torture victims free-of charge.

3. **Public Outreach:**

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

5. **Volunteer and Co-Sponsorship Programs:**

[Redacted]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Each client is given a written grievance policy

[Redacted] We ensure that the IASC Six Core Principles Relating to Sexual Exploitation and Abuse are incorporated into staff and volunteer codes of conduct.

B4

National Agency	USCCB	Affiliate Code	VAUSCC06
Office State	Virginia	Office City	Fredericksburg
Office Name	Catholic Charities of the Diocese of Arlington Migration and Refugee Services		
Office Address	325 Wallace Street, Fredericksburg, VA 22401		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Fredericksburg, VA
		Administering affiliate	Arlington, VA
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			22401, 22407, 22408, 22405, 22554, 22556, 22172, 22026
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals	
	FY2014 Acknowledged Capacity	
	FY2014 Anticipated Arrivals	
<b>PROPOSED FY2015</b>		
U.S. Tie Capacity	AF	EA
No U.S. Tie Capacity	ECA	LAC
Total Capacity	NE/SA	Total

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Most
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITUATION/ RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	Fredericksburg City 7.6%, Stafford Co 4.4%, Spotsylvania Co. 4.1%, Prince William Co. 4.3%
Available jobs	Retail, food manufacturing, auto detailing, warehousing
Average starting wage	\$8.50-\$10.00/hr. full time with benefits after 90 days.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 850.00      Available: Frequently 2-Bedroom: \$ 900.00      Available: Always 3-Bedroom: \$ 1,000.00      Available: Always
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks Beginner: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks Intermediate: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks Advanced: <input checked="" type="checkbox"/> Yes / No Avg Wait Time = 4 weeks

1. **Health Care Access:** Fredericksburg is served by 3 hospitals (Mary Washington Hospital, Spotsylvania Regional Medical Center, and Stafford Hospital). The area is served by a free clinic and a community health center as well as many primary care physicians, pediatricians, dentists, optometrists and mental health providers who accept Medicaid. Refugees do not wait to access services. Refugee health screenings are completed on average within 12 days of arrivals. Refugees with more serious health issues can be referred to specialists at Virginia Commonwealth University Hospital in Richmond in addition to local area specialists.

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2. **Refugees with Special Needs:**

An organization in Fredericksburg is able to fit individuals with walkers and wheelchairs and other adaptive equipment.

3. **Public Outreach:** In FY2014, the State Refugee Coordinator initiated the VA Community Capacity Initiative (VCCI) to gauge community capacity and receptivity as well as to formally and regularly engage community stakeholders to facilitate collaborative and coordinated service delivery. The VCCI dialogue groups will continue through FY 2015 and the outcome of it work be assessed in FY2015.

4. **Financial Resources:**

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

5. **Volunteer and Co-Sponsorship Programs:**

[REDACTED]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

Each client is given a written grievance policy [REDACTED]

B4

[REDACTED] We ensure that the IASC Six Core Principles Relating to Sexual Exploitation and Abuse are incorporated into staff and volunteer codes of conduct.

National Agency	USCCB	Affiliate Code	VAUSCC04
Office State	Virginia	Office City	Newport News
Office Name	Commonwealth Catholic Charities		
Office Address	12284 Warwick Boulevard, Suite 1-A, Newport News, VA 23606		
Is joint site, with which agency or agencies?	N/A	Sub-office	Hampton, VA
		Administering affiliate	Richmond, VA

R&P PROGRAM AFFILIATE STAFFING		CASE PLACEMENT LOCATIONS	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			23321 23322 23323 23324 23325 23326 23327 23328 23601
R&P FTE paid by other (not volunteers)			23602 23603 23604 23605 23606 23607 23608 23609 23612
			23628 23605 23630 23651 23661 23662 23663 23664 23665
			23666 23667 23668 23669 23670 23681 23501 23502 23503
			23504 23505 23506 23507 23508 23509 23510 23511 23513
			23514 23515 23517 23518 23519 23520 23521 23523 23529
			23541 23551 23662 23690 23691 23692 23693 23701 23702
			23703 23704 23705 23707 23708 23709 23430 23431 23432
			23433 23434 23435 23436 23437 23438 23439 23081 23185
			23186 23187 23188 23450 23451 23452 23453 23454 23455
			23456 23457 23458 23459 23460 23461 23462 23463 23464
			23465 23466 23467 23471 23479
Total Client/FTE Ratio			

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CASELOAD STATISTICS (number of individual)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
PROPOSED FY2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

FY2013 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			

Number of reports showing enrollment in other services as appropriate as late or incomplete		
Number of reports showing household income not exceeding expenses		
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends		

B4

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	N/A
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	5.7%
Available jobs	Manufacturing, retail, construction, restaurant and the hotel service industry
Average starting wage	FY2013 – FT \$9.23/hr, 85% benefits; PT \$8.55/hour, 0% benefits FY2014 – FT \$9.70/hr, 74% benefits; PT \$7.58/hour, 0% benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 650 Available: Frequently 2-Bedroom: \$ 825 Available: Always 3-Bedroom: \$ 1,000 Available: Frequently
English language programs available for newly arrived refugees and average wait time	Pre-Literate: Yes/No Avg Wait Time = 2 weeks Beginner: Yes/No Avg Wait Time = 2 weeks Intermediate: Yes/No Avg Wait Time = 2 weeks Advanced: Yes/No Avg Wait Time = 2 weeks

1. **Health Care Access:** Hampton Roads is home to several area health care systems, a medical school, and more than 80 counseling agencies, psychologists and psychiatrists. Most pediatric medical care is provided by The Children's Hospital of King's Daughters, a facility of choice if a child needs hospitalization, on-going care for a chronic illness, outpatient

surgery or primary care. [REDACTED]

B4

The initial health screening is usually obtained within 30 days of arrival. If it is a special needs case, the client can gain access to the health department within one week. [REDACTED]

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[REDACTED] On average, it takes two months to establish a primary care physician. [REDACTED]

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A recent barrier for refugees resettled in Virginia is the delay in Medicaid processing. What normally took several weeks for Medicaid benefits to begin is now taking upwards of four months or more.

2. **Refugees with Special Needs:** [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

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## 4. Financial Resources:

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
 CCC Resettlement Services has a grievance policy  The CCC Resettlement Program currently has policies in place to meet the six core principles relating to sexual exploitation and abuse

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National Agency	USCCB	Affiliate Code	VAUSCC02
Office State	Virginia	Office City	Richmond
Office Name	Commonwealth Catholic Charities		
Office Address	1512 Willow Lawn Dr., Richmond, VA 23230		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Hampton, VA and Roanoke, VA
		Administering affiliate	Richmond, VA
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

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RECENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

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SITE RATIONALE									
Number of other affiliates present	1								
Local overall unemployment rate	5.5 %								
Available jobs	Food processing, housekeeping, warehouse packaging and assembly, car mechanic, welding, interpretation, fast food, sewing/tailor								
Average starting wage	FY2013 – FT \$9.06/hr., 66% benefits; PT \$9.00/hr., 19% benefits FY2014 – FT \$9.34/hr., 67% benefits; PT \$8.55/hr., 33% benefits								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$ 550</td> <td>Available: Always</td> </tr> <tr> <td>2-Bedroom: \$ 700</td> <td>Available: Always</td> </tr> <tr> <td>3-Bedroom: \$ 900</td> <td>Available: Sometimes</td> </tr> </table>	1-Bedroom: \$ 550	Available: Always	2-Bedroom: \$ 700	Available: Always	3-Bedroom: \$ 900	Available: Sometimes		
1-Bedroom: \$ 550	Available: Always								
2-Bedroom: \$ 700	Available: Always								
3-Bedroom: \$ 900	Available: Sometimes								
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks	Beginner:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks	Intermediate:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks	Advanced:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks
Pre-Literate:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks								
Beginner:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks								
Intermediate:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks								
Advanced:	<input checked="" type="checkbox"/> Yes/No Avg Wait Time = 2 weeks								

1. **Health Care Access:** Richmond is home to a well established medical school that provides the refugee community with extensive specialty medical clinics, outpatient centers, and a dental clinic.

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[REDACTED]

A recent barrier for refugees resettled in Virginia has been the delay in Medicaid processing. What normally took several weeks for Medicaid benefits to begin is now taking upwards of four months or more. Refugees waiting for Medicaid approval have to pay for prescription drugs themselves if their R&P funds have been depleted.

2. **Refugees with Special Needs:** [REDACTED]

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3. **Public Outreach:** CCC Richmond participated in World Refugee Day in 2013 in conjunction with the Virginia Department of Newcomer Services and other local providers and plans to do the same in 2014. Approximately 150 people attended. The event results in positive media and understanding of refugees which in turn help to nature a welcoming community. Staff also serves on the Richmond Refugee Dialogue Group as a way to stay in touch with the community and advocate for refugees needs, resulting in appropriate access to services. Approximately a dozen people are part of this group representing churches, government officials and resettlement programs. [REDACTED]

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## 4. Financial Resources:

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Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

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6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
The CCC Resettlement Program currently has policies in place to meet the six core principles relating to sexual exploitation and abuse:

B4

Additionally, there is a grievance policy that is given to each client.

National Agency	USCCB	Affiliate Code	VAUSCC03
Office State	Virginia	Office City	Roanoke
Office Name	Commonwealth Catholic Charities		
Office Address	820 Campbell Avenue SW, Roanoke, VA 24016		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Roanoke, VA
		Administering affiliate	Richmond, VA
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			24016, 24015, 24017, 24153, 24013, 24012
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	N/A
Other language resources used by affiliate (note frequency and general circumstances of use)	

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SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	5.4%
Available jobs	Warehouse worker, housekeeping associate, upholster and furniture manufacturing associate, packaging, dishwasher and cleaning associate, restaurant server, laundry associate, nursing associate, interpreter
Average starting wage	FY2013 - FT \$8.34/hr., 51% benefits; PT \$9.23/hr., 20% benefits FY2014 - FT \$9.07/hr., 87% benefits; PT \$7.43/hr., 18% benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 500.00 Available: <u>Frequently</u> 2-Bedroom: \$ 600.00 Available: <u>Always</u> 3-Bedroom: \$ 750.00 Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes No Avg Wait Time = <u>2</u> weeks Beginner: <input checked="" type="checkbox"/> Yes No Avg Wait Time = <u>2</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes No Avg Wait Time = <u>2</u> weeks Advanced: <input checked="" type="checkbox"/> Yes No Avg Wait Time = <u>2</u> weeks

- Health Care Access:** Roanoke and its surrounding areas are home to numerous medical and health care facilities. Locally, there are two well established hospitals that provide medical, dental, and mental health services. Also available are a state psychiatric hospital, several private mental health service providers, a cancer center, research facilities, geriatric and pediatric facilities with specialization and a medical college. All but a few mental health professionals accept non-English speaking patients. On average, it takes one month after arrival for refugees to receive their initial health screening and immunizations and two months to establish a primary care physician. If it is a special needs case, the client can gain access to other services at the health department within one week of arrival.

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[Redacted]

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[Redacted]

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A recent barrier for refugees resettled in Virginia has been the delay in Medicaid processing. What normally took several weeks for Medicaid benefits to begin is now taking upwards of four months or more.

2. **Refugees with Special Needs:**

[Redacted]

B4

3. **Public Outreach:**

[Redacted]

B4

## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/Country/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

## 5. Volunteer and Co-Sponsorship Programs:

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan: The CCC Resettlement Program currently has policies in place to meet the six core principles relating to sexual exploitation and abuse

Additionally, there is a grievance policy that is given to each client.

National Agency	USCCB	Affiliate Code	WVUSCC01
Office State	West Virginia	Office City	Charleston
Office Name	Catholic Charities West Virginia/Migration and Refugee Services		
Office Address	1116 Kanawha Blvd., Charleston, WV 25301		
<b>JOINT SITE</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>		<b>CASE PLACEMENT LOCATIONS</b>	
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			25301
R&P FTE paid by other (not volunteers)			26836
			25401
			26003
Total Client/FTE Ratio			26501

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<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals			
	FY2014 Acknowledged Capacity			
	FY2014 Anticipated Arrivals			
<b>PROPOSED FY2015</b>	AE	EA	ECA	LAC
U.S. Tie Capacity				
No U.S. Tie Capacity				
Total Capacity				

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

FY2015 Reception and Placement Program Proposal

342

B4

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Farsi, Tigrigna, Burmese
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

SITE RATIONALE	
Number of other affiliates present	None
Local overall unemployment rate	6.1%
Available jobs	Entry-level, factory, restaurant, hotel, retail
Average starting wage	\$8.25/hour average
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 400.00 Available: <u>Frequently</u> 2-Bedroom: \$ 575.00 Available: <u>Sometimes</u> 3-Bedroom: \$ 800.00 Available: <u>Frequently</u>
English language programs available for newly arrived refugees and average wait time	Pre-Literate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>3</u> weeks Beginner: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>2</u> weeks Intermediate: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>1</u> weeks Advanced: <input checked="" type="checkbox"/> Yes/No Avg Wait Time = <u>0</u> weeks

1. **Health Care Access:** Refugees receive medical assistance through the Department of Health and Human Resources (DHHR). Clients obtain Medicaid within one month and in the case of emergencies, clients have immediate access to healthcare via DHHR. Clients have access to health department services and resources as soon as they arrive in state. In recent years, the State of West Virginia has had no designated State Refugee Health Coordinator to access and share refugee health information.

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2. **Refugees with Special Needs:** West Virginia is somewhat limited on their ability to serve refugees with special needs especially in the Moorefield area because there are limited of specialized health care providers available.

B4

3. **Public Outreach:**

B4

4. **Financial Resources:**

B4

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				

B4

State/County/Local Government
Headquarters
Affiliate/Sub-office
Other:
<b>TOTALS</b>
<b>TOTALS PER CAPITA</b> (acknowledged capacity)

B4

**5. Volunteer and Co-Sponsorship Programs:**

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**6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
The Diocese of Wheeling-Charleston has a Grievance and Protection from Sexual Exploitation and Abuse Policy

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National Agency	USCCB	Affiliate Code	WTUSCC01
Office State	Wisconsin	Office City	Green Bay
Office Name	Catholic Charities of the Diocese of Green Bay		
Office Address	1825 Riverside Dr., Green Bay, WI 54301		
<b>JOINT SITE</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>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			54812 Barron, WI
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals					
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

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<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

B4

B4

B4

REGENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Arabic, Burmese, Russian, Somali
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITING RATIONALE													
Number of other affiliates present	1												
Local overall unemployment rate	Brown County: 5.2%, Outagamie County: 6.3%, Winnebago County: 5.8%												
Available jobs	Production workers in meat and packaging companies, hotel housekeepers, kitchen helpers in restaurants and fast food services.												
Average starting wage	\$ 9.50 per hour, full time, with benefits offered for most jobs.												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$ 450</td> <td>Available: Frequently</td> </tr> <tr> <td>2-Bedroom: \$ 570</td> <td>Available: Frequently</td> </tr> <tr> <td>3-Bedroom: \$ 850</td> <td>Available: Frequently</td> </tr> </table>	1-Bedroom: \$ 450	Available: Frequently	2-Bedroom: \$ 570	Available: Frequently	3-Bedroom: \$ 850	Available: Frequently						
1-Bedroom: \$ 450	Available: Frequently												
2-Bedroom: \$ 570	Available: Frequently												
3-Bedroom: \$ 850	Available: Frequently												
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = 2 weeks</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks	Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks	Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks	Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks
Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											
Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											
Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											
Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = 2 weeks											

1. **Health Care Access:** BadgerCare is a Forward Health program through the Wisconsin Department of Health Services with a plan that covers dental, medical and mental health services.

The medical insurance cards are normally mailed to the refugee client within 45 days. Refugees are able to get regular checkup appointments within two weeks at hospitals and clinics operated under Aurora and Prevea Health Care Centers.

Refugees show their overseas medical records to medical staff at the time of their first visit. Clients have access to dental care, however, those service are limited, as many dentists are not accepting new clients with state medical insurance.

2. **Refugees with Special Needs:**

B4

## 3. Public Outreach:

B4

## 4. Financial Resources:

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA (acknowledged capacity)				

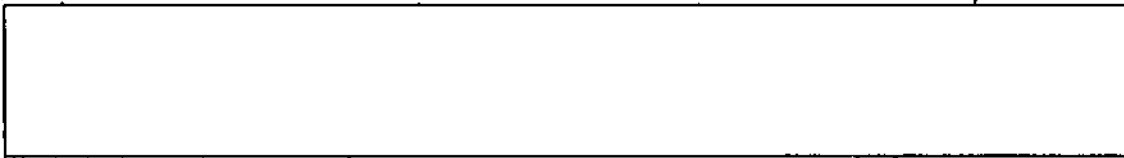
B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:  
The Diocese of Green Bay has a policy on sexual exploitation and sexual misconduct

B4



The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse are also included in our policy.

National Agency	USCCB	Affiliate Code	WJUSCC04
Office State	Wisconsin	Office City	Milwaukee
Office Name	Catholic Charities		
Office Address	6033 W Lloyd St., Milwaukee, WI 53213		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Sheboygan, WI
		Administering affiliate	Milwaukee, WI
<b>PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			N/A
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

B4

B4

B4

B4

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals			
	FY2014 Acknowledged Capacity			
	FY2014 Anticipated Arrivals			
<b>PROPOSED FY2015</b>				
U.S. Tie Capacity				
No U.S. Tie Capacity				
Total Capacity				

<b>FY2013 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):		R&P Period Out-Migration % (individuals):	
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):			
Number of reports showing social security card application as late or incomplete			
Number of reports showing enrollment in cash assistance as late or incomplete			
Number of reports showing enrollment in medical assistance as late or incomplete			
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			
Number of reports showing enrollment in ESL as late or incomplete			
Number of reports showing enrollment in employment services as late or incomplete			
Number of reports showing school enrollment of minor child as late or incomplete			
Number of reports showing health screening as late or incomplete			
Number of reports showing enrollment in other services as appropriate as late or incomplete			
Number of reports showing household income not exceeding expenses			
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			

RECENT/PROPOSED CASE LOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Up to 50 different languages are available within the resettlement agencies and ancillary service providers, including Kinyarwanda, French, Swahili, Kibembe and Lingala.
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITE RATIONALE									
Number of other affiliates present	3								
Local overall unemployment rate	5.8 % WI - Waukesha 5.9%, Ozaukee 5.4%, Washington 6.2%, Milwaukee 7.7%								
Available jobs	Electronic and general assembly, food manufacturing, meat processing and cutting, hotel and restaurant hospitality								
Average starting wage	Generally full time jobs with benefits starting at \$9.00 per hour								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$ 400</td> <td>Available: Always</td> </tr> <tr> <td>2-Bedroom: \$ 525</td> <td>Available: Always</td> </tr> <tr> <td>3-Bedroom: \$ 700</td> <td>Available: Always</td> </tr> </table>	1-Bedroom: \$ 400	Available: Always	2-Bedroom: \$ 525	Available: Always	3-Bedroom: \$ 700	Available: Always		
1-Bedroom: \$ 400	Available: Always								
2-Bedroom: \$ 525	Available: Always								
3-Bedroom: \$ 700	Available: Always								
English language programs available for newly arrived refugees and average wait time	<table> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> No Avg Wait Time = One week</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> No Avg Wait Time = One week</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> No Avg Wait Time = One week</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> No Avg Wait Time = One week</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = One week	Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = One week	Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = One week	Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = One week
Pre-Literate:	<input checked="" type="checkbox"/> No Avg Wait Time = One week								
Beginner:	<input checked="" type="checkbox"/> No Avg Wait Time = One week								
Intermediate:	<input checked="" type="checkbox"/> No Avg Wait Time = One week								
Advanced:	<input checked="" type="checkbox"/> No Avg Wait Time = One week								

1. **Health Care Access:** Milwaukee has several health systems: The Milwaukee Regional Medical Complex is on the Milwaukee County grounds. This area includes the Children's Hospital of Wisconsin, Froedtert Hospital, Blood Center of Wisconsin, the Ronald McDonald House, Curative Rehabilitation, and the Medical College of Wisconsin. Aurora Health Care includes St. Luke's Medical Center, Aurora Sinai Medical Center, West Allis Memorial, and St. Luke's SouthShore. Wheaton Franciscan Healthcare includes St. Joseph's Hospital, Elmbrook Memorial (Brookfield), and others in the Milwaukee area. Columbia Saint Mary's Hospital is on Milwaukee's lakeshore and has established affiliations with Froedtert Hospital and the Medical College of Wisconsin. Each of these facilities has openly accepted refugees that have resettled in the area. They are sensitive to the issues of religion



and cultural differences. [REDACTED]

B4

Refugees obtain medical coverage and medical appointments within a week of arrival and in urgent medical cases, immediately after arrival. [REDACTED]

B4

2. **Refugees with Special Needs:** [REDACTED]

B4

3. **Public Outreach:** [REDACTED]

B4

[REDACTED] Catholic Charities is a member of Milwaukee Area Refugee Consortium (MARC) and is an integral part of community outreach efforts like World Refugee Day. [REDACTED]

B4

B4

4. **Financial Resources:** See table below.

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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> (acknowledged capacity)				

B4

## 5. Volunteer and Co-Sponsorship Programs:

B4

## 6. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan: Catholic Charities of the Archdiocese of Milwaukee Inc. has agency wide policies and procedures that include, client's rights, a grievance procedure

B4

These policies do encompass for all staff and volunteers the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

National Agency	USCCB	Affiliate Code	WTUSCC08
Office State	Wisconsin	Office City	Sheboygan
Office Name	Catholic Charities of the Archdiocese of Milwaukee Inc.		
Office Address	503 Wisconsin Ave. Sheboygan, WI 53081		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Sheboygan, WI
		Administering affiliate	Milwaukee, WI
<b>R&amp;P PROGRAM AFFILIATE STAFFING</b>			
	FY2014	FY2015	Zip code(s) in which affiliate is able to place cases:
R&P FTE paid by R&P			53001, 53004, 53011, 53013, 53015, 53020, 53021, 53023, 53026, 53031, 53040, 53042, 53044, 53070, 53073, 53075, 53079, 53081, 53082, 53083, 53085, 53093
R&P FTE paid by other (not volunteers)			
Total Client/FTE Ratio			

B4

B4

B4

<b>CASELOAD STATISTICS</b> (number of individuals)	FY2013 Actual Arrivals		0			
	FY2014 Acknowledged Capacity					
	FY2014 Anticipated Arrivals					
<b>PROPOSED FY2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>FY2014 R&amp;P PERIOD REPORT OUTCOMES</b>			
R&P Period Employment % (individuals):	N/A	R&P Period Out-Migration % (individuals):	N/A
Total R&P Period Reports Submitted for FY2013 (number of cases/number of individuals):		0/0	
Number of reports showing social security card application as late or incomplete		N/A	
Number of reports showing enrollment in cash assistance as late or incomplete		N/A	
Number of reports showing enrollment in medical assistance as late or incomplete		N/A	
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete		N/A	
Number of reports showing enrollment in ESL as late or incomplete		N/A	
Number of reports showing enrollment in employment services as late or incomplete		N/A	
Number of reports showing school enrollment of minor child as late or incomplete		N/A	
Number of reports showing health screening as late or incomplete		N/A	
Number of reports showing enrollment in other services as appropriate as late or incomplete		N/A	
Number of reports showing household income not exceeding expenses		N/A	
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends		N/A	

RECEPTION AND PLACEMENT PROGRAM	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Up to 50 different languages are available within the resettlement agencies and ancillary service providers in Milwaukee which is 56 miles away.
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

SITING RATIONALE													
Number of other affiliates present	0												
Local overall unemployment rate	Wisconsin 5.8%, Sheboygan 5.8%												
Available jobs	Electronic and general assembly, hotel and restaurant hospitality												
Average starting wage	Generally full time jobs with benefits starting at \$9.75 per hour												
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table border="0"> <tr> <td>1-Bedroom: \$ 375</td> <td>Available: Always</td> </tr> <tr> <td>2-Bedroom: \$ 500</td> <td>Available: Always</td> </tr> <tr> <td>3-Bedroom: \$ 650</td> <td>Available: Always</td> </tr> </table>	1-Bedroom: \$ 375	Available: Always	2-Bedroom: \$ 500	Available: Always	3-Bedroom: \$ 650	Available: Always						
1-Bedroom: \$ 375	Available: Always												
2-Bedroom: \$ 500	Available: Always												
3-Bedroom: \$ 650	Available: Always												
English language programs available for newly arrived refugees and average wait time	<table border="0"> <tr> <td>Pre-Literate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = One week</td> </tr> <tr> <td>Beginner:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = One week</td> </tr> <tr> <td>Intermediate:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = One week</td> </tr> <tr> <td>Advanced:</td> <td><input checked="" type="checkbox"/> No</td> <td>Avg Wait Time = One week</td> </tr> </table>	Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week	Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week	Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week	Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week
Pre-Literate:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week											
Beginner:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week											
Intermediate:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week											
Advanced:	<input checked="" type="checkbox"/> No	Avg Wait Time = One week											

1. **Health Care Access:** Sheboygan has a number of leading medical facilities, including hospitals, health centers, mental health facilities and stand-alone medical facilities that provide affordable and quality healthcare for all Sheboygan residents. This includes: Sheboygan Memorial Center, St. Nicholas Hospital, The Sheboygan Clinic, Vince Lombardi Cancer Clinic, Northshore Clinic of Sheboygan, Sheboygan Internal Medicine Associates, Matthews Oncology Associates, Marsho Family Medical, Sheboygan Orthopedic Associates, Plymouth Family Physicians, Prevea Women's Health, Beach Health Care Center, Physicians Health Network, and Lakeshore Mental Health.

B4

Refugees customarily obtain medical coverage and medical appointments within a week of arrival and immediately after arrival if their bio-data indicates a pressing need.

B4

2. **Refugees with Special Needs:**

B4

3. **Public Outreach:**

B4

B4

4. **Financial Resources:** See table below.

Projected Contributions to the R&P Program				
Type of Donor	FY2014 Estimated Cash	FY2014 Estimated In-kind Value	FY2015 Projected Cash	FY2015 Projected In-kind Value
Foundations/Corporations				
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 (acknowledged capacity)</b>				

B4

5. **Volunteer and Co-Sponsorship Programs:** [REDACTED]

[REDACTED]

B4

6. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Catholic Charities of the Archdiocese of Milwaukee Inc. as a Social Services organization has agency wide policies and procedures that include, with the client's rights, a grievance procedure [REDACTED]

[REDACTED]

B4

[REDACTED] These policies do encompass for all staff and volunteers the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse.

## FY 2015 URM Affiliate/Sub-office Abstract

\*\*\*Each Abstract must be limited to 4 pages\*\*\*

For agencies that hold contracts with states funded through Office of Refugee Resettlement to provide foster care services to unaccompanied refugee minors (URM) from overseas placements.

RELEASE IN  
PART B4

National Agency	USCCB	Affiliate Code	AZUSCC03
Office State	Arizona	Office City	Phoenix
Office Name	Catholic Charities Community Services		
Office Address	615 W Pierson Street, Phoenix, AZ 85013		
JOINT SITE?	YES	SUB OFFICE?	YES
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

CASELOAD STATISTICS (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
PROPOSED FY 2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	FY 2013: <input type="text"/>
	<input type="text"/>
Proposed new nationalities expected to be served at this location in FY2015	FY 2014: <input type="text"/>
	<input type="text"/>
Languages available on staff	UMP Staff members have the following language capacity: <input type="text"/>
Languages available from within the community of resettlement	Tigrigna, Arabic, Kurdish, Nepali, Amharic
Other language resources used by affiliate (note frequency and general circumstances of use)	<input type="text"/>

1. **Site Rationale:** The city of Phoenix is the largest in the State of Arizona with a population of 1.4 million. Phoenix is the sixth most populous city in the United States and the entire Phoenix metropolitan area has a population of 4.3 million people. Every year, approximately 3,000 to 4,000 refugees are resettled in Phoenix. Our refugee communities are mostly from

Asia and Africa. The ethnic communities include, but are not limited to: Burmese, Iraqi and Eritrean. The clients of the Unaccompanied Minor Program (UMP) are easily integrated with their ethnic groups through the Mutually Assisted Associations guiding new arrivals to religious places and hosting ethnic events. The majority of our UMP clients live in Central and South Phoenix where the majority of resettled refugees also live. The school districts of these areas provide language and acculturation services to help newly settled residents. Phoenix is a sprawling metropolitan area with decent transportation services, mild weather in the winter, and very hot and dry in the summer.

2. **Health Care Access:** All newly resettled refugees receive a health screening upon arrival by the Maricopa County Department of Health/Refugee Clinic. [REDACTED]

[REDACTED] The Department of Economic Security/Office of Refugee Resettlement provides temporary medical insurance, Refugee Medical Assistance Program (RMAP), to all refugees during the first three months of arrival until they are enrolled in AHCCCS, the Medicaid Program in the State of Arizona. AHCCCS offers medical, dental and mental health services for URM clients. For clients over the age of 20, preventative dental services only are covered. RMAP and AHCCCS are accepted at all the major hospitals throughout the Valley including Phoenix Children's Hospital where all youth can receive emergency medical care with or without medical insurance. [REDACTED]

3. **Refugees with Special Needs:** [REDACTED]

4. **Foster Care:** [REDACTED]

[REDACTED] All potential foster parents are required by the State to attend 12 to 13 weeks of classes on PS-MAPP (Partnering for Safety and Permanence – Model Approach to Partnerships in Parenting). The goal of the PS-MAPP is to prepare individuals and families to make an informed decision about becoming foster families. [REDACTED]



[Redacted]

B4

5. **Placement Options:**

[Redacted]

B4

6. **Physical Presence:** The minor needs to be present in the state of Arizona in order for the agency attorney to petition the Court for legal and physical custody. The petition is filed within the first 30 days of arrival.

7. **Minors Close to 18 Years of Age:** The program has the ability to accept minors no later than 90 days prior to their 18<sup>th</sup> birthday.

8. **Major/Minor Cases:**

[Redacted]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** In reference to PSEA policy, all staff members are trained to prevent child maltreatment including sexual exploitation of minors

[Redacted]

B4

[Redacted] The Catholic Charities Community Services Policies and Procedures incorporate the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in its code of conduct for all staff and volunteers. The agency has a grievance policy

[Redacted]

B4

National Agency	USCCB	Affiliate Code	CAUSCC20
Office State	California	Office City	San Jose
Office Name	Catholic Charities of Santa Clara County		
Office Address	2625 Zanker Road, San Jose, CA 95134		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals		
	FY 2014 Acknowledged Capacity		
	FY 2014 Anticipated Arrivals		
<b>PROPOSED FY 2015</b>	AF	EA	ECA
U.S. Tie Capacity			
No U.S. Tie Capacity			
Total Capacity			
	LAC	NE/SA	Total

B4

B4

<b>RECENT PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	Overall served:
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	There are over 100 languages identified in Santa Clara County and the top three are: Spanish, Vietnamese, and Chinese.
Other language resources used by affiliate (note frequency and general circumstances of use).	

B4

B4

B4

1. **Site Rationale:** The Bay Area in California, which includes large, metropolitan cities such as San Francisco, Oakland, and San Jose, is an optimal location for resettling unaccompanied refugee minors. The Greater Bay Area region has a population of over 5 million, and a significant immigrant and refugee presence: Burmese / Bhutanese / Iraqi / Iranian / Afghani / Somali / Ethiopian / Latino / Chinese / West African / Indian / Nepali, to name several. According to the Bay Area Regional Center, it is one of the most diverse areas in the United States with a majority of families being foreign-born. This ethnic and cultural diversity allows for a more welcoming environment for persons from various backgrounds; for instance, there are two other resettlement agencies in the area. In addition, due to the large

diverse population, service infrastructures (such as education, healthcare, and benefits) are sensitive to, and accommodating of the needs of refugee and immigrant children. The URM program [redacted] and is also a member of the Refugee & Immigrant Forum. This county-based forum has 23 members and representatives from community partnerships dedicated towards supporting refugees and immigrants. There are also many more agencies servicing this vulnerable population. Also, with strong educational and foster youth laws, URM's have the opportunity to access higher education, receive unparalleled educational support, and to receive needed social services post-emancipation (as eligible). There are no other URM programs in the area.

B4

2. **Health Care Access:** [redacted]

[redacted] There have been barriers that impact the continuance of coverage for some of our clients. Due to a misunderstanding with coding and classifying our clients for Medi-Cal under "refugee" instead of "foster care"—this has resulted in lapses to medical coverage. [redacted]

B4

[redacted] Another issue that has occurred in the past is the misunderstanding of agency guardianship when applying for Medi-Cal. [redacted]

B4

B4

3. **Refugees with Special Needs:** [redacted]

[redacted]

B4

4. **Foster Care:**

[redacted]

B4

5. **Placement Options:** The different placement options available to clients are as follows:

[Redacted]

B4

6. **Physical Presence:**

6a. In order for this agency to assume legal custody of a minor, the child must be present in the U.S. However, the Legal Coordinator is able to file for guardianship before their arrival, but cannot be granted custody until they arrive.

6b. This program site is able to accept children within 90 days of their 18<sup>th</sup> birthday and still be able to assume legal custody.

7. **Minors Close to 18 Years of Age:** If refugee minors are guaranteed to arrive within 90 days of their 18<sup>th</sup> birthday, this program's available capacity to accept youth close to age 18 would [Redacted] in FY15.

B4

8. **Major/Minor Cases:** [Redacted]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

This agency and program have a clear grievance policy [Redacted]

B4

The Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse has been incorporated into our agency's code of conduct, our code of ethics, and in our standards of practice. [Redacted]

B4

National Agency	USCCB	Affiliate Code	FLUSCC08
Office State	Florida	Office City	Miami Springs
Office Name	Catholic Charities of the Archdiocese of Miami, Inc- Unaccompanied Refugee Minors Program		
Office Address	700 S. Royal Poinciana Blvd., Suite 806, Miami Springs, FL 33166		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
<b>PROPOSED FY 2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>RECENT PROPOSED CASELOAD</b>	
The racial/ethnic composition of the URM served is:	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff.	
Languages available from within the community of resettlement	Spanish, Kreyól
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** Miami, FL is an ideal site to resettle refugees, as this is a predominantly immigrant community. According to the updated U.S. Census Bureau (2012) the Miami population was 2,617,176 people; 64% were Hispanic; 19% Black; 1.7% Asian, and 1.2% were of two or more races. Given the cultural complexity, Miami Dade and Broward Counties offer services to meet the needs of immigrants. There are many educational resources geared to immigrants throughout the community, such as REVEST (Miami Dade College), SAVES (Miami Dade County Public Schools), and Project Renew (Broward College) which provides vocational, GED and ESOL programs. There are a number of employment and health care providers who service refugees. Miami has a comprehensive transportation system and many social service programs offer bus passes. Housing is

expensive, especially when considering average local wages. [REDACTED]

B4

B4

2. **Health Care Access:** ORR-funded medical services are available to minors classified as URM and benefit from the medical, dental, psychological/mental health and other comprehensive services in the community. Additionally, Miami has several metropolitan hospitals spread throughout our community and a public health trust system; therefore, a pediatric and adult tertiary care hospital is easily accessible. [REDACTED]

B4

3. **Refugees with Special Needs:** Miami Dade and Broward Counties are able to provide services to refugees who may have special needs. Medicaid services provide refugees the opportunity to benefit from the medical, dental, psychological/mental health and other comprehensive services in the community. Additionally, Miami has several metropolitan hospitals spread throughout our community and a public health trust system; therefore, a pediatric and adult tertiary care hospital is easily accessible. Sub-specialties for adults such as oncology, cardiology, hematology, infectious disease, gastroenterology/hepatology, and

radiology are available. Miami Children's Hospital and Joe DiMaggio's Children's Hospital offer many of these same services but with a specialized focus on pediatrics. Miami has a comprehensive TB preventative program, INH treatment, and other resources that are easily accessible. Renal, dental, rehabilitative, PT/ OT, and specialized medical services are readily available as well. Many hospitals and clinics advertise in other languages in order to engage refugees. Large community mental health agencies are located throughout South FL, offering services in Kreyól, Spanish, and English. Jackson Hospital provides transplant surgery; however, there are significant waiting lists. [REDACTED]

B4

4. Foster Care: [REDACTED]

B4

5. Placement Options: [REDACTED]

B4

6. Physical Presence: [REDACTED]

B4

7. **Minors Close to 18 Years of Age:** The URMP Miami program has not typically received URM's within 90 days of their 18<sup>th</sup> birthday. [REDACTED]  
[REDACTED]

B4

8. **Major/Minor Cases:** [REDACTED]  
[REDACTED]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
The organization has a grievance procedure. [REDACTED]  
[REDACTED]

B4

Additionally, Catholic Charities of the Archdiocese of Miami, Inc. has established policies and procedures [REDACTED]  
[REDACTED]

B4

[REDACTED] which are inclusive of the ISAC Six Core Principles for Protection from Sexual Exploitation and Abuse language. [REDACTED]  
[REDACTED]  
[REDACTED]

B4



National Agency	USCCB	Affiliate Code	MIUSCC04
Office State	Michigan	Office City	Grand Rapids
Office Name	Bethany Christian Services		
Office Address	1050 36 <sup>th</sup> Street SE, Ste. 400, Grand Rapids, MI 49508		
<del>JOINT SITE</del>			
If joint site, with which agency or agencies?	Lutheran Immigration and Refugee Services	Sub-office	N/A
		Administering affiliate	N/A

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
<b>PROPOSED FY 2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>RECENT/PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Barawaw, Bemba, Falam, Hakha, Karen, Kirundi, Kinyarwanda, Mai Mai, Malay, Napali, Nyunja, Sgaw Karen, Somali, Swahili, Thlan, and Tlang
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** The Grand Rapids URM Foster Care Program was established in 1975 with the fall of Saigon. In 1982 the program began serving abused and neglected children in refugee families. Additional services added were crisis intervention and individual counseling to Amerasian youths in 1985, and mental health services for refugee families in 1989.

B4

[REDACTED]

There are roughly 1.3 million people in greater Grand Rapids with 200,000 in Grand Rapids proper. With its extensive history of newcomer resettlement, the community maintains a very positive attitude toward current and newly arriving refugees. The faith community is actively involved in the provision of donation dollars and volunteer time. Grand Rapids provides a highly diversified service and manufacturing industry economic base with housing readily available within a moderate cost range. Education opportunities are numerous including ESL at the high school and college level. There are five colleges, three large universities and three university extensions in Kent County. Bethany Christian Services (BCS) [REDACTED]

B4

[REDACTED] is a member of the Freedom Flight Refugee Task Force consisting of 60 agencies who unite to offer services and support to refugees. [REDACTED]

B4

[REDACTED]

B4

[REDACTED]

2. Health Care Access:

[REDACTED] KCHD has a contract with the state for Refugee Health services including cultural competency and linguistic services as appropriate. [REDACTED]

B4

B4

Grand Rapids has three major hospitals, Spectrum Health, Saint Mary's and Metro Health, as well as Mary Free Bed, a rehabilitation hospital that serves children. [REDACTED]

B4

[Redacted]

B4

[Redacted]

B4

These facilities are all within the Grand Rapids area.

B4

[Redacted]

[Redacted]

B4

[Redacted]

B4

3. Refugees with Special Needs:

[Redacted]

B4

4. Foster Care:

[Redacted]

B4

[REDACTED]

[REDACTED] Appropriate families are recommended to the State for licensing. Licensed homes must complete an additional eight hours of training annually. [REDACTED]

B4

B4

5. **Placement Options:** [REDACTED]

B4

6. **Physical Presence:** A youth must be present in Kent County before the court process to establish local court wardship can be initiated.

7. **Minors Close to 18 Years of Age:** The length of dependency proceedings in the Kent County Superior Court requires that URM's placed in the BCS URM program arrive in Kent County at least 120 days before they turn 18 years old.

8. **Major/Minor Cases:** [REDACTED]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** BCS Christian Services has a grievance policy and an anti-harassment policy which incorporates the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse. [REDACTED]

B4

[REDACTED] BCS is accredited by the Council on Accreditation. [REDACTED]

B4

National Agency	USCCB	Affiliate Code	MSUSCC03
Office State	Mississippi	Office City	Jackson
Office Name	Catholic Charities		
Office Address	200 North Congress Street, Suite 100, Jackson, MS 39201		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
<b>PROPOSED FY 2015</b>	<b>AF</b>	<b>EA</b>	<b>ECA</b>	<b>LAC</b>	<b>NE/SA</b>	<b>Total</b>
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>RECENT/PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Dinka, French, Creole, Arabic, Kiswahili, Burmese, Kachin, Karen, Kikuyu, and Spanish
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** According to the 2012 census, the Metro Jackson area had a population of 548,605 residents. This total consisted of 1.1% Asians, 2.1% Hispanic, 47.9% Black, 0.2% American Indian or Alaska Native, 47.9% White, and 0.8% from other races. In addition, there is a large group of Sudanese and Haitians living in the Metro Jackson area. There are no other Unaccompanied Refugee Minor programs in the State of Mississippi. The unemployment rate for the state was 7.6% in the month of March 2014 which included a rate of 8.0% for the Jackson area.

The cost of living is lower in the State of Mississippi than in most states. Affordable housing is prevalent throughout the area and is very accessible in a number of safe areas. Public transportation is available through Jatran Busing Systems. English language training is available through the public school

systems and faith-based organizations. [REDACTED]

B4

2. **Health Care Access:** [REDACTED]

B4

[REDACTED] All URM's are eligible for Medicaid services. [REDACTED]

B4

[REDACTED] No medical information is shared pre-arrival due to the fact that the youth have to sign a consent form for services and release of information.

B4

3. **Refugees with Special Needs:** [REDACTED]

B4

4. **Foster Care:** [REDACTED]

B4

5. **Placement Options:** [REDACTED]

B4

6. **Physical Presence:** The URM program has the ability to bring a youth into care within days of their 18<sup>th</sup> birthday through our state. After a Department of Human Services County Social Worker physically lays eyes on the youth, a verbal order approving the placement is given. This protocol is applicable to all youth entering the program. The shelter order is requested on the next available court date, but the youth is eligible for services immediately.

7. **Minors Close to 18 Years of Age:** The URM program has the ability to bring a youth into care within days of their 18<sup>th</sup> birthday through our state. After a Department of Human Services County Social Worker physically lays eyes on the youth, a verbal order approving the placement is given. This protocol is applicable to all youth entering the program. The shelter order is requested on the next available court date, but the youth is eligible for services immediately.

8. **Major/Minor Cases:** [REDACTED]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
[REDACTED] Consumer Grievance – The protocol outlined in the policy is applicable to all youth receiving services. [REDACTED]

B4

[REDACTED] The Core Principles have been incorporated into our URM Policy and Procedure Manual. [REDACTED]

B4

National Agency	USCCB	Affiliate Code	NYUSCC07
Office State	New York	Office City	Rochester
Office Name	Catholic Family Center		
Office Address	87 North Clinton Avenue, Rochester, NY 14604		
<del>JOINT SITE</del>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

CASELOAD STATISTICS (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
PROPOSED FY 2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<del>RECENT PROPOSED CASELOAD</del>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** Historically, the Greater Rochester community has been very supportive of local refugee integration, with CFC as the only resettlement affiliate operating in Rochester. As a mid-size city (population 210,532), Rochester offers an affordable cost of living, extensive and readily accessible public transportation and a wide variety of medical, mental health and other professional services. An ethnically diverse community allows the program to competently handle a wide range of refugee populations. As a refugee-rich community our unaccompanied minor youth have access to a local ethnic community which is receptive and supportive to our youth in foster care. Rochester is a service-rich community.



B4

- [REDACTED]
2. **Health Care Access:** For all URM's health care is provided through Starlight Pediatrics, administered by the Monroe County Department of Social Services and provides the medical care for all youth in foster care in Monroe County. All youth receive an intake appointment for a health assessment within 48 hours of arrival. A full physical is completed within two weeks following the initial assessment. Youth then receive a routine medical follow-up appointment every 6 months until discharge from the program. There are no barriers to medical services at this time. Starlight Pediatrics is responsible for completing the Refugee Health Assessment form. Starlight Pediatrics will refer the youth to specialists as needed and within the insurance network. Dental care is provided through Eastman Dental Center or other local providers that accept the youth's health insurance. An initial dental appointment is scheduled within first 30 days of arrival and then youth are seen every 6 months thereafter or sooner if needed. Starlight Pediatrics completes a mental health assessment on youth at each visit and will make referrals as needed to community mental health centers [REDACTED]
- [REDACTED]

B4

3. **Refugees with Special Needs:** [REDACTED]
- [REDACTED]

B4

Additional mental health services are available through Rochester General Hospital and Strong Memorial Hospital for both children and adults. Rochester also has a variety of agencies to deal with a youth's developmental issues, such as Easter Seals, Mary Cariola and the Al Sigl Center.

4. **Foster Care:** [REDACTED]
- [REDACTED]

B4

[Redacted]

B4

5. **Placement Options:**

[Redacted]

B4

6. **Physical Presence:** To be accepted into the program a youth must be in Monroe County at least 60 days prior to their 18<sup>th</sup> birthday. Monroe County Department of Human Services has made exceptions to this in extenuating circumstances.

7. **Minors Close to 18 Years of Age:** To be accepted into the program a youth must be in Monroe County at least 60 days prior to their 18<sup>th</sup> birthday.

8. **Major/Minor Cases:**

[Redacted]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

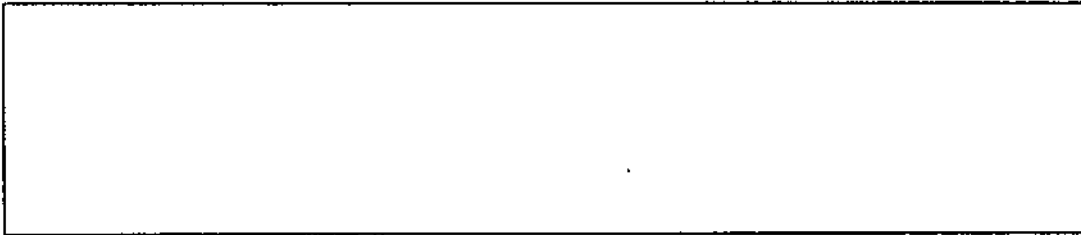
[Redacted]

B4

CFC also has a formal grievance policy [Redacted] The six core principles of The Inter-Agency Standing Committee's Protection from Sexual Exploitation and Abuse are incorporated in various CFC agency policies [Redacted]

B4

B4



National Agency	USCCB	Affiliate Code	NYUSCC08
Office State	New York	Office City	Syracuse
Office Name	Toomey Residential and Community Services		
Office Address	1654 West Onondaga Street, Syracuse, NY 13204		
Is this a JOINT SITE?	Yes	Sub-office	N/A
If joint site, with which agency or agencies?	N/A	Administering affiliate	N/A

CASELOAD STATISTICS (number of individuals)	FY 2013 Actual Arrivals	
	FY 2014 Acknowledged Capacity	
	FY 2014 Anticipated Arrivals	
PROPOSED FY 2015		
U.S. Tie Capacity	AF	EA
No U.S. Tie Capacity	ECA	LAC
Total Capacity	NE/SA	Total

REGENT PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, Swahili, Kirundi, Mindat, Hakha Chin, Tigrigna
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** The Syracuse community has proven to be an effective location for resettlement. Syracuse, a diverse community where

offers community resources in housing, employment and education. Public transportation is readily available and there are several colleges and universities in the Syracuse area as well. There are approximately 145,000 people living in Syracuse. Over the past 10 years, 7,200 refugees have come to the Syracuse area, according to U.S. Department of State numbers (April 2013). The largest population is from Burma, followed by Bhutan and Somalia is third.

2. **Health Care Access:** Health needs, including dental, are supported well in the Syracuse community. Mental health services are rich, however, there are few providers in the area who feel comfortable assessing and treating mental health concerns in an outpatient manner with those youth who do not speak English. [REDACTED]

B4

[REDACTED] Onondaga County requires all youth in foster care to attend the Enhance Clinic for their health care. In addition, there is a contract with SUNY Upstate Hospital Outpatient Treatment to provide outpatient care to foster youth in this county. The county has care and custody of the youth and disclosure of medical information is by authorization only and is HIPPA compliant, in every stage of the case.

3. **Refugees with Special Needs:** [REDACTED]

B4

4. **Foster Care:** [REDACTED]

B4

5. **Placement Options:** [REDACTED]

B4

[REDACTED] Onondaga County has contracts with all levels of care that are accessible.

6. **Physical Presence:** The youth must be present and placed into care by the Family Court Judge prior to their 18<sup>th</sup> birthday.
7. **Minors Close to 18 Years of Age:** We are able to accept minors within 90 days of their 18<sup>th</sup> birthday when well planned out and we have adequate placement information for the county to petition the court for custody.
8. **Major/Minor Cases:** [REDACTED]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** We have a grievance and protection from Sexual Exploitation and Abuse policy and plan, which include the six core principles.

National Agency	USCCB	Affiliate Code:	TXUSCC12
Office State	Texas	Office City	Fort Worth
Office Name	Catholic Charities of Fort Worth		
Office Address	249 W. Thornhill Drive, Ft. Worth, TX 76115		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals		
	FY 2014 Acknowledged Capacity		
	FY 2014 Anticipated Arrivals		

PROPOSED FY 2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

**RECENT PROPOSED CASELOAD**

Nationalities and ethnicities served in FY2013 and FY2014			
Proposed new nationalities expected to be served at this location in FY2015			
Languages available on staff			
Languages available from within the community of resettlement	<ul style="list-style-type: none"> <li>• Acholi</li> <li>• Albanian</li> <li>• Amharic</li> <li>• Arabic</li> <li>• American Sign Language</li> <li>• Bosnian</li> <li>• Burmese</li> <li>• Cambodian/Khmer</li> <li>• Chio</li> <li>• Chinese - Cantonese</li> <li>• Chinese - Mandarin</li> <li>• Dari</li> <li>• Dinka</li> <li>• Ewe</li> <li>• Farsi</li> <li>• Fiote</li> <li>• French</li> <li>• German</li> <li>• Gujarati</li> <li>• Hebrew</li> </ul>	<ul style="list-style-type: none"> <li>• Hindi</li> <li>• Indonesian</li> <li>• Italian</li> <li>• Javanese</li> <li>• Kachin</li> <li>• Karen</li> <li>• Kikongo</li> <li>• Kinyarwanda</li> <li>• Kirundi</li> <li>• Korean</li> <li>• Kurdish</li> <li>• Laotian</li> <li>• Lingala</li> <li>• Luganda</li> <li>• Macedonian</li> <li>• Mai Mai</li> <li>• Nepali</li> <li>• Nyanja</li> <li>• Pashto</li> <li>• Persian</li> </ul>	<ul style="list-style-type: none"> <li>• Portuguese - Angola</li> <li>• Portuguese - Brazil</li> <li>• Punjabi</li> <li>• Rajastani</li> <li>• Russian</li> <li>• Serbo-Croatian</li> <li>• Siadhi</li> <li>• Somali</li> <li>• Spanish</li> <li>• Swahili</li> <li>• Taiwanese</li> <li>• Thai</li> <li>• Tigrigna</li> <li>• Tshiluba</li> <li>• Turkish</li> <li>• Ukrainian</li> <li>• Urdu</li> <li>• Vietnamese</li> </ul>

B4

Other language resources used  
by affiliate (note frequency and  
general circumstances of use)

1. **Site Rationale:** The Dallas/Fort Worth community is an optimal location for resettling unaccompanied refugee minors because 1) there are already large refugee populations in the D/FW area (specifically Congolese, Burmese (Chin & Karen), Ethiopian and Eritrean, and Iraqi, 2) there are several long-standing refugee resettlement agencies with programs such as Refugee Mental Health, Older Adult Refugees, Case Management, Match Grant, Employment, and Reception & Placement

B4

3) because there is affordable housing and a decent job market (6.2% unemployment rate) in the D/FW area. In 2010 the population size of the D/FW area was 6,817,483 people.

2. **Health Care Access:** Refugees are covered by traditional Medicaid in Texas. They wait approximately 2-3 weeks before their coverage starts; however they can go to Public Health for their initial health screening as soon as they arrive. Providers share refugee demographic information with public health officials before their arrival to schedule blood testing and vaccinations.

B4

3. **Refugees with Special Needs:** There are community agencies to assist with emotional/mental health needs, developmental delays, mental retardation, and learning disabilities.

B4

B4

4. **Foster Care:**

B4

5. **Placement Options:**

B4

6. **Physical Presence:**

[Redacted]

[Redacted]

[Redacted]

B4

7. **Minors Close to 18 Years of Age:**

[Redacted] CCFW should be able to continue receiving URM's within 90 days of their 18<sup>th</sup> birthdays.

B4

8. **Major/Minor Cases:**

[Redacted]

[Redacted]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** CCFW has a grievance policy. CCFW has incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in our organization's code of conduct [Redacted]

B4



National Agency	USCCB	Affiliate Code	TXUSCC11
Office State	Texas	Office City	Houston
Office Name	Catholic Charities of the Archdiocese of Galveston-Houston		
Office Address	2900 Louisiana Street, Houston, TX 77006		
JOINT SITE	SUB OFFICE		
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

CASELOAD STATISTICS (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
PROPOSED FY 2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

RECENT/PROPOSED CASELOAD	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, Swahili, Tigrinya, Kinyamulenge
Other language resources used by affiliate (note frequency and general circumstances of use)	

- Site Rationale:** Houston, Texas has a population of over two million within city limits and more than six million in the metropolitan area, and boasts a diverse population with several ethnic communities. Unaccompanied Refugee Minors (URMs) have historically been able to establish or maintain connections with members of the ethnic group(s) with which they most closely identify. In most cases, these communities, which include members of varying countries within Africa (Democratic Republic of Congo, Mali and Eritrea, among others) and Asia (Burma, Vietnam, India and China to name several) are located on the Southwest portion of the fourth largest American city, which is saturated with public transportation resources, and community programs and resources for persons who have migrated to the United States.

B4

2. **Health Care Access:**

B4

Once necessary services are determined, youth are able to continue quality health care through a myriad of medical resources, such as providers in Houston's medical district (Texas Children's Hospital and its affiliated clinics, for example) and private and public facilities throughout the metropolitan area.

B4

3. **Refugees with Special Needs:**

B4

4. **Foster Care:**

B4

**5. Placement Options:**

B4

**6. Physical Presence:**

the unpredictability of time in which a conservatorship hearing may be scheduled necessitates the request for a youth to arrive more than 90 days from his or her 18<sup>th</sup> birthday.

B4

B4

- 7. Minors Close to 18 Years of Age:** Given the unpredictability of time in which a conservatorship hearing may be scheduled, it is not in a youth's best interest to enter St. Jerome's URM program within 90 days of his or her 18<sup>th</sup> birthday. If the program is not able to obtain conservatorship of the youth prior to his or her 18<sup>th</sup> birthday, the youth is no longer eligible to receive URM services.

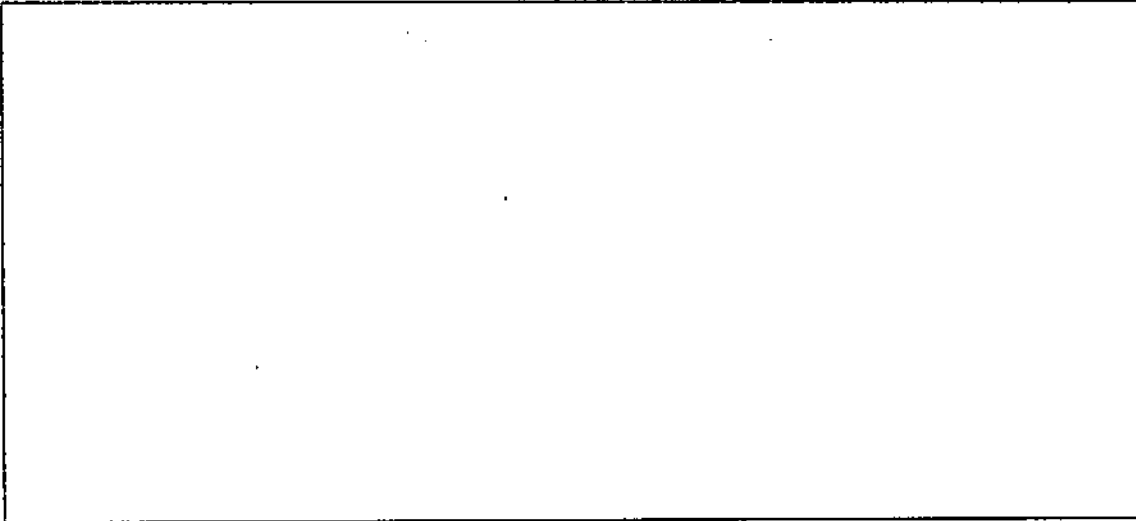
**8. Major/Minor Cases:**


B4

- 9. Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
Catholic Charities has a written grievance policy.

B4

B4



Currently, St Jerome's URM program operates from a policy that specifically addresses the  
Six Core Principles as required by the Department of State's PSEA mandate 

B4



National Agency	USCCB	Affiliate Code	UTUSCC02
Office State	Utah	Office City	Salt Lake City
Office Name	Catholic Community Services of Utah		
Office Address	745 East 300 South, Salt Lake City, UT 84102		
<del>JOINT SITE</del>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals	
	FY 2014 Acknowledged Capacity	
	FY 2014 Anticipated Arrivals	
<b>PROPOSED FY 2015</b>		
U.S. Tie Capacity		
No U.S. Tie Capacity		
Total Capacity		

<b>RECENT/PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Amharic, Arabic, Chinese, Mandarin, Bhutanese, Eritrean, Burmese, Karen, Kareni, Chin, Farsi, French, Hindu, Kirundi, Korean, Malaysian, Russian, Urdu, Somali, Swahili, Spanish, Thai, Vietnamese and many more.
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** The Refugee Resettlement Program of the Diocese of Salt Lake City is part of the diocesan Catholic Charities organization of Utah, a professional social service agency licensed in the State of Utah. The Resettlement Program was started in 1974 and has operated as a free case placement site since that time. The program currently resettles about [ ] clients per year, including special medical, large family and single-parent families. The resettlement program also operates a URM program. Since the URM program began in 1975, it has provided resettlement assistance to hundreds of unaccompanied refugee children. Currently there are [ ] minors in the program. They are from [ ]

[REDACTED]

B4

2. **Health Care Access:**

[REDACTED]

B4

[REDACTED]

B4

[REDACTED] Clients that have positive PPD (TB) skin tests are referred to Salt Lake County Health Department for follow ups and medication. Also, those clients that need mental health screening or treatment are referred to Valley Mental Health Clinic and/or Asian Association of Utah for evaluation and treatment. All refugees receive dental screening and cleaning.

[REDACTED]

B4

3. **Refugees with Special Needs:** There are excellent specialty hospitals and clinics that treat all aspects of medical issues listed below. All are available to clients immediately upon arrival and are very close to clients' residences. These include Adult and Pediatric tertiary care hospitals with subspecialists in: oncology, cardiology, hematology, infectious disease, gastroenterology/hematology, radiology; tuberculosis clinics; renal dialysis clinics; transplant services; a tropical medical specialty clinic; cross-cultural medical specialists and/or clinics; mental health center with special clinic for victims of torture; rehabilitation services, including services with person of prosthetics, physical therapy and occupational therapy, and dental clinics.

4. **Foster Care:**

[REDACTED]

B4

5. **Placement Options:**

[Redacted]

B4

6. **Physical Presence:**

[Redacted]

B4

[Redacted] Some of the juvenile judges ordered that CCS serve both parents by publishing written notice before the judge will sign the 'finding of fact'.

7. **Minors Close to 18 Years of Age:** Resettling refugee minors within 90 days of their 18th birthday will not be an issue. Dependency can usually be established in less than one week.

8. **Major/Minor Cases:**

[Redacted]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** CCS has a grievance policy for all clients and staff. Likewise, agency policies have incorporated the Inter-Agency Standing Committee's Six Core Principles for Protection from Sexual Exploitation and Abuse in our organization's code of conduct for all staff and volunteers.

National Agency	USCCB	Affiliate Code	VAUSCC05
Office State	Virginia	Office City	Richmond
Office Name	Commonwealth Catholic Charities		
Office Address	1512 Willow Lawn Drive, Richmond, VA 23230		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Roanoke, VA
		Administering affiliate	Richmond, VA

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals		
	FY 2014 Acknowledged Capacity		
	FY 2014 Anticipated Arrivals		

B4

PROPOSED FY 2015	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

B4

<b>RECENT PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Mandarin, Kirundi, French, Creole and Swahili, Korean, Tagalog, Vietnamese, Chinese (Mandarin), Arabic, Hindi
Other language resources used by affiliate (note frequency and general circumstances of use)	

B4

B4

B4

- Site Rationale:** The 2013 population estimate for the Greater Richmond Area is almost 1.3 million. The Richmond Region is considered one of the fastest growing metro areas in the country adding nearly 400,000 residents in the last 10-15 years; in 2012 it was ranked as the nation's 44<sup>th</sup> largest metro area. The Greater Richmond Area is a diverse community including those from East Asia, India, and Latin American countries. As of FY13, the Office of Newcomer Services reported that 35% of the refugees resettled in the Richmond area were from Bhutan, 21% from Burma, 14% from Cuba, 10% from Iraq, and 10% from the Sudan. The area has nearly 30 colleges and universities that offer a variety of educational opportunities. Housing for large families can be challenging financially and the lack of public transportation limits employment opportunities for some. The community has excellent medical services including VCU's Medical College of Virginia which is regularly



ranked among the top hospitals in the country. As the URM foster care program has been in existence for over 30 years, there is a population of former foster youth who remain in the area and provide some support to current foster youth. [REDACTED]

B4

2. **Health Care Access:** Unaccompanied Refugee Minors are eligible for Medicaid due to their foster care placement status. Through Medicaid, they have full access to health, dental, vision and mental health services. Medicaid is active on the day of placement although it takes from 2-4 weeks to get the Medicaid number and card. During the first month of placement, youth are able to get access to medical services through the use of medical providers who are willing to accept pending Medicaid, as well as, free and low-cost medical services offered in the area like the Bon Secours CareVan. [REDACTED]

B4

[REDACTED] All youth get a health screening and often a physical within 72 hours of arrival. [REDACTED]

B4

3. **Refugees with Special Needs:** [REDACTED]

B4

4. **Foster Care:** [REDACTED]

B4

[REDACTED]

B4

5. **Placement Options:**

[REDACTED]

[REDACTED]

B4

6. **Physical Presence:** In the County of Henrico, Commonwealth of Virginia, the Juvenile and Domestic Relations Court grants legal and physical custody to the agency for URM youth. The courts require the physical presence of the youth to grant custody.

7. **Minors Close to 18 Years of Age:** It takes approximately 2-10 days to obtain custody of a youth; therefore, the program is able to receive minors within 90 days of their 18<sup>th</sup> birthday.

8. **Major/Minor Cases:**

[REDACTED]

[REDACTED]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**  
The agency has a grievance policy [REDACTED]

[REDACTED]

B4

[REDACTED] The agency has written policies in its personnel manual that addresses the elements reflected in the Six Core Principles for Protection from Sexual Exploitation and Abuse. [REDACTED]

[REDACTED]

B4

National Agency	USCCB	Affiliate Code	VAUSCC07
Office State	Virginia	Office City	Roanoke
Office Name	Commonwealth Catholic Charities		
Office Address	541 Luck Avenue SW, Ste. 118, Roanoke, VA 24016		
<b>JOINT SITE WITH OTHER AGENCIES</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	Roanoke, VA
		Administering affiliate	Richmond, VA

<b>CASELOAD STATISTICS</b> (number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
<b>PROPOSED FY 2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>RECENT/PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	Spanish, Burmese, Hindi, Kirundi, Chinese, Bhutanese
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** The Roanoke Valley region has a growing population of about 100,000. Historically, the community has been supportive of refugee resettlement for decades. The local faith-based organizations have provided direct support and services to help settle refugees in the area. Employers have also been supportive of integrating refugees into the local work force, although hard economic times have affected employment opportunities to a certain extent. The Roanoke area represents a mix of cultures and ethnicities including Caucasians, African Americans, Hispanics, Asians and other minorities. The Roanoke area has available an array of religious options, including churches, a mosque and a Hindu temple. The refugees resettled in the area represent several communities such as Burmese, Iraqi, Bhutanese, Burundi, Sudanese, Congolese and Cuban. The school systems are familiar with refugee children and are able to accommodate educational services to the needs of the immigrant families.

B4

- [REDACTED]
2. **Health Care Access:** The Roanoke Valley and surrounding region offers a wide range of health and medical services to the refugee community. Several hospitals in the area provide trauma and emergency care. Medical clinics and health departments are also available for more non-emergency services. The wait to access services is typically one to few days depending on whether the refugee has already received Medicaid benefits or not. The foster care program recruits homes in the rural areas as well. These families are able to access their local health clinics and medical practitioners' offices for routine health and dental care. Local community service boards provide a range of mental health services such as counseling, crisis intervention, referral to medication management, etc. [REDACTED]
- [REDACTED]
- [REDACTED]

B4

3. **Refugees with Special Needs:** [REDACTED]
- [REDACTED]
- [REDACTED]

B4

4. **Foster Care:** [REDACTED]
- [REDACTED]

B4

5. **Placement Options:** [REDACTED]
- [REDACTED]

B4

B4

6. **Physical Presence:**

The minor has to be physically present in the program in order for the court to accept the petition for custody.

In the past year, the court has been able to accommodate requests for custody hearings within a time frame of 2-3 weeks.

B4

B4

7. **Minors Close to 18 Years of Age:** The program is able to accept minors who are within 90 days of their 18<sup>th</sup> birthday as long as the minors can physically be present in the program at least 30 days before their 18<sup>th</sup> birthday.

8. **Major/Minor Cases:**

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:**

The agency has a grievance policy and procedure

Additionally, the Children's Services Policy and Procedure Manual incorporates clear procedures and expectations on conduct for staff and volunteers to prevent abuse and neglect of clients.

B4

National Agency	USCCB	Affiliate Code	WAUSCC01
Office State	Washington	Office City	Tacoma
Office Name	Catholic Community Services		
Office Address	1323 South Yakima Ave., Tacoma, WA 98405		
<b>JOINT SITE</b>			
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A

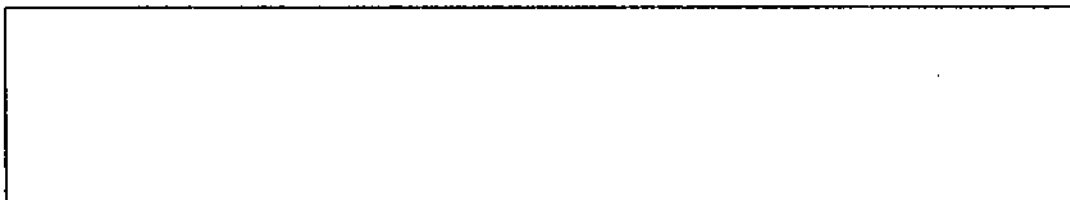
<b>CASELOAD STATISTICS</b> (Number of individuals)	FY 2013 Actual Arrivals					
	FY 2014 Acknowledged Capacity					
	FY 2014 Anticipated Arrivals					
<b>PROPOSED FY 2015</b>	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity						
No U.S. Tie Capacity						
Total Capacity						

<b>RECENT/PROPOSED CASELOAD</b>	
Nationalities and ethnicities served in FY2013 and FY2014	
Proposed new nationalities expected to be served at this location in FY2015	
Languages available on staff	
Languages available from within the community of resettlement	
Other language resources used by affiliate (note frequency and general circumstances of use)	

1. **Site Rationale:** The Unaccompanied Refugee Minor Program (URM) in Tacoma, Washington has been meeting the needs of a variety of refugee groups since 1979. We are licensed by the State of Washington as a child placing agency and are accredited by the Council on Accreditation.

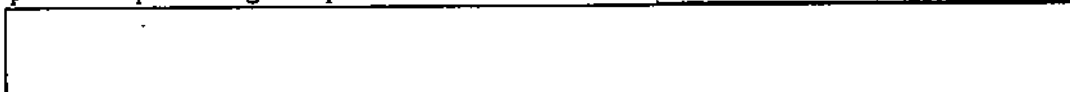
There are large populations of Hispanic, Vietnamese, Chinese, Ukraine, Cambodian and African.

B4

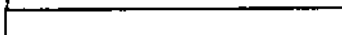


The State of Washington offers the "Extended Foster Care Program" that allows youth to stay in care after they turn 18, where they have the option of attending college/vocational school or classes to help remove employment barriers. Youth can continue to get foster care placement and agreed upon services up to the age of 21. In addition, DSHS offers medical parity for those enrolled in the program. Educational and Training Vouchers (ETV) are also available to youth attending college/universities/vocational school for up to \$5,000 per year to help pay expenses until they reach 23 years of age.

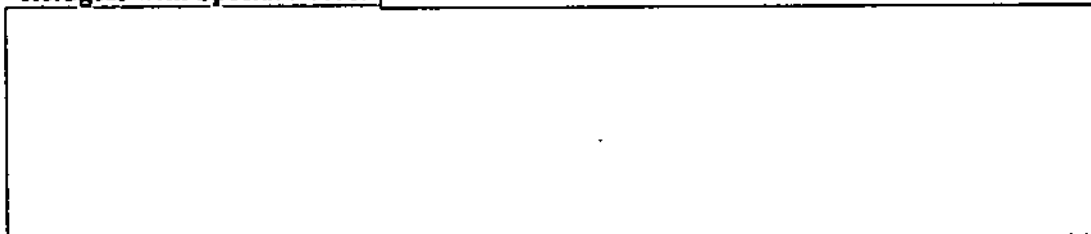
2. **Health Care Access:** Refugees can access Mary Bridge Hospital located in downtown Tacoma for 24-hour care. Several pediatric clinics throughout the South Puget Sound area provide sub-specialists who can provide comprehensive care in hematology, oncology, radiology, cardiology, and gastroenterology. All of the infectious disease providers are within 15 miles of CCS. Mary Bridge Hospital is part of a larger system called MultiCare, which is an integrated health organization that has other hospitals responding to community needs. Additionally, the Franciscan Health System (FHS), affiliate with Catholic Health Initiatives, operates five full-service hospitals in Tacoma. The Franciscan Health System also offers same-day surgery centers; occupational health and physical therapy clinics; and centers for advanced medicine. Between both systems, specialties and subspecialties are offered. Our Refugee Health Coordinator at the Pierce County Health Department medically screens all arriving refugees; they are located 2.5 miles from CCS and have access to providers specializing in tropical and infectious diseases.



Dental care is provided in all communities where our foster homes are located.



3. **Refugees with Special Needs:**



B4

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[Redacted]

B4

4. **Foster Care:**

[Redacted]

B4

5. **Placement Options:**

[Redacted]

B4

6. **Physical Presence:** We request, upon the minor's arrival, custody of the minor in dependency court.

7. **Minors Close to 18 Years of Age:**

CCS is able to request that dependency be established in court up to 3-4 weeks before minor's 18<sup>th</sup> birthday.

B4

8. **Major/Minor Cases:**

[Redacted]

B4

9. **Grievance and Protection from Sexual Exploitation and Abuse (PSEA) policy and plan:** Our Agency has a clearly defined policy of prevention of sexual abuse, harassment or exploitation on the part of any CCS employee.

[Redacted]

B4

[Redacted] The six core principles for protection listed above are in our HR policy manual.



Sample Form

RECEPTION & PLACEMENT PROGRAM  
FY 2015 National Management Budget SummaryRELEASE IN  
PART B4

Agency:	USCIS
Date:	04/27/2017

Estimated Number of Refugees to be Resettled in FY 2015	1
Proposed Number of Refugees to Resettle in FY 2015	1

Number of R&P direct offices (including offices and sub-offices) in FY 2015	187
Number of R&P sub-offices (including offices and sub-offices) proposed in FY 2015	187

B4

	October - December 2014			January - March 2015			April - June 2015			July - September 2015			FY 2015 TOTAL			FY 2015 Estimated TOTAL		
	Federal Funds (F&S)	Non-Federal	TOTAL	Federal Funds (F&S)	Non-Federal	TOTAL	Federal Funds (F&S)	Non-Federal	TOTAL	Federal Funds (F&S)	Non-Federal	TOTAL	Federal Funds (F&S)	Non-Federal	TOTAL	Federal Funds (F&S)	Non-Federal	TOTAL
TRAVEL																		
EQUIPMENT																		
OFFICE SUPPLIES																		
PROFESSIONAL FEES																		
TRACER/INITIAL																		
OTHER																		
TOTAL DIRECT COSTS																		
TOTAL PROGRAM BUDGET																		

B4

NON-FEDERAL RESOURCES	
Please provide a breakdown of funding for private contractors included in this budget, showing the source of funding and the amount. For any source additional	
Source	Amount
Outside Grants (Specify)	
Private Direct Contributions	
TOTAL	

B4

REVIEW AUTHORITY: Clarke Ellis,  
Senior Reviewer

10/10/2014



RECEPTION & PLACEMENT PROGRAM  
 FY 2015 National Management Budget Detail  
 SECOND REVISION N7424

FY:	2015
Agency:	USCC
Doc:	DOC/ALB/AM/10/20/15/153

FUNCTIONAL CATEGORY	October - December 2014			January - March 2015			April - June 2015			July - September 2015			FY 2015 Total			FY 2014 Enclosed Total			TOTAL
	Federal Funding (\$M)	Non-Federal Funding	TOTAL	Federal Funding (\$M)	Non-Federal Funding	TOTAL	Federal Funding (\$M)	Non-Federal Funding	TOTAL	Federal Funding (\$M)	Non-Federal Funding	TOTAL	Federal Funding (\$M)	Non-Federal Funding	TOTAL	Federal Funding (\$M)	Non-Federal Funding	TOTAL	
TRAVEL																			
COMMODITIES																			
OFFICE SUPPLIES																			
PROFESSIONAL FEES																			
SPACELINES																			
OTHER																			

RECEPTION & PLACEMENT PROGRAM  
FY 2015 National Management Budget Detail  
SECOND REVISION 11/1/14

FY:	2019
Agency:	USOCB
Date:	8/24/2019

[illegible]

**Abstract**

**USCCB/MRS Proposed FY 2015 Reception & Placement National Budget Narrative**

The United States Conference of Catholic Bishops/Migration and Refugee Services (USCCB/MRS) is requesting a national administration budget in the amount of [REDACTED] for FY2015 to support its national management of the Reception and Placement Program for newly arrived refugees. Through a program of 103 affiliate offices, including 6 sub-offices and 13 Unaccompanied Refugee Minor (URM) foster care locations, USCCB/MRS proposes to serve [REDACTED] refugees, including [REDACTED] URM's in FY2015.

**RELEASE  
IN PART B4**

B4

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B4

**PERSONNEL AND FRINGE BENEFIT - Total Personnel and Fringe = [REDACTED]**

B4

B4

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B4

**REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer**

*Note: "Affiliate" is a technical word used to describe relationships with participating entities. For USCCB/MRS, these are dioceses. Each diocese, however, is a separate legal and ecclesiastical entity from USCCB/MRS. Use of the term "affiliate" as derived from the RFP guidelines, does not connote corporate or other expressed connections with USCCB/MRS.*

FY2015 USCCB R&amp;P Proposal Budget Narrative-Revised 10/14/2014 - Page 1

• **TRAVEL EXPENSES** =

➤

➤

B4

B4

B4

• **EQUIPMENT** =

B4

> **OFFICE SUPPLIES** =

B4

• **PROFESSIONAL FEES** =

>

>

B4

• **SPACE/UTILITIES** =

>

B4

B4

• **OTHER** =

B4

**OVERHEAD** =

B4

**PRIVATE CONTRIBUTIONS**

B4

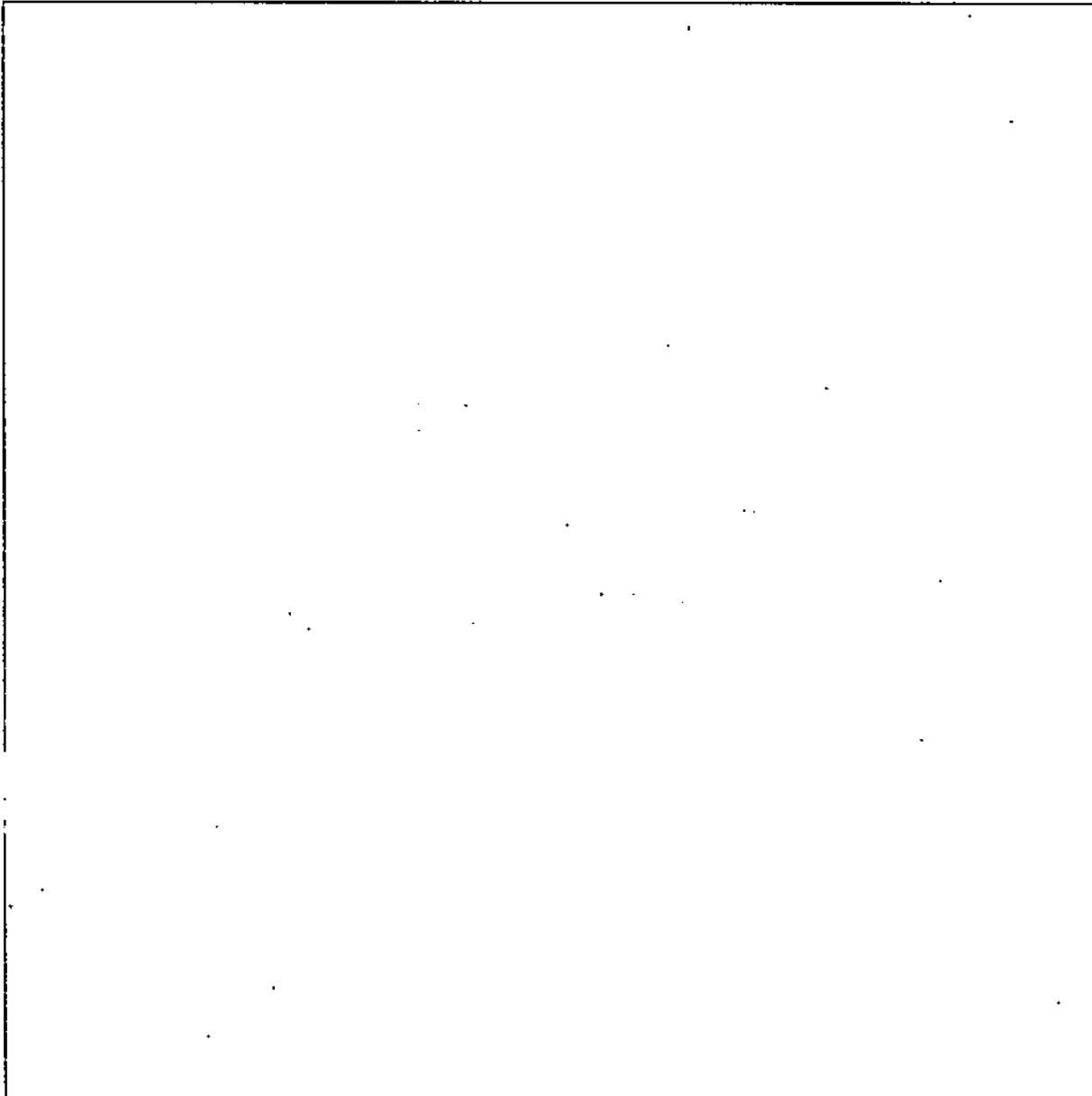


The following USCCB Code of Conduct is  
currently under review by DOS/PRM.

RELEASE IN PART  
B4

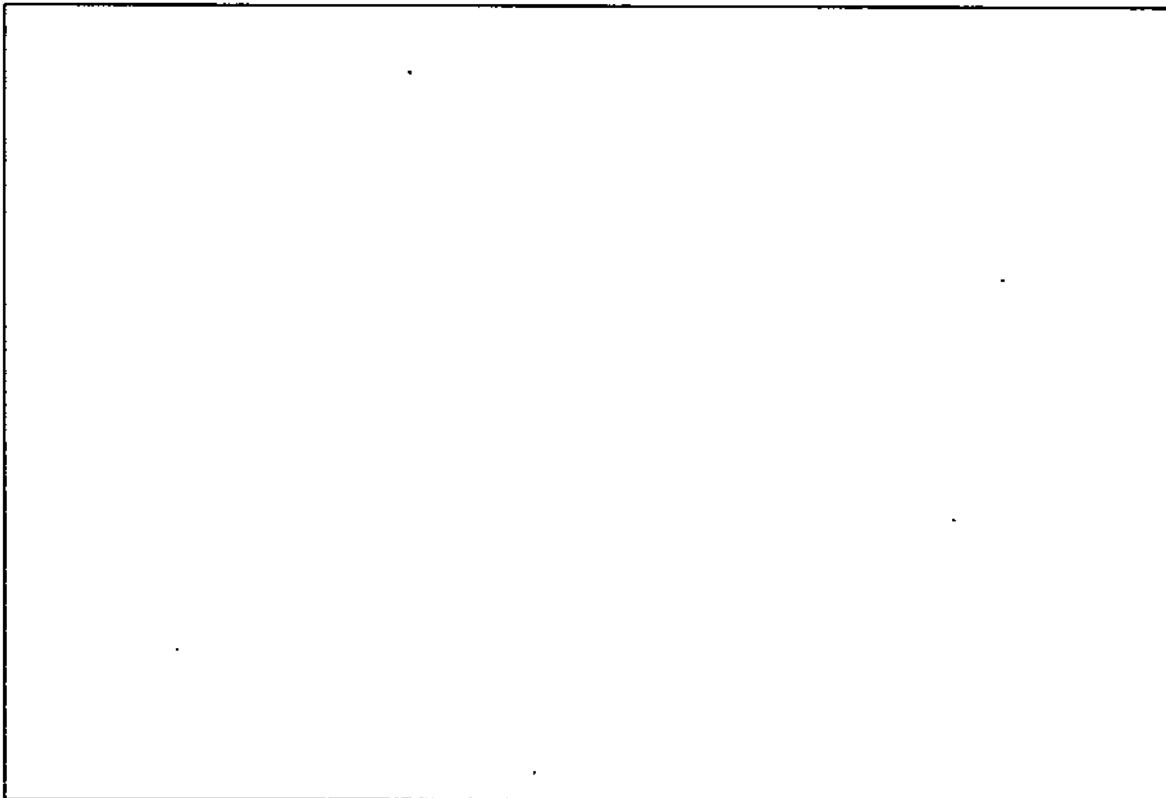
REVIEW AUTHORITY: Clarke  
Ellis, Senior Reviewer

**United States Conference of Catholic Bishops  
Migration and Refugee Services  
Policy Concerning Sexual Exploitation and Abuse of Beneficiaries  
As Required by Cooperative Agreement SPRMC003CA042**



B4

**B. Reporting Mechanisms**



B4

United States Conference of Catholic Bishops  
Migration and Refugee Services  
Policy Concerning Sexual Exploitation and Abuse of Beneficiaries  
Accountability Procedures

RELEASE IN PART  
B4

The USCCB Department of Migration and Refugee Services is committed to protecting beneficiaries through full compliance with IASC's Six Core Principles Relating to Sexual Exploitation and Abuse. To that end, the following procedures have been established to ensure the efficacy of the *MRS Policy Concerning Sexual Exploitation and Abuse of Beneficiaries*.

I. Employee Attestation

B4

II. Annual Certification

B4

III. Reference and Background Checks

B4

IV. Investigations

B4

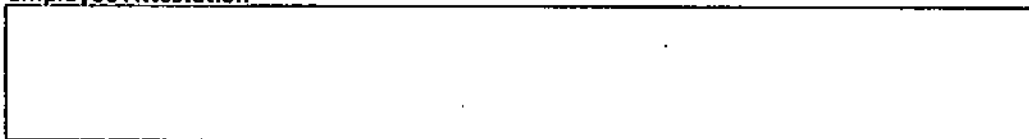
REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer

**United States Conference of Catholic Bishops  
Migration and Refugee Services  
Policy Concerning Sexual Exploitation and Abuse of Beneficiaries  
Accountability Procedures**

**DUPLICATE of page 1 in this document**

The USCCB Department of Migration and Refugee Services is committed to protecting beneficiaries through full compliance with IASC's Six Core Principles Relating to Sexual Exploitation and Abuse. To that end, the following procedures have been established to ensure the efficacy of the *MRS Policy Concerning Sexual Exploitation and Abuse of Beneficiaries*

**I. Employee Attestation**



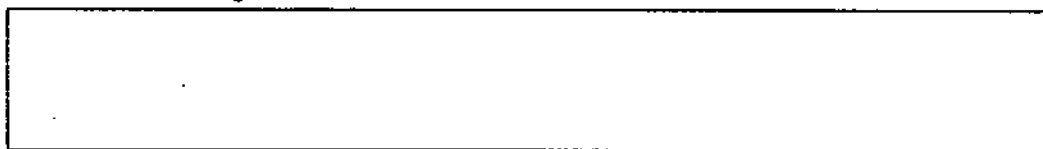
B4

**II. Annual Certification**



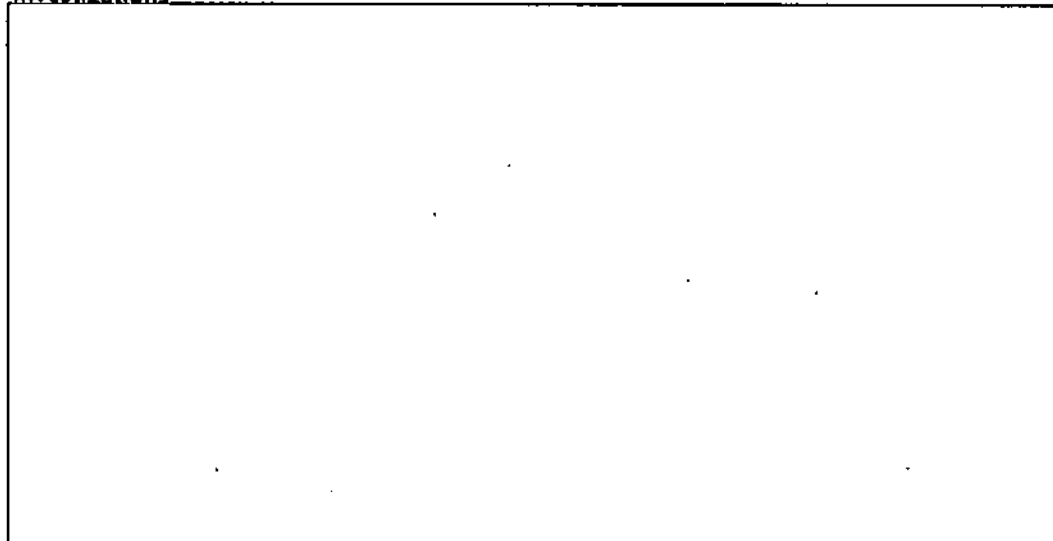
B4

**III. Reference and Background Checks**



B4

**IV. Investigations**



B4

V. **External Mechanisms**

[Redacted]

B4

**United States Conference of Catholic Bishops  
Migration and Refugee Services  
Policy Concerning Sexual Exploitation and Abuse of Beneficiaries  
Employee Attestation**

**Instructions for Completion:**

[Redacted]

B4

**Attestation:**

[Redacted]

B4

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Employee Name (print)**

\_\_\_\_\_  
**Date**

[Redacted]

B4

United States Conference of Catholic Bishops  
Migration and Refugee Services  
Policy Concerning Sexual Exploitation and Abuse of Beneficiaries  
Employee Annual Certification

DUPLICATE of text contained in  
page 3 of this document

Instructions for Completion:

B4

Certification:


B4

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

B4

 <p align="center"><b>U.S. Department Of State</b></p> <p align="center"><b>Federal Assistance Award Coversheet</b></p>		1. Assistance Type Cooperative Agreement	
		2. Award Number S-PRMCO-15-CA-1006	
5. Recipient Name, Address and Contact Information U.S. Conference of Catholic Bishops 3211 4th St NE Washington, DC 20017-1104 UNITED STATES Ph 202/541-3286 Contact: Ms. Mary Morton		3. Amendment Number 001	
		4. Amendment Type NGA Revision	
		6. Project Period From: 10/01/2014 Through: 09/30/2015	
		7. Funding Period From: 10/01/2014 Through: 09/30/2015	
8. Program CFDA Number 19.510		8. Type of Recipient U.S. Non-Profit Organization (501(c)(3))	
9. Recipient Federal Tax I.D./DUNS Number DUNS: 003260072 EIN: 1530186617A3			
11. Award Title USCCB/MRS 2015 Reception and Placement Program		RELEASE IN PART B4	
12. Purpose To provide additional funding for approved FY2015 program and budget.			
13. Issued By Bureau of Population Refugees and Migration - Comptroller 2201 C Street NW, 8th Floor, SA-9 Washington, DC 20520 UNITED STATES		14. Funds Certified By Ms. Pamela-Marie Y Thorn Financial Management Analyst 06/19/2015	
15. Statutory Authority - Authorization MRAA (Migration and Refugee Assistance act)		16. Agreement: The recipient agrees to execute the work in accordance with the Notice of Award, the approved application incorporated herein by reference or as attached, and the applicable rules checked below and any subsequent revisions. 2 CFR 215(A-110) 2 CFR 230(A-122) 22 CFR 145 Approved Application Attached OMB Circular A-133 REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer	
17. Statutory Authority - Appropriation Migration and Refugee Assistance			
18. Funding Distribution			
	Total Prior Costs	Total New Costs	Amended Total Costs
U.S. Share of Costs	\$22,838,173.00	\$18,087,734.00	\$41,925,907.00
Recipient Share of Costs			
Total Costs			
19. Recipient Name, Title and Signature Mr. Anthony Picarello Name Electronically Signed Signature 06/25/2015 Date		20. Grants Officer Name, Title and Signature Ms. Norin, Reasmy Name Electronically Signed Signature Grants Officer 08/19/2015 Date	
21. Accounting and Appropriation Data 16 111430000,2015,1037,4122,2512,031006,2015PDS TRRM 1428,1037550304		Amount \$19,087,734.00	22. Send Requests for Reimbursement to: US Department of Health and Human Services' Payment Management System
23. By signing this agreement, the recipient assures that it will comply with the terms and conditions of this award. Recipient is required to sign and return this document within 10 business days of the signature of the Grants Officer to the Grants Office listed in Section 13. Terms and Conditions attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

DS-1809



## AWARD ATTACHMENTS

U.S. Conference of Catholic Bishops

S-PRMCO-15-CA-1006

1. Award Specifics and Bureau/Program Specific Requirements
2. Award Proposal Documents-Attachment A-001

Page 2 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

**Award Specifics**  
**U.S. Department of State**

RELEASE IN PART  
B4

**FY 2015 RECEPTION AND PLACEMENT  
BASIC TERMS  
OF  
THE COOPERATIVE AGREEMENT  
BETWEEN  
THE GOVERNMENT OF THE UNITED STATES OF AMERICA  
AND THE (NAME OF ORGANIZATION)**

1. **Standardized Assistance Instrument Identification Number:** SPRMC015CA1006
2. **Amount of Award:** This amendment adds \$19,087,734 for a total award of \$41,925,907
3. **Purpose/Scope of Award:** Reception and Placement (R&P)
4. **Grants Officer Contact Information:**

Reasmy Norin  
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  
prmcomptroller2@state.gov  
Phone 202-453-9240  
Fax 202-453-9395

**REVIEW AUTHORITY:** Clarke Ellis,  
Senior Reviewer

5. **Payment Method:** 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 Circulars.
6. **Post-Award Compliance:** Department of State (DOS) Standard Terms and Conditions for Federal Assistance Awards are incorporated by reference and made part of this Notice of Award. Electronic copies containing the complete text are available at:

[www.statebuy.state.gov/fa](http://www.statebuy.state.gov/fa) under Resources select Notice of Awards (T&Cs) to access the domestic or overseas terms and conditions applicable to the Recipient. 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.

### 7. Authorized Budget

Budget Categories	Total
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs (include per capita as a separate line item)	
a. Refugee Per Capita ( <input type="text"/> * \$1,125 ) = <input type="text"/>	
b. Affiliate <sup>1</sup> Per Capita ( <input type="text"/> * \$850 ) = <input type="text"/>	
c. Other: \$ <input type="text"/>	
Professional Fees: \$ <input type="text"/>	
Space/Utilities: \$ <input type="text"/>	
Other: \$ <input type="text"/>	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs* ( <input type="text"/> % provisional rate)	
11. Total Costs (lines 9-10)	\$41,925,907
12. Recipient's Share of Cost (including recipient and other funding sources)	<input type="text"/>

<sup>1</sup>Including local entities

8. Reporting and Monitoring: See Bureau/Program Specific Requirements including Section 8.D and 8.F.
9. Closing Awards with Provisional or Expired Negotiated Indirect Cost Rates Agreement (NICRA)

Page 4 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

Provisional indirect costs rates applicable to this award are subject to adjustment based upon the final rate agreed upon by the Recipient and the Government Agency having negotiation cognizance for indirect costs with the Recipient. However in no event shall the Department reimburse the Recipient for any costs which are in excess of the total amount authorized under this award.

The recipient organization must liquidate all obligations incurred under the award, and submit its Final SF-425 – Federal Financial Report (FFR), not later than 90 calendar days after the funding period. As applicable, the recipient's preliminary Final SF-425 must be accompanied with written documentation (1) noting that the Final NICRA rate is unavailable, (2) providing the recipient's cognizant agency name and point-of-contact, and (3) detailing the status of the recipient's rate determination, including a timeline for completion of the applicable audit and NICRA submission to the cognizant agency.

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

When the Final NICRA rate is still unavailable after 24 months after the project period end date, the Department shall deobligate all excess funds remaining in the award and no further payments will be authorized by the Department.

If the Final NICRA rate is issued within 24 months after the project period end date, the recipient shall have thirty (30) days to submit the Final SF-425 based on the Final NICRA rate. The recipient must refund any unexpended funds remaining as a result of final reporting under the award.

## **Bureau/Program Specific Requirements**

1. **SUBSTANTIAL INVOLVEMENT** – See Section 8 including Section 8.D.
2. **PRE-AWARD COSTS** - N/A (not applicable)
3. **PROGRAM INCOME** – N/A (not applicable)
4. **COST SHARING** - N/A (not applicable)
5. **SUB-RECIPIENTS** – N/A (not applicable)
6. **WAIVER OF THE ACKNOWLEDGEMENT OF DOS OR USG INVOLVEMENT** – N/A (not applicable)
7. **WAIVER OF THE PUBLICATIONS FOR PROFESSIONAL AUDIENCES** –N/A (not applicable)
8. **ADDITIONAL BUREAU SPECIFIC REQUIREMENTS**

### **8.A -- PREAMBLE**

**THE GOVERNMENT OF THE UNITED STATES OF AMERICA** (hereinafter referred to as the "Government"), acting through the Department of State, Bureau of Population, Refugees, and Migration (hereinafter referred to as the "Bureau"), and the United States Conference of Catholic Bishops (USCCB), a nonprofit organization with its principal office located at 3211 Fourth Street, NE, Washington, DC 20017-1194, (hereinafter referred to as the "Recipient"), **HEREBY AGREE AS FOLLOWS:**

**WHEREAS**, the Bureau is conducting an initial reception and placement program for refugees 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");

**WHEREAS**, the Bureau deems it appropriate to seek the Recipient's assistance in furtherance of the purposes of this program; and

**WHEREAS**, the Recipient has indicated its willingness and qualifications to provide the assistance required by the Bureau in a manner acceptable to the Bureau and consistent with applicable legal requirements as described in the Recipient's revised proposal dated January 27, 2015 for the FY 2015 program, incorporated as Attachment A and in the Recipient's revised budget dated January 27, 2015 for the FY 2015 program also incorporated herein as Attachment A to this award, (hereinafter referred to as the "proposal");

The Recipient will assist the Bureau in accordance with the terms and conditions set forth below:

**8.B - PURPOSE, FUNDING, VALIDITY PERIOD AND DEFINITIONS**

**8.B.1 -- Purposes and Goals**

- a. The purpose of this agreement is to provide financial support to partially cover the Recipient's expenses in arranging for the reception and placement of refugees in the United States by ensuring that refugees approved for admission are placed with sponsoring agencies and offered appropriate assistance during their initial resettlement in the United States.
- b. The goals of this agreement include, but are not limited to, providing refugees with basic necessities and core services during their initial period of resettlement.
- c. The goals of this agreement also include assisting refugees in achieving economic self-sufficiency through employment as soon as possible after their arrival in the United States in coordination with publicly supported refugee service and assistance programs.

**8.B.2 -- Funding**

The Bureau hereby confirms the award of \$41,925,907 to the Recipient as provided in Section 8.E below. All funds awarded under this agreement are intended to augment private resources available to the Recipient and shall be paid and accounted for as provided in Section 8.E below. This agreement, in part, provides for a fixed per capita grant of \$1,975.00 per refugee admitted under Section 207 of the INA who is assigned to the Recipient. 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 at the affiliate or local entity assigned to assist them.

**8.B.3 -- Validity Period**

The period of this agreement shall be from October 1, 2014 through September 30, 2015.

**8.B.4 -- Definitions**

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

- a. "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.

- b. "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.
- c. "Affiliate" means:
1. a regional office of an Agency, which is part of the corporate structure of the Agency; or
  2. 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
  3. a sub-office of an entity referred to in subparagraph 2 above that the Recipient proposes for affiliate status in the proposal for the FY 2015 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.
- d. "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.
- e. "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.
- f. "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 Sections 8.C.4 and 8.C.5 of the cooperative agreement for the refugee(s) named on the assurance form.
- g. "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.
- h. "Employable refugee" means any refugee who is between the ages of 18 and 64 other than a refugee who:

Page 8 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

1. 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

2. is unable to work for physical or mental health reasons.

i. "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.

j. "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.

k. "Local entity" means an established organization which has accepted in a written agreement with the Agency responsibility to provide, or ensure provision of, reception and placement services to certain refugees sponsored by the Agency. Individuals or informal groups may not serve as local entities.

#### **8.C - RESPONSIBILITIES OF THE RECIPIENT**

##### **8.C.1 -- Performance of Core Services by or Under the Direction of the Recipient**

a. The Recipient shall provide the core services specified in section 8.C.5 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.

b. 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, the Recipient shall 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.

c. Should any change be made to the Recipient's code of conduct during the validity period of this agreement, the Recipient shall 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.

d. 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, or other sub-agreements issued under this agreement.



e. 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 grant 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.

f. 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.

g. 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 one hundred (100) miles within the same state of the affiliate and cases without U.S. ties to be placed within a radius of fifty (50) miles within the same state of the affiliate.

h. 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 affiliate 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.

i. 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.

j. 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 Refugee Processing Center (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.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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.

p. 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.

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

1. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

2. Change in a key person specified in the application or award document (as specified in the OMB Circular A-110, which is hereby incorporated by reference).

3. 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.

#### **8.C.2 -- Delegation of Functions by the Recipient**

a. 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 Refugee Processing Center. 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.

b. 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.

c. The Recipient, and any affiliate, local entity, 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.

d. For refugee cases identified as "remote case placements," and with approval from the Bureau on a site-by-site basis, the Recipient shall be allowed to delegate their assumed responsibilities to a local entity other than a designated affiliate or local co-sponsor. Before the Recipient may assure any such remote case placements to a particular site, they must submit to the Bureau a Request for Approval of Remote Case Placement Site. In each remote case placement site, the Recipient shall identify a local entity to provide Reception and Placement services. The Recipient shall train the local entity in the overall sponsorship process, the provision of Reception and Placement services, and shall also provide ongoing oversight of Reception and Placement activities conducted by the local entity, including maintaining regular contact with the local entity and/or refugee throughout the Reception and Placement period to ensure provision of services.

With the approval of the Bureau, such cases shall be subject to the following modifications to the minimum standards of service:

1. Section 8.C.3 shall be replaced with "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 or local entities. 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. Any other barriers to full compliance that are beyond the control of the Recipient should be documented in the case file."
2. Section 8.C.4.h shall be replaced with "Assistance with enrollment in English language programs, as appropriate, within fourteen (14) working days of arrival."
3. Section 8.C.4.i shall be replaced with "Assistance with enrollment in employment services, as appropriate, within fourteen (14) working days of arrival."
4. Section 8.C.4.j shall be replaced with "Assistance with enrollment in other services for which each refugee is eligible, as appropriate, within fourteen (14) working days of arrival."
5. Section 8.C.4.n shall be replaced with "Assistance with or arrangement for transportation to job interviews and job training."
6. Section 8.C.4.r shall be replaced with "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 within two (2) business days of arrival, during which intake will be conducted and relevant

applications completed. An additional home visit should occur for all cases within thirty (30) days of arrival. In cases where the placement location is so remote as to cause an in-person visit to be an undue hardship, a phone call to include the same substantive content of a home visit shall suffice in place of the second home visit."

7. Section 8.C.5.a.3 shall be replaced with "Ensure that relevant information is shared 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;"
8. Section 8.C.5.b shall be replaced with "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 confirm the arrival of the refugees within 24 hours of arrival. The Recipient shall visit the refugees within two (2) business days of 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, and to conduct intake and complete relevant applications."
9. The first paragraph of Section 8.C.5.c shall be replaced with "The Recipient shall establish and maintain a case file for each arriving refugee case. This responsibility may be delegated to a local entity approved by the Bureau to serve remote case placements. 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. Secure electronic signatures are acceptable. Each case file shall contain evidence of required basic needs support and core service delivery, including:"
10. Section 8.C.5.c.1 shall be replaced with "a clearly legible case note log which shows the date, mode, and substance of regular contact between the refugee and local entity throughout the R&P period and which identifies the person or entity making such contact; a clear plan of action for each refugee, including children, in the case, based on an assessment of individual needs, and a detailed record of basic needs support and core service delivery;"
11. Section 8.C.5.c.8 shall be replaced with "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 within two (2) business days of arrival, during which intake will be conducted and relevant applications completed. An additional home visit should occur for all cases within thirty (30) days of arrival. In cases where the placement location is so remote as to cause an in-person visit to be an undue hardship, a phone call to include the same substantive content of a home visit shall suffice in place of the second home visit;"

12. Section 8.C.5.c.9 shall be replaced with "documentation of enrollment in state-administered assistance and social service programs;"
13. The first paragraph of Section 8.C.5.c.16 shall be replaced with "a R&P period report, which will be retained by the Recipient for a period of not less than three (3) years from the date of arrival, based upon an interview with the refugee from which it can be determined, *inter alia*:"
14. Section 8.C.5.e shall be replaced with "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. Orientation materials in an appropriate language shall be made available to the refugee upon arrival. Orientation materials are available from the Cultural Orientation Resource Exchange at [www.COResourceExchange.org](http://www.COResourceExchange.org). Orientation topics must include:
  - (a) Role of the Local Resettlement Agency,
  - (b) Refugee Status,
  - (c) English,
  - (d) Public Assistance,
  - (e) U.S. Laws,
  - (f) Your New Community,
  - (g) Employment,
  - (h) Health,
  - (i) Budgeting and Personal Finance,
  - (j) Housing,
  - (k) Hygiene,
  - (l) Safety,
  - (m) Cultural Adjustment,
  - (n) Education, and
  - (o) Transportation."
15. Section 8.C.5.g shall be replaced with "The Recipient shall:
  - (a) 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
  - (b) 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.

These responsibilities must be performed by the Recipient or local entity approved by the Bureau to serve remote case placements."

16. Section 8.C.5.h shall be replaced with "The Recipient shall ensure that local entities serving remote case placements 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."

17. Section 8.C.5.i shall be replaced with "The Recipient shall:

- (a) Develop and implement during the first thirty (30) days a 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;
- (b) Assist each employable refugee to enroll in such appropriate job counseling, job placement, and/or job training programs as are available in the community; and
- (c) Monitor and document implementation of the service plan and progress toward reaching each refugee's goals throughout the R&P period.

These responsibilities must be performed by the Recipient or local entity approved by the Bureau to serve remote case placements."

18. Section 8.C.5.j shall be replaced with "The Recipient shall:

1. Notify the appropriate state, county, or other local welfare office 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;
2. 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

Page 16 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

3. Maintain in the case file required under Section 8.C.5.c 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.

These responsibilities may be delegated to an affiliate or local entity approved by the Bureau to serve remote case placements."

19. Section 8.C.9.c shall be replaced with "In addition, the Recipient will ensure that each refugee who signed an IOM loan note is informed during the Reception and Placement period 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; that local entities serving remote case placements report 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 8.C.4 of the Cooperative Agreement."

**8.C.3 -- Limitation of Responsibility to Perform Core Services**

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. Any other barriers to full compliance that are beyond the control of the Recipient should be documented in the case file.

**8.C.4 -- Basic Needs Support**

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, with appropriate language interpretation as needed, the following minimum standards of service:

- 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:
  1. 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.
  2. Housing should include identified and accessible emergency escape route(s); fire extinguishers in accessible locations where required; working locks on all windows and outside



Page 17 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

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.

3. Housing should provide minimum habitable area for each occupant, including number of bedrooms or sleeping areas.
  4. Each residence shall be equipped with stove, oven, and refrigerator in good repair.
  5. Each residence shall be equipped with sink, flush toilet, and shower or bath in good repair.
  6. Each residence shall have easily accessible storage or disposal facility for garbage.
  7. Each residence shall be free of rodent and insect infestation.
  8. 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.
  9. 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:
1. 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.
  2. 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.
  3. One kitchen table per family and one kitchen chair per person.
  4. One couch, or equivalent seating, per family, in addition to kitchen chairs.
  5. One lamp per room, unless installed lighting is present and adequate, and light bulbs.

6. One place setting of tableware (fork, knife, and spoon) and one place setting of dishes (plate, bowl, and cup or glass) per person.

7. 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.

8. One bath towel per person.

9. One alarm clock.

10. Paper, pens, and/or pencils.

11. 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.

12. Toiletries to include: toilet paper, shampoo, soap, one toothbrush per person, toothpaste, and other personal hygiene items as appropriate. These items should be new.

13. Baby items as needed.

c. Food or a food allowance to include:

1. Culturally appropriate, ready-to-eat food available on arrival, plus one (1) day's additional food supplies and staples (including baby food as needed).

2. 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.

3. Assistance with application for food stamps, if necessary, within seven (7) working days of arrival.

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. Assistance in applying for cash and medical assistance, as appropriate, within seven (7) working days of arrival.
- g. Assistance in applying for social security card(s) within fourteen (14) working days of arrival.
- h. Assistance with enrollment in English language programs, as appropriate, within ten (10) working days of arrival.
- i. Assistance with enrollment in employment services, as appropriate, within ten (10) working days of arrival.
- j. Assistance with enrollment in other services for which each refugee is eligible, as appropriate, within ten (10) working days of arrival.
- k. Assistance in accessing health screenings and appropriate health services:
  - 1. Ensure that every refugee has a health assessment within thirty (30) days of arrival.
  - 2. Ensure that refugees with acute health care requirements receive appropriate and timely medical attention.
- l. Assistance with meeting school enrollment requirements and registering children for school within thirty (30) days of arrival.
- m. Transportation in compliance with local motor safety laws.
- n. Transportation to job interviews and job training.
- o. Assistance with registering with the selective service within thirty (30) days, as appropriate.
- p. Assistance with filing change of address forms with the U.S. Department of Homeland Security and the U.S. Post Office for all changes of address, including initial and temporary housing, during the R&P period.
- q. Assistance with completing and filing Affidavits of Relationship, as appropriate and as requested.
- r. 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.

Page 20 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

**8.C.5 -- Core Services**

The Recipient shall ensure that the following services are provided with appropriate language interpretation:

a. **Pre-Arrival Services**

The Recipient shall:

1. Assume responsibility for sponsorship of the refugees assigned to the Recipient under this agreement;
2. Arrange the placement of sponsored refugees in accordance with the policies established under Section 412(a)(2) of the INA and this agreement;
3. 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;
4. Submit sponsorship assurances to the Refugee Processing Center; and
5. 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.

The responsibilities in paragraphs 1, 2, 3, and 4 may not be delegated; the responsibilities in paragraph 5 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.

b. **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.

c. **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

Page 21 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

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

1. a clearly legible case note log which shows the date, mode, and substance of regular affiliate/refugee contact throughout the R&P period and which identifies the person or entity making such contact; a clear plan of action for each refugee, including children, in the case, based on an assessment of individual needs, and a detailed record of basic needs support and core service delivery;
2. 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 an adult member of the refugee case of 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;
3. a record of 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;
4. if appropriate, a copy of the signed co-sponsor agreement;
5. evidence that housing was provided in accordance with this agreement;
6. evidence that an intake interview as described in 8.C.5.d was conducted;
7. evidence that orientation as described in 8.C.5.e was completed, and documentation of refugee understanding of orientation topics;
8. 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;
9. documentation of assistance with enrollment in state-administered assistance and social service programs;

10. 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

11. 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);

12. 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);

13. a service plan which indicates the initial assessment of employability for each refugee, including the reason(s) a person may not be employable;

14. where applicable, copies of suitability determinations for placement of refugee minors, follow-up evaluation forms, and signed statements concerning responsibilities and legal obligations in the state of residence;

15. a legible copy of the front and back of the I-94 form for each refugee in the case;

16. 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:

- (a) that all R&P basic needs support and core services were made available to the refugee in accordance with this agreement;
- (b) whether the refugee household had income in excess of expenses at the end of the R&P period;
- (c) that each refugee was enrolled in state-funded or other appropriate social services;
- (d) the social security number for each refugee in the case; and

17. a copy of the assurance form or equivalent documentation.

d. 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.

e. 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:

1. 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.

2. 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.

3. 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

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

#### 9. 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.

#### 10. 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.

#### 11. Hygiene

- There are norms for personal hygiene in the U.S.

#### 12. 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.

#### 13. 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.

#### 14. 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.

#### 15. Transportation

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

#### f. Health -- Assistance with Access to Services

The Recipient shall:

1. Assist refugees (other than those with Class A conditions, covered below in paragraph g) in obtaining a health screening within thirty (30) days of arrival and other health care services, as needed, during the R&P period;
2. 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;
3. Assist refugees in accessing appropriate providers of continued therapy or preventive treatment for health conditions affecting the public health; and

4. 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.

5. Coordinate with state and /or local health care providers to provide medical services to refugees requiring medical care upon arrival.

g. Health -- Class A Conditions

The Recipient shall:

1. 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

2. 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.

These responsibilities may not be delegated beyond an affiliate.

h. Health -- Notification of State and Local Authorities

The Recipient shall 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.

i. Service Plans; Assistance with Access to Services

The Recipient shall:

1. Develop and implement during the first thirty (30) days a 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;

2. Assist each employable refugee to enroll in such appropriate job counseling, job placement, and/or job training programs as are available in the community; and

3. Monitor and document implementation of the service plan and progress toward reaching each refugee's goals throughout the R&P period.

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

j. Welfare -- Communication with State and Local Authorities

The Recipient shall:

1. Notify the appropriate state, county, or other local welfare office 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;

2. 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

3. Maintain in the case file required under Section 8.C.5.c 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.

These responsibilities may not be delegated beyond an affiliate.

k. 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;

Page 29 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment One

**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 section 8.C.6 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:

1. Have knowledge of the state and local child abuse and neglect mandatory reporting requirements and follow such requirements during the R&P period;
2. 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;
3. 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 Section 8.C.5.a.4 above and will include, but need not be limited to:
  - (a) 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;

Page 30 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment One

- (b) An assessment of the nature and extent of the current relationship between the child and others in the family unit;
- (c) 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;
- (d) As assessment of the family unit's understanding of and intentions regarding securing legal responsibility for the child; and
- (e) As 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.

4. 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 Refugee Processing Center so that the minor (codes M3, M6,) can be reclassified to enter the United States as an unaccompanied minor requiring foster care. 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);

5. 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;

6. In the case of a minor entering with or coming to join non-relatives (code M3), the Recipient shall obtain the Bureau's agreement to the placement before assuring the case;

7. 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 section 8.C.5.k.3 above. In the case of a minor traveling with relatives, this will be done during the orientation described in 8.C.5.k.5 above;

8. For minors described as codes M2, M3, M5, M6 and M7, the Recipient shall:

(a) 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;

(b) Provide regular and personal contact with the minor for at least 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;

(c) 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

(d) 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 8.C.5.j may not be delegated beyond an affiliate and may only be performed by professional resettlement staff.

#### 8.C.6 – Foster Care

a. General

1. 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;

2. The Recipient shall perform the program services specified in Section 8.C.6(b) through (e) below on behalf of foster care minors who are assigned to it under this agreement; and

3. 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 Refugee Processing Center (RPC), prior to their arrival in the United States:

1. Provide for such foster care minors the sponsorship assurances required for their admission to the United States;

2. Prepare and submit on behalf of such foster care minors sponsorship assurances and other documents required for admission to the Refugee Processing Center for transmission to appropriate overseas processing offices of the Department of Homeland Security, the Department of State, or their designees;

3. 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 voluntary 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;

4. 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 voluntary agency;

5. 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;

6. Provide orientation on the initial reception and placement of foster care minors as needed to the staffs of approved providers; and

7. 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:

1. Facilitate refugee travel to resettlement sites in the United States;
2. Upon request, consult with and provide advice to the approved provider concerning difficult cases; and
3. 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
4. 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.C.7 -- Coordination and Consultation with Public Agencies**

The Recipient shall:

- a. 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; and public education. Consultations may take place in person, 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; and a discussion of the participant stakeholders' abilities to adequately receive and serve the actual and projected caseload. 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 after the Funding Opportunity Announcement for Reception and Placement Program is posted 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;

- b. 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;
- c. Coordinate with other publicly supported refugee services programs or refugee case management systems; and
- d. 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.

#### **8.C.8 -- Performance Standards**

The Bureau will evaluate Recipient performance on an ongoing basis and will expect timely national Agency cooperation to remedy any identified weaknesses in affiliate, sub-office, or national Agency 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 and local entities 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 or a local entity, 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 or local entity in question.

The Bureau will evaluate Recipient performance in the following areas:

- a. Reception and Placement Performance Outcomes
  - 1. Refugee is in safe, stable environment

- (a) Refugee is picked up at the airport upon arrival with appropriate language interpretation as needed;
  - (b) Refugee is placed in a safe dwelling;
  - (c) Refugee is placed in affordable dwelling; and
  - (d) Refugee has basic necessities.
2. Refugee can navigate appropriate and relevant systems
- (a) Refugee can access/use appropriate transportation;
  - (b) Refugee obtains own food and basic necessities;
  - (c) Refugee obtained social security card and other identification as needed
  - (d) Refugee accesses health care;
  - (e) Refugee demonstrates ability to contact emergency services;
  - (f) Refugee children are enrolled in school within thirty (30) days of arrival;
  - (g) Refugee knows where to get assistance to file paperwork to bring family members to the U.S.; and
  - (h) Refugee knows how to ask for interpretation services.
3. Refugee family is connected to means of ongoing support for self/family
- (a) Refugee is connected to or enrolled in eligible services;
  - (b) Refugee is financially supported (or self-sufficient); and
  - (c) Refugee can explain where the household money will come from when the initial assistance is finished.
4. Refugee understands surroundings and situation
- (a) Refugee knows his/her address, knows how to make a phone call, and how to be contacted;
  - (b) Refugee understands the effects of moving;
  - (c) Refugee knows the role of the agency and expectations of the agency and self; and
  - (d) Refugee has a basic understanding of U.S. laws and cultural practices.
- b. National Agency Program Management
1. Headquarters 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

Page 36 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment One

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.

2. On-Site Affiliate Monitoring

(a) 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 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.

(b) Written Reports

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

- (1) a description that quantifies and qualifies how the affiliate coordinates volunteers or develops private resources for Reception and Placement activities;
- (2) a description of the affiliate's policy on how refugee per capita funds beyond the \$925 per person minimum are spent;
- (3) a narrative statement describing the affiliate's R&P program, including quality of housing, local services, and the local resettlement environment;
- (4) evidence of a review of the affiliate's performance and compliance with R&P requirements, including evidence of refugee understanding of cultural orientation topics;
- (5) 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;
- (6) evidence of compliance with quarterly stakeholders meeting requirements;
- (7) a description of the affiliate's training plan;
- (8) evidence of the affiliate's policy on protection from sexual exploitation and abuse;

(9) 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, and R&P period reports. The report must also indicate whether the case logs presented a complete and accurate picture of the resettlement process;

(10) 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

(11) recommendations for any necessary follow-up.

3. Quarterly R&P Program Reports

The Recipient shall submit quarterly a brief summary of program activities, such as conferences, workshops, and training or other activities funded through this agreement. The report shall include a brief summary of the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored. The report shall include 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 agency or Bureau monitoring. The report shall also include evidence of final compliance with all prior agency or State Department monitoring findings and recommendations. In addition, the report shall include the number and percentage of affiliates in compliance with the requirement to convene and conduct quarterly stakeholders meetings, and describe both best practices in placement planning and issues that prevent adequate resettlement or result in changes in placement plans. Finally, the report shall note how many cases were served as remote case placements as well as the city and state where they were placed, and shall describe any trends observed among remote case placements.

Reports shall be submitted to the Bureau within thirty (30) days of the end of each reporting period. The reports shall be due on or before January 30, 2015, April 30, 2015; July 31, 2015; and October 31, 2015.

4. 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:

- a. R&P Period Reports
- b. Sponsorship Assurances
- c. Affidavits of Relationship
- d. Ninety (90)-day follow-up reports for minors coded M2-M3 and M5-M7
- e. Quarterly R&P Program Reports
- f. Record of affiliates' local consultations
- g. Annual Report

- h. Reconciliation of Claimed Refugee Sponsorships
  - i. Quarterly Financial Status Reports
  - j. Availability of Funds Statement for Current Fiscal Year
  - k. Audit Data Collection Form and Reporting Package
  - l. Policy on the Prevention of Sexual Exploitation and Abuse
- c. Employment and Out-Migration
- 1. 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.
  - 2. Out-Migration of Refugees
 

The Bureau will review the Recipient's out-migration performance as a part of its annual review.
- d. Bureau Monitoring of Agency Affiliates
- 1. 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:

    - (a) affiliate staff understanding of required Reception and Placement Program services;
    - (b) demonstration of effective coordination with other organizations and agencies that provide services to refugees;
    - (c) compliance and quality of R&P basic needs support and core service delivery;
    - (d) evidence of refugee understanding of cultural orientation topics;
    - (e) presence of all documents in files and degree to which each has been thoroughly and legibly completed;
    - (f) evidence of orientation and training of staff, volunteers, and co-sponsors;
    - (g) evidence of the affiliate's policy on the prevention of sexual exploitation and abuse; and
    - (h) affiliate R&P performance outcomes.

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

Page 39 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

e. 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.

**8.C.9 – 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:

1. 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;
2. billing refugees monthly provided a valid address is available;
3. maintaining a system that actively seeks refugees' current addresses and social security numbers for use in billing activities;
4. maintaining a system that records and calculates balances on individual refugee loan accounts;
5. establishing and maintaining a procedure for reviewing and determining the appropriateness of requests for deferral, in accordance with established criteria;
6. maintaining a procedure for transferring funds to IOM on a monthly basis with required accounting details;
7. reporting accounts status and fund transfers on a quarterly basis to IOM and to the Bureau;

8. transferring to IOM all loan notes becoming in default;
9. submitting requests to IOM as needed for approval to forgive ("cancel") loans for humanitarian reasons; and
10. 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 8.C.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.

#### **8.C.10 -- Additional Responsibilities**

The Recipient shall also:

- a. State in all appropriate publications, 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.
- b. 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.

#### **8.D - LIAISON**



**8.D.1 -- General Liaison with the Bureau**

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

a. **Office of Refugee Admissions**

Acting as the Grants Officer's representative:

1. Provides overall policy guidance and program direction;
2. Reviews and comments on proposed annual proposal and budget for the Recipient;
3. Reviews and comments on proposed changes or revisions in terms of this agreement; and
4. Monitors and evaluates the general performance of the Recipient under this agreement to ensure that the Recipient is successfully meeting established responsibilities, 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.

b. **Office of the Comptroller**

1. 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;
2. 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; and
3. Monitors and evaluates the Recipient's performance in providing refugee transportation loan services.

**8.E - FUNDING**

**8.E.1 -- Authorized Items of Expenditure**

a. National Management

1. The funds awarded pursuant to this agreement are for the reimbursement of expenses incurred in accordance with the approved budget contained in the proposal. The funds provided herein shall be expended within the amounts funded for the following categories of expenses as displayed in the Award Specifics, Section 7, Authorized Budget.

2. Funds may be adjusted, without prior written approval, among the items of expenditure for direct costs provided the cumulative amount of such adjustments during the validity period of this agreement does not exceed ten percent (10%) of the total amount of the approved budget. Any authorized adjustment, however, must be reported promptly to the Bureau in writing.

3. Funds may NOT be adjusted between the direct cost items of expenditure and the indirect cost item of expenditure during the validity period of this agreement UNLESS the Bureau executes an amendment to this agreement to recognize (i) a change in the indirect cost rate agreement approved by the Recipient's cognizant or oversight U.S. Government agency; or (ii) an increase in charges of applicable items of expenditure resulting in an increase in the direct cost base used in determining the total allowable indirect costs. In the absence of written approval from the Bureau, the amount charged to indirect costs may not exceed the amount approved by the Bureau in the budget.

4. Should it become apparent that cumulative adjustments in excess of the ten percent (10%) limitation may be needed for the successful completion of the program, the Recipient must submit a request in writing to the Bureau for approval prior to incurring any increased costs.

5. (a) Indirect costs may be charged on the basis of the rate or rates indicated in the above items of expenditures applied to those direct costs applicable and allocable in accordance with the provisions of the Office of Management and Budget (OMB) Circular A-122, dated May 10, 2004, "Cost Principles for Non-Profit Organizations." The rate or rates may be subject to adjustment by the Bureau subsequent to the expiration of the validity period upon the determination of a final rate or rates by the appropriate U.S. Government cognizant agency, or responsible organization, insofar as it applies to indirect costs applicable to the period of this agreement. An adjustment of a rate will be made only if such final rate or rates differ from the stipulated rates. Any adjustment, however, will be limited to the amount of unexpended funds available within the overall total award of this agreement.

(b) Notwithstanding the provision in Paragraph 5(a) above, it is expressly understood and agreed that should another U.S. Government agency propose the negotiation of a special indirect cost rate for work to be performed in an environment which appears to generate a significantly different level of indirect costs than the rate which has been negotiated by the cognizant or oversight agency, the Recipient shall inform the Bureau prior to the proposed negotiations in order to permit the Bureau to participate in such negotiations to ensure that any

change that may result in the rate or the cost base of the provisional rate applicable to this agreement is acceptable to the Bureau.

6. 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.

7. 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.

8. With regard to National Management funding, the Recipient shall comply with the provisions of OMB Circular A-110-Revised (which is incorporated into this Agreement by reference).

b. Local Offices/Affiliates and Services to Refugees

1. The Bureau shall provide the Recipient a fixed per capita grant of \$1,975.00 per refugee admitted under Section 207 of the INA who is assigned to the Recipient pursuant to this agreement for a total of up to [ ] refugees who are expected to arrive in the United States during the period October 1, 2014 through September 30, 2015. 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 8.E.1.b.

B4

2. Of the \$1,975.00 fixed per capita grant:

(a) At least \$1,125.00 (refugee per capita) is to be provided in its entirety to the affiliate or local entity to which the refugee is assigned and is to be used to cover payments made by the affiliate or local entity 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 or local entity 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 or local entity who have unmet needs during their R&P period;

(b) No more than \$850.00 (affiliate per capita) may be used to partially cover the actual expenses of the affiliates or local entities 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.

Page 44 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

(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 or local entities based on the total number of refugees assigned to the Recipient during the period of October 1, 2014 through September 30, 2015.

3. Payment of the amounts specified in subsection 8.E.1.b.2(a) shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2014 through September 30, 2015, but in no case shall the total payment of refugee per capita funds exceed \$ [ ] during this period.

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4. Payment of the amounts specified in subsection 8.E.1.b.2(b) may be made in advance of actual refugee arrivals and shall be for the actual expenses of affiliates or local entities up to \$ [ ] OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2014 through September 30, 2015, whichever is higher. In no case shall the total payment of affiliate per capita funds exceed \$ [ ] during this period.

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5. This agreement may be amended prior to December 31, 2015 to reflect the actual number of refugee arrivals during the period October 1, 2014 through September 30, 2015 and to adjust the amount of funds accordingly.

6. With regard to per capita funding, the Recipient shall comply with the provisions of OMB Circular A-110-Revised (which is incorporated into this Agreement by reference), except the following Sections in Subpart B or portions of Attachments thereto: Section 12 - Forms for Applying for Federal Assistance; Section 23 - Cost Sharing and Matching; Section 24 - Program Income; Section 25 - Revision of Budget and Program Plans; Sections 30 through 37 - Property Standards; and Section 52 - Financial Reporting, paragraph a.

**8.E.2 - Payment Procedures**

a. The funds awarded pursuant to this agreement shall be made available electronically through the HHS Payment Management System (PMS) for deposit directly into the Recipient's bank account in accordance with the policies and procedures issued by HHS. A request for payment will be submitted through the Internet or by telephone in accordance with instructions provided by HHS' Division of Payment Management. Payment requests shall be submitted only in amounts that are required to meet the immediate cash needs of this activity.

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.

Page 45 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment One

**8.E.3 -- Use of Funds**

- a. 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.
- b. The affiliate per capita funds earned under this agreement must be used in their entirety to cover affiliate or local entity expenses and shall not be used to cover national management expenses, as specified in Section 8.E.1.b.2.
- c. 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 or local entity for which the refugee is assigned and shall not be used to cover national management expenses, as specified in Section 8.E.1.b.2.
- d. Recipients should ensure that all expenditures of funds provided under this agreement are in accordance with OMB Circular A-122 "Cost Principles for Nonprofit Organizations" (which is incorporated into this agreement by reference).
- e. 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.

**f. 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 or local entity expenses or for payments to or on behalf of refugees.

**g. Per Capita Funds**

1. Any unexpended per capita funds designated for affiliate or local entity 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 or local entity 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, 2015 from which funded and reported as part of the final or interim final financial report for the period October 1, 2014 through September 30, 2015. 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 paragraph f.3 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.

#### **8.E.4 – Transportation**

a. 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.

b. 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."

#### **8.F - REPORTING REQUIREMENTS**

##### **8.F.1 – Program Reports**

###### **a. Quarterly R&P Program Report**

The Recipient shall submit quarterly a brief summary of program activities, such as conferences, workshops, and training or other activities funded through this agreement. The report shall include a brief summary of the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored. The report shall include 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. The report shall also include evidence of final compliance with all prior Recipient or Bureau monitoring findings and recommendations. The Recipient shall also report on the number and percentage of affiliates in compliance with the requirements for community consultations, as

well as describe both best practices and issues that prevent adequate resettlement in a given community or result in changes in the Recipient's placement plans. Finally, the report shall note how many cases were served as remote case placements as well as the city and state where they were placed, and shall describe any trends observed among remote case placements. The reports shall be transmitted as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov). The reports shall be due on or before January 31, 2015, April 30, 2015, July 31, 2015, and October 31, 2015.

b. Annual Report

The Recipient shall submit no later than March 31, 2016, a report to be submitted by the Bureau to Congress pursuant to Section 412(b)(7)(E) of the INA. One (1) copy of the Annual Report shall be submitted to the Bureau's Office of Refugee Admissions, and one (1) copy shall be submitted to the Bureau's Office of the Comptroller transmitted as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov). The report will be considered timely if submitted on or before the due date. Such report shall describe for the period October 1, 2014 through September 30, 2015:

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, 2015, 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 and local entities;
4. The efforts by the Recipient and its affiliates and local entities to coordinate with local social service providers so as to avoid duplication of services;
5. The efforts by the Recipient and its affiliates and local entities 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 and local entities 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.

c. R&P Period Reports

A copy of the completed R&P period report form will be provided to the Agency headquarters. Data from this form will be submitted to the 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. Agency headquarters 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.

#### **8.G.2 -- Financial Reports**

All financial reports required herein shall be submitted 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.

##### **a. Reconciliation of Claimed Refugee Sponsorships**

1. The Recipient shall reconcile with the Refugee Processing Center within sixty (60) days its claimed arrivals each month.

2. A final summary of the Recipient's claimed arrivals for the period October 1, 2014 through September 30, 2015 must be reconciled with the Refugee Processing Center no later than December 31, 2015.

##### **b. Quarterly Financial Status Report**

1. (a) (1) The Recipient shall submit calendar quarterly financial status reports, in the formats attached hereto as Attachment C. Financial 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. 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.

(a) (2) 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.

(b) A final or interim final financial report for expenditures together with a summary report of the previously reported quarterly expenditures shall be due March 31, 2016.



Page 49 of 57  
 SPRMCO15CA1006  
 USSCB/R&P  
 Amendment One

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 indicated in paragraph a.2 above. 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.

(c) For the Recipient that does not have an approved U.S.G. 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 of issuance of the OMB A-133 audit report.

2. For the Recipient that has an approved U.S.G. 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 or oversight 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.

3. (a) **For National Management and Local Office/Affiliate and Payments to or on Behalf of Refugees**, reports reflecting expenditures by the Recipient 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. The Recipient should indicate in block 12 of the SF-425 – Remarks, the amounts of cash received for National Management and amounts received for per capita during the reporting period.

(b) **For National Management expenses:** In addition to the SF-425 required in paragraph (a) 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).

(c) **For Local Office/Affiliate and Payments to or on Behalf of Refugees expenses:** In addition to the SF-425 required in paragraph (a) 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).

c. **Availability of Per Capita Funds**

1. A written statement must be submitted on or before December 31, 2015 reporting the amount of per capita funds and accrued interest unexpended and available as of

October 1, 2015. 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, 2014 through September 30, 2015.

2. Should the Recipient have any unexpended per capita funds as of the financial report due on March 31, 2016, such funds must be returned to the Bureau no later than April 30, 2016.

d. IOM Promissory Note Repayments

The Recipient shall submit 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, 2015, April 30, 2015, July 31, 2015, and October 31, 2015.

e. Audit

1. The Recipient will have the U.S. Government Federal funds awarded to it under this cooperative agreement included in an appropriate audit or audits performed by independent public accountants in accordance with U.S. Government Auditing Standards established by the Comptroller General of the United States covering financial audits. In particular, the audit must include confirmation that the reported quarterly charges were actually incurred in the amounts and during the periods specified and that such reported charges were not based on average costs, estimates, or predetermined fees, except for charges such as indirect cost recovery, fringe benefits or other appropriately allocated expenses such as space and utilities.

2. The audit must be performed in a manner to meet the requirements of the U.S. Government's Office of Management and Budget (OMB) Circular A-133 - Revised, "Audits of States, Local Governments, and Non-Profit Organizations." The audit shall be completed and the data collection form and reporting package shall be submitted (as set forth in Subpart C of the Circular) within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine months after the end of the audit period.

3. The Recipient shall confirm in writing to the Bureau the date it submits the data collection form and audit package to the Single Audit Clearinghouse located at Federal Clearinghouse, Bureau of the Census, 1201 E. 10<sup>th</sup> Street, Jeffersonville, IN 47132, in accordance with Circular A-133.

f. Lobbying Disclosure Report

When applicable, the Recipient shall submit the OMB Standard Form LLL "Disclosure of Lobbying Activities" which is available electronically at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/) at the end of each calendar quarter in which

there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed pursuant to this agreement.

#### **8.H - MISCELLANEOUS**

##### **8.H.1 – Entire Agreement**

This agreement constitutes the entire agreement of the parties hereto concerning this funding arrangement. It replaces and renders void any prior agreement or understanding, whether written or oral, existing between the parties concerning any matter addressed herein.

##### **8.H.2 – Communications**

Except as otherwise provided herein, any document and any notice, request or other communication given, made or delivered by the Bureau or the Recipient pursuant to this agreement shall be in writing and shall be deemed to have been duly given, made or delivered to the party to which it is addressed when actually delivered, whether by hand, mail, telegram, electronic mail (e-mail), or through [www.grantsolutions.gov](http://www.grantsolutions.gov) to such party at the following address:

a. For communications to the Bureau on:

1. Financial or other designated issues:

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  
Or for electronic mail:  
[prmcomptroller2@state.gov](mailto:prmcomptroller2@state.gov)

2. Program or other designated issues:

Office of Admissions  
Bureau of Population, Refugees, and Migration  
Department of State  
SA-9, 8th Floor  
2025 E Street, NW  
Washington, D.C. 20522-0908

3. Or for courier delivery:

Page 52 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment One

2201 C Street, NW 8th Floor, SA-9  
Washington, DC 20520

a. For communications to the Recipient:

**8.H.3 – Notice of Award Certifications and Assurances**

In accepting this award, the authorized representative of the Recipient has provided the certifications and assurances required by Federal law or regulations for the Department of State's federal assistance programs, that are consolidated pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424). The list of certifications and assurances can be found at:

[www.statebuy.state.gov/fa](http://www.statebuy.state.gov/fa)

**8.H.4. – Compliance With Federal And State Employment Laws**

In the performance of this agreement, the Recipient agrees to comply with all applicable federal and state laws, rules, and regulations that deal with or relate to the terms and conditions of employment of persons employed by the Recipient in positions funded under this agreement.

**8.H.5 -- Conflict Of Interest**

The Recipient shall not employ in any position funded under this agreement the spouse, child, household member, or dependent of an employee of the Bureau, or any other Government employee (including any refugee, consular or INS officer) who (1) directs the work of or works with any person employed in a position funded under this agreement; or (2) has responsibility for directing the activities funded under this agreement. Furthermore, the Recipient shall not employ in any position funded under this agreement persons who have relationships with Bureau employees which might result in, or create the appearance of, conflict of interest.

**8.H.6 -- Exchange Rate**

If expenditures incurred under this agreement are made in currencies other than United States dollars, the exchange rate to the United States dollar used for establishing the monthly claim should be based on the actual exchange rate obtained at the time of exchange. The Recipient must consistently use the same method throughout the validity period of this cooperative agreement for reporting expenditures.

**8.H.7 -- Gratuities**

(a) The right of the Recipient to proceed under this agreement may be terminated by written notice if, after notice and hearing, the Assistant Secretary of the Bureau or a designee determines that the Recipient, its agent, or another representative --

(1) offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official, or employee of the Government; and

(2) intended, by the gratuity, to obtain an agreement of favorable treatment under an agreement.

(b) The facts supporting this determination may be reviewed by any court having lawful jurisdiction.

(c) If this agreement is terminated under paragraph (a) above, the Government is entitled to pursue the same remedies as in a breach of this agreement.

(d) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement.

#### **8.H.8 -- Performance Responsibilities**

Recipients shall perform all responsibilities specified in this agreement in coordination with the Bureau and in a manner consistent with U.S. law and policy, as well as applicable laws of countries where approved activities are performed.

#### **8.H.94 -- Personnel Termination And/Or Severance Pay**

Employee termination and/or severance benefits shall be considered an appropriate charge under this agreement when the expense is actually incurred or is recognized during the period of this agreement by the Recipient as an expense in accordance with its established policy and financial management system. Such expense, however, shall be limited to the Bureau's responsibility in accordance with an employee's direct relation to this or other Bureau funded activities. For example, an employee charged to Bureau activities for one-half of his/her employment with the Recipient shall have only one-half of his/her termination or severance costs charged to the Bureau under this agreement or under other appropriate funding arrangements.

#### **8.H.10 -- Property Management Procedures**

A summary description of the Recipient's property management procedures shall be submitted to the Bureau within thirty (30) days of signed acceptance of the terms and conditions of this agreement. Should any changes to these procedures occur, a revised summary description shall be submitted within thirty (30) days to the Bureau.

#### **8.H.11 -- Reasonable Expenditures**

The activities funded by this agreement shall be planned and administered by the Recipient in accordance with business standards and practices at least equal to those that would be applied to similar projects undertaken in the same geographical area by reputable and experienced

commercial organizations. All property, goods and services acquired by the Recipient or any agent of the Recipient with proceeds of this agreement, whether by purchase, lease or otherwise, shall be acquired at prices not greater than those generally prevailing for similar property, goods and services at the time and place so acquired.

#### **H.8.12 -- Recipient Personnel**

Personnel funded in full, or in part, under this agreement shall be subject only to those personnel policies and practices established by the Recipient for similar activities; provided however, that such policies and practices fully comply with local laws and employment practices of the specific country of operation. Should any changes to the Recipient's established policies and practices be proposed during the validity period of this agreement, the Recipient shall submit such proposed changes to the Bureau's Office of the Comptroller, at least thirty (30) days prior to the planned effective date, for review and approval for any additional costs that may be charged to this agreement.

#### **H.8.13 -- Refunds**

(a) The Recipient shall ensure that funds received in excess of authorized expenditures claimed under this agreement are returned promptly to the Bureau at the end of this agreement's validity period, and in no event later than the date established in this agreement for the submission of the final financial report. A check in the amount of the excess receipts shall be made payable to the Department and submitted in accordance with the financial reporting requirements of this agreement.

(b) If the Bureau determines that any disbursement made to the Recipient under this agreement has been applied by the Recipient other than in accordance with this agreement, the Bureau may so notify the Recipient in writing, suspend further payments under this agreement, and instruct the Recipient to incur no additional obligations of funds disbursed under this agreement pending corrective action by the Recipient or a decision by the Bureau whether to terminate this agreement per below. The Recipient shall be allowed thirty (30) days from the date of such notice to correct the violation and to notify the Bureau in writing of the corrective action taken by it. If the Bureau is not satisfied with the corrective action taken, it will so notify the Recipient and the Recipient shall, within ninety (90) days after the date of the Bureau's notice, refund to the Bureau the full amount of such disbursement determined to have been applied by the Recipient in violation of this agreement; provided, however, that the Recipient shall be allowed all necessary and proper costs that the Recipient could not reasonably avoid after the date of such notice to the extent that such costs meet the cost principles required to be followed by the provision of this agreement.

(c) If the Bureau determines that any disbursement under this agreement was made to the Recipient in violation of U.S. law, or was applied by the Recipient in violation of U.S. law but not in violation of this agreement, the Bureau shall so notify the Recipient in writing. The Recipient shall take prompt and appropriate action to eliminate all further expenditures from

such disbursement and to cancel outstanding obligations financed thereby. Within ninety (90) days after the date of the Bureau's notice, the Recipient shall refund to the Bureau such amount of such disbursement as is required by law to be refunded, but in no event less than the unexpended portion of such disbursement.

(d) The Bureau may, to the extent permitted by law, elect to ratify expenditures made by the Recipient in violation of U.S. law or this agreement in lieu of requiring the refunds provided for in paragraphs (a) and (b) above. The decision whether to ratify shall be within the sole discretion of the Bureau.

**8.H.14 -- Sovereign Immunity; Non-Liability**

(a) This agreement is made as a public and sovereign act by the Government, and no waiver of sovereign immunity of the Government is intended by it or shall be claimed against it in connection with any matter arising under or out of this agreement.

(b) Without in any manner limiting or derogating from the provisions of paragraph (a) above, the Recipient hereby agrees to indemnify and to hold harmless the Government, the departments and agencies thereof, and its officials and agents acting in their official capacities, for any and all liability arising under this agreement or in connection with any activities conducted pursuant thereto and resulting from the negligent acts or omissions of the Recipient, its employees, or agents.

**8.H.15 -- Termination For Cause**

(a) The Bureau may terminate this agreement in whole or in part at any time before the date of completion if the Bureau determines that the Recipient has failed to comply with the conditions of this agreement. The Bureau shall promptly notify the Recipient in writing of the determination and the effective date.

(b) After receipt of the Notice of Termination, the Recipient shall (1) cancel all outstanding commitments under this agreement pertaining to the procurement of materials, supplies, equipment and miscellaneous items and (2) exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services and extending beyond the effective date of such termination to the extent that they relate to the performance of any work terminated by the notice. The Recipient shall not incur new obligations for the terminated portion that would extend beyond the effective date of the termination. The Bureau shall allow full credit to the Recipient for any non-cancellable obligations properly incurred by the Recipient under this agreement prior to the effective date.

(c) With respect to commitments cancelled pursuant to a Notice of Termination from the Bureau, the Recipient agrees (1) to settle all outstanding liabilities and all claims arising out of such cancellation of commitments, with the approval or ratification of the Bureau, to the extent that may be required, which approval or ratification shall be final for all purposes of this clause,

and (2) to assign to the Government, in the manner, at the time and to the extent directed by the Bureau, all of the right, title, and interest of the Recipient under the orders and subcontracts so terminated, in which case the Bureau shall have the right, in its discretion, to settle or to pay any or all claims arising out of the termination of such orders and subcontracts.

(d) The Recipient shall submit a termination claim to the Comptroller of the Bureau promptly after receipt of a Notice of Termination, but in no event later than ninety (90) days from the effective date thereof, unless one or more extensions in writing are granted by the Comptroller of the Bureau upon written request of the Recipient within such ninety (90) day period or authorized extension thereof. Upon failure of the Recipient to submit the termination claim within the time allowed, the Comptroller of the Bureau may, subject to any review required by the Bureau's procedures in effect as of the date of execution of this funding arrangement, determine, on the basis of available information, the amount, if any, due to the Recipient by the reason of the termination and shall thereupon pay to the Recipient the amount so determined.

#### **8.H.16 -- Termination For Convenience**

(a) The Bureau or Recipient may terminate this agreement in whole or in part when both parties agree that its continuation will not produce beneficial results commensurate with the further expenditure of funds subject to the provisions of paragraphs (b) through (d) below, the two parties shall agree upon the termination conditions, including the effective date and, in the case of a partial termination, the portion to be terminated.

(b) When a termination is agreed to under this provision, the Recipient shall (1) cancel all outstanding commitments under this agreement pertaining to the procurement of materials, supplies, equipment and miscellaneous items and (2) exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services and extending beyond the effective date of such termination to the extent that they relate to the performance of any work terminated by the notice. The Recipient shall not incur new obligations for the termination portion that would extend beyond the effective date of the termination. The Bureau shall allow full credit to the Recipient for any non-cancellable obligations properly incurred by the Recipient under this agreement prior to the effective date of the termination.

(c) With respect to commitments cancelled pursuant to this provision, the Recipient agrees (1) to settle all outstanding liabilities and all claims arising out of such cancellation of commitments, with the approval or ratification of the Bureau, to the extent that may be required, which approval or ratification shall be final for all purposes of this clause, and (2) to assign to the Government, in the manner, at the time and to the extent directed by the Bureau, all of the rights, title, and interest of the Recipient under the orders and subcontracts so terminated, in which case the Bureau shall have the right, in its discretion, to settle or to pay any or all claims arising out of the termination of such orders and subcontracts.



Page 57 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment One

(d) The Recipient shall submit a termination claim to the Comptroller of the Bureau promptly after a termination under this provision, but in no event later than ninety (90) days from the effective date thereof, unless one or more extensions in writing are granted by the Comptroller of the Bureau upon written request of the Recipient within such ninety (90) day period or authorized extension thereof. Upon failure of the Recipient to submit the termination claim within the time allowed, the Comptroller of the Bureau may, subject to any review required by the Bureau's procedures in effect as of the date of execution of this grant, determine, on the basis of available information, the amount, if any, due to the Recipient by the reason of the termination and shall thereupon pay to the Recipient the amount so determined.

**8.H.17 -- Unauthorized Commitments**

Only the Grants Officer has authority to increase the funds obligated for this cooperative agreement. Any direction given to the recipient by anyone other than the Grants Officer which causes the Recipient to incur costs which exceed the amount obligated for this agreement shall be borne entirely by the Recipient. In the event such an unauthorized commitment is made, the Recipient shall immediately report the incident to the Grants Officer.

**9. SPECIAL AWARD CONDITIONS – N/A (not applicable)**

**10. DEVIATIONS – N/A (not applicable)**

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



## Migration and Refugee Services

OFFICE OF REFUGEE PROGRAMS

3211 FOURTH STREET NE • WASHINGTON DC 20017-1194 • 202-541-3352 • FAX 202-722-8750

EMAIL: MRSRP@USCCB.ORG • WEBSITE: WWW.USCCB.ORG/MRS

January 27, 2015

RELEASE IN PART  
B4

Ms. Kiera Berdinner  
Bureau of Population, Refugees and Migration  
Department of State  
2401 E Street, NW, SA-1, L-505  
Washington, DC 20522-0105

REVIEW AUTHORITY: Clarke Ellis, Senior  
Reviewer

Dear Ms. Berdinner:

By receipt of this letter, I am submitting the USCCB/MRS FY2015 Reception and Placement budget and budget narrative revisions to accommodate the remote placement project requested by DOS/PRM in your January 26, 2015 email to me. Changes from the previous submission have been highlighted in yellow.

Also, as requested, please see our response to questions outlined in your email:

- How much staff time would this require from HQ staff (in terms of FTE)? Who/which positions would be involved? Would this require new staff, or could it be absorbed into current staffing structure?

[Empty rectangular box for response]

B4

B4

- What implications would this have in terms of USCCB's database system ? To what extent would  (and/or other USCCB IT system(s)) need to be altered?

B4

B4

B4

- What other IT and other administrative support would be required?

B4

- What, if any, HQ travel would this entail? Please include detail regarding what staff might travel, where they might go, and with what frequency.

B4

- What other programmatic impact might this pilot have on HQ management?

B4

Please let me know if you have any questions regarding these changes.

Thank you.

Regards,

A handwritten signature in black ink, appearing to read 'Mary Ford Morton', is written over the typed name.

Mary Ford Morton  
Grants and Programs Administrator

CC: Anastasia Brown  
Greg Scott

Sample Form

RECEPTION & PLACEMENT PROGRAM  
FY 2015 National Management Budget Summary  
TRAID REVISION/REPRODUCTION

RELEASE IN PART  
B4

Agency:	USCIS
Date:	04/27/2017

Estimated Number of Refugees to be Received in FY 2015	107
Proposed Number of Refugees to Receive in FY 2015	107

Number of RFP allocations (including unfilled and unfilled in FY 2015)	107
Number of RFP allocations (including unfilled and unfilled) proposed in FY 2015 (not including unfilled amounts by contract)	107

B4

	October - December 2014			January - March 2015			April - June 2015			July - September 2015			FY 2015 TOTAL			FY 2014 Follow-on TOTAL		
	Federal Funds	Non-Federal	TOTAL	Federal Funds	Non-Federal	TOTAL	Federal Funds	Non-Federal	TOTAL	Federal Funds	Non-Federal	TOTAL	Federal Funds	Non-Federal	TOTAL	Federal Funds	Non-Federal	TOTAL
RECEPTION & PLACEMENT PROGRAM																		
TRAVEL																		
FOOD																		
OFFICE SUPPLIES																		
PROFESSIONAL FEES																		
RECEPTION & PLACEMENT PROGRAM																		
OTHER																		
TOTAL DIRECT COSTS																		
INDIRECT COSTS																		
TOTAL PROGRAM BUDGET																		

B4

NON-FEDERAL RESOURCES	
Please provide a breakdown of sources for persons resources included in this budget. This may be done by funding and the source. The very same additional	
Other Loans	1
Grants (Direct/Indirect)	1
Private Donor Contributions	1
Other	1
TOTAL	4

B4

REVIEW AUTHORITY: Clarke Ellis,  
Senior Reviewer

11/27/2015

## USCCB/MRS Proposed FY 2015 Reception &amp; Placement National Budget Narrative

Revised 11/27/2015

RELEASE IN  
PART B4

The United States Conference of Catholic Bishops/Migration and Refugee Services (USCCB/MRS) is requesting a national administration budget in the amount of [REDACTED] for FY2015 to support its national management of the Reception and Placement Program for newly arrived refugees. Through a program of 68 affiliate<sup>1</sup> offices, including 8 sub-offices and 14 Unaccompanied Refugee Minor (URM) foster care sites, and the Remote Placement Project locations, USCCB/MRS proposes to serve [REDACTED] refugees, including [REDACTED] URM's in FY2015.

B4

B4

B4

B4

**PERSONNEL AND FRINGE BENEFIT** - Total Personnel and Fringe = [REDACTED]

B4

**REVIEW AUTHORITY:** Clarke Ellis, Senior Reviewer

<sup>1</sup> Note: "Affiliate" is a technical word used to describe relationships with participating entities. For USCCB/MRS, these are dioceses. Each diocese, however, is a separate legal and ecclesiastical entity from USCCB/MRS. Use of the term "affiliate" as derived from the RFP guidelines, does not connote corporate or other expressed connections with USCCB/MRS.

**TRAVEL EXPENSES**

[Redacted]

B4

[Redacted]

B4

[Redacted]

B4

• **EQUIPMENT** = [Redacted]

[Redacted]

B4

> **OFFICE SUPPLIES** = [Redacted]

[Redacted]

B4

• **PROFESSIONAL FEES** = [Redacted]

[Redacted]

B4

*FY2015 USCCB R&P Proposal Budget Narrative-Revised 10/14/2014 - Page 3*



B4

• **SPACE/UTILITIES** =

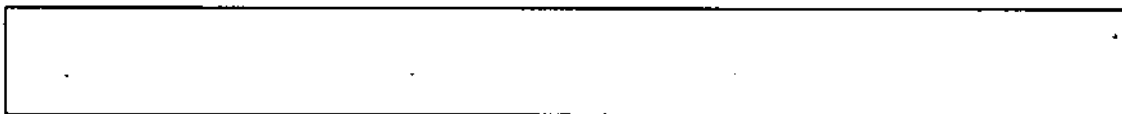
B4

• **OVERHEAD** =

B4


**PRIVATE CONTRIBUTIONS**

B4



B4

*FY2015 USCCB R&P Proposal Budget Narrative-Revised 10/14/2014 - Page 5*

 <p align="center"><b>U.S. Department Of State</b></p> <p align="center"><b>Federal Assistance Award Coversheet</b></p>		1. Assistance Type Cooperative Agreement	
		2. Award Number S-PRMCO-15-CA-1006	
5. Recipient Name, Address and Contact Information U.S. Conference of Catholic Bishops 3211 4th St NE Washington, DC 20017-1104 UNITED STATES Ph. 202-541-3298 Contact: Ms. Mary Morton		3. Amendment Number 002	
		4. Amendment Type NGA Revision	
		6. Project Period From: 10/01/2014 Through: 09/30/2015	
7. Funding Period From: 10/01/2014 Through: 09/30/2015		8. Program CFDA Number 19.510	
9. Recipient Federal Tax I.D./DUNS Number DUNS: 003260072 EIN: 1530196817A3		10. Type of Recipient U.S. Non-Profit Organization (501(c)(3))	
11. Award Title USCCB/MRS 2015 Reception and Placement Program		<div style="border: 1px solid black; padding: 2px;"> <b>RELEASE IN PART B4</b> </div>	
12. Purpose To authorize additional funding for the FY 2015 reception and placement program			
13. Issued By Bureau of Population Refugees and Migration - Comptroller 2201 C Street NW, 8th Floor, SA-8 Washington, DC 20520 UNITED STATES		14. Funds Certified By Ms. Pamela-Marie Y Thom Financial Management Analyst 09/25/2015	
15. Statutory Authority - Authorization MRAA (Migration and Refugee Assistance act)		16. Agreement: The recipient agrees to execute the work in accordance with the Notice of Award, the approved application incorporated herein by reference or as attached, and the applicable rules checked below and any subsequent revisions. 2 CFR 215(A-110) 2 CFR 230(A-122) 22 CFR 145 Approved Application Attached OMB Circular A-133	
17. Statutory Authority - Appropriation Migration and Refugee Assistance			
<div style="border: 1px solid black; padding: 5px;"> <b>REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer</b> </div>			
18. Funding Distribution			
	Total Prior Costs	Total New Costs	Amended Total Costs
U.S. Share of Costs	\$41,925,907.00	\$3,507,600.00	\$45,433,507.00
Recipient Share of Costs			
Total Costs			
19. Recipient Name, Title and Signature Mr. Anthony Picarello Name Electronically Signed Signature 09/30/2015 Title Date		20. Grants Officer Name, Title and Signature Ms. Norin, Reasmy Name Electronically Signed Signature Grants Officer 09/25/2015 Title Date	
21. Accounting and Appropriation Data 19_X114300002015_103741222512_0310002015F037PRM1433_103750204		Amount \$3,507,600.00	22. Send Requests for Reimbursement to: US Department of Health and Human Services' Payment Management System
23. By signing this agreement, the recipient assures that it will comply with the terms and conditions of this award. Recipient is required to sign and return this document within 10 business days of the signature of the Grants Officer to the Grants Office listed in Section 13. Terms and Conditions attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

DS-1909

## AWARD ATTACHMENTS

U.S. Conference of Catholic Bishops

S-PRMCO-15-CA-1006

1. Award Specifics and Bureau/Program Specific Requirements
2. Award Proposal Documents - Attachment A002

Page 2 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

**Award Specifics**  
**U.S. Department of State,**

RELEASE IN PART  
B4

**FY 2015 RECEPTION AND PLACEMENT  
BASIC TERMS  
OF  
THE COOPERATIVE AGREEMENT  
BETWEEN  
THE GOVERNMENT OF THE UNITED STATES OF AMERICA  
AND THE (NAME OF ORGANIZATION)**

1. **Standardized Assistance Instrument Identification Number:** SPRMC015CA1006
2. **Amount of Award:** This amendment adds \$3,507,600 for a total award of \$45,433,507.
3. **Purpose/Scope of Award:** Reception and Placement (R&P)
4. **Grants Officer Contact Information:**

Reasmy Norin  
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  
prmcomptroller2@state.gov  
Phone 202-453-9240  
Fax 202-453-9395

**REVIEW AUTHORITY:** Clarke Ellis, Senior  
Reviewer

5. **Payment Method:** 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 Circulars.
6. **Post-Award Compliance:** Department of State (DOS) Standard Terms and Conditions for Federal Assistance Awards are incorporated by reference and made part of this Notice of Award. Electronic copies containing the complete text are available at:

[www.statebuy.state.gov/fa](http://www.statebuy.state.gov/fa) under Resources select Notice of Awards (T&Cs) to access the domestic or overseas terms and conditions applicable to the Recipient. 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.

## 7. Authorized Budget

Budget Categories	Total
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs (include per capita as a separate line item)	
a. Refugee Per Capita <input type="text"/> * \$1,125) = \$ <input type="text"/>	
b. Affiliate Per Capita <input type="text"/> * \$850) = \$ <input type="text"/>	
c. Other: \$ <input type="text"/>	
Professional Fees: \$ <input type="text"/>	
Space/Utilities: \$ <input type="text"/>	
Other: \$ <input type="text"/>	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs* ( <input type="text"/> % provisional rate)	
11. Total Costs (lines 9-10)	\$45,433,507
12. Recipient's Share of Cost (including recipient and other funding sources)	<input type="text"/>

\*Including local entities

8. Reporting and Monitoring: See Bureau/Program Specific Requirements including Section 8.D and 8.F.

9. Closing Awards with Provisional or Expired Negotiated Indirect Cost Rates Agreement (NICRA)

Page 4 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

Provisional indirect costs rates applicable to this award are subject to adjustment based upon the final rate agreed upon by the Recipient and the Government Agency having negotiation cognizance for indirect costs with the Recipient. However in no event shall the Department reimburse the Recipient for any costs which are in excess of the total amount authorized under this award.

The recipient organization must liquidate all obligations incurred under the award, and submit its Final SF-425 – Federal Financial Report (FFR), not later than 90 calendar days after the funding period. As applicable, the recipient's preliminary Final SF-425 must be accompanied with written documentation (1) noting that the Final NICRA rate is unavailable, (2) providing the recipient's cognizant agency name and point-of-contact, and (3) detailing the status of the recipient's rate determination, including a timeline for completion of the applicable audit and NICRA submission to the cognizant agency.

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

When the Final NICRA rate is still unavailable after 24 months after the project period end date, the Department shall deobligate all excess funds remaining in the award and no further payments will be authorized by the Department.

If the Final NICRA rate is issued within 24 months after the project period end date, the recipient shall have thirty (30) days to submit the Final SF-425 based on the Final NICRA rate. The recipient must refund any unexpended funds remaining as a result of final reporting under the award.

## **Bureau/Program Specific Requirements**

1. **SUBSTANTIAL INVOLVEMENT** – See Section 8 including Section 8.D.
2. **PRE-AWARD COSTS** - N/A (not applicable)
3. **PROGRAM INCOME** – N/A (not applicable)
4. **COST SHARING** - N/A (not applicable)
5. **SUB-RECIPIENTS** – N/A (not applicable)
6. **WAIVER OF THE ACKNOWLEDGEMENT OF DOS OR USG INVOLVEMENT** – N/A (not applicable)
7. **WAIVER OF THE PUBLICATIONS FOR PROFESSIONAL AUDIENCES** –N/A (not applicable)
8. **ADDITIONAL BUREAU SPECIFIC REQUIREMENTS**

### **8.A -- PREAMBLE**

**THE GOVERNMENT OF THE UNITED STATES OF AMERICA** (hereinafter referred to as the "Government"), acting through the Department of State, Bureau of Population, Refugees, and Migration (hereinafter referred to as the "Bureau"), and the United States Conference of Catholic Bishops (USCCB), a nonprofit organization with its principal office located at 3211 Fourth Street, NE, Washington, DC 20017-1194, (hereinafter referred to as the "Recipient"), **HEREBY AGREE AS FOLLOWS:**

**WHEREAS**, the Bureau is conducting an initial reception and placement program for refugees 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");

**WHEREAS**, the Bureau deems it appropriate to seek the Recipient's assistance in furtherance of the purposes of this program; and

**WHEREAS**, the Recipient has indicated its willingness and qualifications to provide the assistance required by the Bureau in a manner acceptable to the Bureau and consistent with applicable legal requirements as described in the Recipient's revised proposal dated January 27, 2015 for the FY 2015 program, incorporated as Attachment A and in the Recipient's revised budget dated January 27, 2015 for the FY 2015 program also incorporated herein as Attachment A to this award, (hereinafter referred to as the "proposal");



The Recipient will assist the Bureau in accordance with the terms and conditions set forth below:

**8.B - PURPOSE, FUNDING, VALIDITY PERIOD AND DEFINITIONS**

**8.B.1 -- Purposes and Goals**

- a. The purpose of this agreement is to provide financial support to partially cover the Recipient's expenses in arranging for the reception and placement of refugees in the United States by ensuring that refugees approved for admission are placed with sponsoring agencies and offered appropriate assistance during their initial resettlement in the United States.
- b. The goals of this agreement include, but are not limited to, providing refugees with basic necessities and core services during their initial period of resettlement.
- c. The goals of this agreement also include assisting refugees in achieving economic self-sufficiency through employment as soon as possible after their arrival in the United States in coordination with publicly supported refugee service and assistance programs.

**8.B.2 -- Funding**

The Bureau hereby confirms the award of \$45,433,507 to the Recipient as provided in Section 8.E below. All funds awarded under this agreement are intended to augment private resources available to the Recipient and shall be paid and accounted for as provided in Section 8.E below. This agreement, in part, provides for a fixed per capita grant of \$1,975.00 per refugee admitted under Section 207 of the INA who is assigned to the Recipient. 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 at the affiliate or local entity assigned to assist them.

**8.B.3 -- Validity Period**

The period of this agreement shall be from October 1, 2014 through September 30, 2015.

**8.B.4 -- Definitions**

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

- a. "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.

Page 7 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

- b. "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.
- c. "Affiliate" means:
1. a regional office of an Agency, which is part of the corporate structure of the Agency; or
  2. 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
  3. a sub-office of an entity referred to in subparagraph 2 above that the Recipient proposes for affiliate status in the proposal for the FY 2015 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.
- d. "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.
- e. "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.
- f. "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 Sections 8.C.4 and 8.C.5 of the cooperative agreement for the refugee(s) named on the assurance form.
- g. "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.
- h. "Employable refugee" means any refugee who is between the ages of 18 and 64 other than a refugee who:

1. 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

2. is unable to work for physical or mental health reasons.

i. "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.

j. "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.

k. "Local entity" means an established organization which has accepted in a written agreement with the Agency responsibility to provide, or ensure provision of, reception and placement services to certain refugees sponsored by the Agency. Individuals or informal groups may not serve as local entities.

### **8.C - RESPONSIBILITIES OF THE RECIPIENT**

#### **8.C.1 -- Performance of Core Services by or Under the Direction of the Recipient**

a. The Recipient shall provide the core services specified in section 8.C.5 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.

b. 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, the Recipient shall 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.

c. Should any change be made to the Recipient's code of conduct during the validity period of this agreement, the Recipient shall 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.

d. 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, or other sub-agreements issued under this agreement.

Page 9 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

e. 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 grant 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.

f. 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.

g. 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 one hundred (100) miles within the same state of the affiliate and cases without U.S. ties to be placed within a radius of fifty (50) miles within the same state of the affiliate.

h. 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 affiliate 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.

i. 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.

Page 10 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

j. 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 Refugee Processing Center (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.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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.

p. 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.

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

1. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
2. Change in a key person specified in the application or award document (as specified in the OMB Circular A-110, which is hereby incorporated by reference).
3. 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.

#### **8.C.2 -- Delegation of Functions by the Recipient**

a. 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 Refugee Processing Center. 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.

b. 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.

Page 12 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment Two

c. The Recipient, and any affiliate, local entity, 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.

d. For refugee cases identified as "remote case placements," and with approval from the Bureau on a site-by-site basis, the Recipient shall be allowed to delegate their assumed responsibilities to a local entity other than a designated affiliate or local co-sponsor. Before the Recipient may assure any such remote case placements to a particular site, they must submit to the Bureau a Request for Approval of Remote Case Placement Site. In each remote case placement site, the Recipient shall identify a local entity to provide Reception and Placement services. The Recipient shall train the local entity in the overall sponsorship process, the provision of Reception and Placement services, and shall also provide ongoing oversight of Reception and Placement activities conducted by the local entity, including maintaining regular contact with the local entity and/or refugee throughout the Reception and Placement period to ensure provision of services.

With the approval of the Bureau, such cases shall be subject to the following modifications to the minimum standards of service:

1. Section 8.C.3 shall be replaced with "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 or local entities. 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. Any other barriers to full compliance that are beyond the control of the Recipient should be documented in the case file."
2. Section 8.C.4.h shall be replaced with "Assistance with enrollment in English language programs, as appropriate, within fourteen (14) working days of arrival."
3. Section 8.C.4.i shall be replaced with "Assistance with enrollment in employment services, as appropriate, within fourteen (14) working days of arrival."
4. Section 8.C.4.j shall be replaced with "Assistance with enrollment in other services for which each refugee is eligible, as appropriate, within fourteen (14) working days of arrival."
5. Section 8.C.4.n shall be replaced with "Assistance with or arrangement for transportation to job interviews and job training."
6. Section 8.C.4.r shall be replaced with "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 within two (2) business days of arrival, during which intake will be conducted and relevant

Page 13 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

applications completed. An additional home visit should occur for all cases within thirty (30) days of arrival. In cases where the placement location is so remote as to cause an in-person visit to be an undue hardship, a phone call to include the same substantive content of a home visit shall suffice in place of the second home visit."

7. Section 8.C.5.a.3 shall be replaced with "Ensure that relevant information is shared 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;"
8. Section 8.C.5.b shall be replaced with "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 confirm the arrival of the refugees within 24 hours of arrival. The Recipient shall visit the refugees within two (2) business days of 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, and to conduct intake and complete relevant applications."
9. The first paragraph of Section 8.C.5.c shall be replaced with "The Recipient shall establish and maintain a case file for each arriving refugee case. This responsibility may be delegated to a local entity approved by the Bureau to serve remote case placements. 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. Secure electronic signatures are acceptable. Each case file shall contain evidence of required basic needs support and core service delivery, including:"
10. Section 8.C.5.c.1 shall be replaced with "a clearly legible case note log which shows the date, mode, and substance of regular contact between the refugee and local entity throughout the R&P period and which identifies the person or entity making such contact; a clear plan of action for each refugee, including children, in the case, based on an assessment of individual needs, and a detailed record of basic needs support and core service delivery;"
11. Section 8.C.5.c.8 shall be replaced with "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 within two (2) business days of arrival, during which intake will be conducted and relevant applications completed. An additional home visit should occur for all cases within thirty (30) days of arrival. In cases where the placement location is so remote as to cause an in-person visit to be an undue hardship, a phone call to include the same substantive content of a home visit shall suffice in place of the second home visit;"



12. Section 8.C.5.c.9 shall be replaced with "documentation of enrollment in state-administered assistance and social service programs;"
13. The first paragraph of Section 8.C.5.c.16 shall be replaced with "a R&P period report, which will be retained by the Recipient for a period of not less than three (3) years from the date of arrival, based upon an interview with the refugee from which it can be determined, *inter alia*:"
14. Section 8.C.5.e shall be replaced with "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. Orientation materials in an appropriate language shall be made available to the refugee upon arrival. Orientation materials are available from the Cultural Orientation Resource Exchange at [www.COResourceExchange.org](http://www.COResourceExchange.org). Orientation topics must include:
  - (a) Role of the Local Resettlement Agency,
  - (b) Refugee Status,
  - (c) English,
  - (d) Public Assistance,
  - (e) U.S. Laws,
  - (f) Your New Community,
  - (g) Employment,
  - (h) Health,
  - (i) Budgeting and Personal Finance,
  - (j) Housing,
  - (k) Hygiene,
  - (l) Safety,
  - (m) Cultural Adjustment,
  - (n) Education, and
  - (o) Transportation."
15. Section 8.C.5.g shall be replaced with "The Recipient shall:
  - (a) 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
  - (b) 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.

These responsibilities must be performed by the Recipient or local entity approved by the Bureau to serve remote case placements."

16. Section 8.C.5.h shall be replaced with "The Recipient shall ensure that local entities serving remote case placements 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."
17. Section 8.C.5.i shall be replaced with "The Recipient shall:
  - (a) Develop and implement during the first thirty (30) days a 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;
  - (b) Assist each employable refugee to enroll in such appropriate job counseling, job placement, and/or job training programs as are available in the community; and
  - (c) Monitor and document implementation of the service plan and progress toward reaching each refugee's goals throughout the R&P period.

These responsibilities must be performed by the Recipient or local entity approved by the Bureau to serve remote case placements."

18. Section 8.C.5.j shall be replaced with "The Recipient shall:
  1. Notify the appropriate state, county, or other local welfare office 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;
  2. 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

3. Maintain in the case file required under Section 8.C.5.c 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.

These responsibilities may be delegated to an affiliate or local entity approved by the Bureau to serve remote case placements."

19. Section 8.C.9.c shall be replaced with "In addition, the Recipient will ensure that each refugee who signed an IOM loan note is informed during the Reception and Placement period 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; that local entities serving remote case placements report 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 8.C.4 of the Cooperative Agreement."

#### **8.C.3 -- Limitation of Responsibility to Perform Core Services**

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. Any other barriers to full compliance that are beyond the control of the Recipient should be documented in the case file.

#### **8.C.4 -- Basic Needs Support**

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, with appropriate language interpretation as needed, the following minimum standards of service:

- 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:

1. 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.

2. Housing should include identified and accessible emergency escape route(s); fire extinguishers in accessible locations where required; working locks on all windows and outside

Page 17 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment Two

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.

3. Housing should provide minimum habitable area for each occupant, including number of bedrooms or sleeping areas.
4. Each residence shall be equipped with stove, oven, and refrigerator in good repair.
5. Each residence shall be equipped with sink, flush toilet, and shower or bath in good repair.
6. Each residence shall have easily accessible storage or disposal facility for garbage.
7. Each residence shall be free of rodent and insect infestation.
8. 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.
9. 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:

1. 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.
2. 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.
3. One kitchen table per family and one kitchen chair per person.
4. One couch, or equivalent seating, per family, in addition to kitchen chairs.
5. One lamp per room, unless installed lighting is present and adequate, and light bulbs.

Page 18 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

6. One place setting of tableware (fork, knife, and spoon) and one place setting of dishes (plate, bowl, and cup or glass) per person.

7. 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.

8. One bath towel per person.

9. One alarm clock.

10. Paper, pens, and/or pencils.

11. 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.

12. Toiletries to include: toilet paper, shampoo, soap, one toothbrush per person, toothpaste, and other personal hygiene items as appropriate. These items should be new.

13. Baby items as needed.

c. Food or a food allowance to include:

1. Culturally appropriate, ready-to-eat food available on arrival, plus one (1) day's additional food supplies and staples (including baby food as needed).

2. 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.

3. Assistance with application for food stamps, if necessary, within seven (7) working days of arrival.

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. Assistance in applying for cash and medical assistance, as appropriate, within seven (7) working days of arrival.
- g. Assistance in applying for social security card(s) within fourteen (14) working days of arrival.
- h. Assistance with enrollment in English language programs, as appropriate, within ten (10) working days of arrival.
- i. Assistance with enrollment in employment services, as appropriate, within ten (10) working days of arrival.
- j. Assistance with enrollment in other services for which each refugee is eligible, as appropriate, within ten (10) working days of arrival.
- k. Assistance in accessing health screenings and appropriate health services:
  - 1. Ensure that every refugee has a health assessment within thirty (30) days of arrival.
  - 2. Ensure that refugees with acute health care requirements receive appropriate and timely medical attention.
- l. Assistance with meeting school enrollment requirements and registering children for school within thirty (30) days of arrival.
- m. Transportation in compliance with local motor safety laws.
- n. Transportation to job interviews and job training.
- o. Assistance with registering with the selective service within thirty (30) days, as appropriate.
- p. Assistance with filing change of address forms with the U.S. Department of Homeland Security and the U.S. Post Office for all changes of address, including initial and temporary housing, during the R&P period.
- q. Assistance with completing and filing Affidavits of Relationship, as appropriate and as requested.
- r. 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.

**8.C.5 -- Core Services**

The Recipient shall ensure that the following services are provided with appropriate language interpretation:

a. **Pre-Arrival Services**

The Recipient shall:

1. Assume responsibility for sponsorship of the refugees assigned to the Recipient under this agreement;
2. Arrange the placement of sponsored refugees in accordance with the policies established under Section 412(a)(2) of the INA and this agreement;
3. 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;
4. Submit sponsorship assurances to the Refugee Processing Center; and
5. 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.

The responsibilities in paragraphs 1, 2, 3, and 4 may not be delegated; the responsibilities in paragraph 5 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.

b. **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.

c. **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. Secure electronic signatures are acceptable. Each case file shall contain evidence of required basic needs support and core service delivery, including:

1. a clearly legible case note log which shows the date, mode, and substance of regular affiliate/refugee contact throughout the R&P period and which identifies the person or entity making such contact; a clear plan of action for each refugee, including children, in the case, based on an assessment of individual needs, and a detailed record of basic needs support and core service delivery;
2. 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 an adult member of the refugee case of 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;
3. a record of 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;
4. if appropriate, a copy of the signed co-sponsor agreement;
5. evidence that housing was provided in accordance with this agreement;
6. evidence that an intake interview as described in 8.C.5.d was conducted;
7. evidence that orientation as described in 8.C.5.e was completed, and documentation of refugee understanding of orientation topics;
8. 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;
9. documentation of assistance with enrollment in state-administered assistance and social service programs;



Page 22 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

10. 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

11. 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);

12. 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);

13. a service plan which indicates the initial assessment of employability for each refugee, including the reason(s) a person may not be employable;

14. where applicable, copies of suitability determinations for placement of refugee minors, follow-up evaluation forms, and signed statements concerning responsibilities and legal obligations in the state of residence;

15. a legible copy of the front and back of the I-94 form for each refugee in the case;

16. 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:

- (a) that all R&P basic needs support and core services were made available to the refugee in accordance with this agreement;
- (b) whether the refugee household had income in excess of expenses at the end of the R&P period;
- (c) that each refugee was enrolled in state-funded or other appropriate social services;
- (d) the social security number for each refugee in the case; and

17. a copy of the assurance form or equivalent documentation.

d. 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.

e. 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:

1. 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.

2. 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.

3. 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

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

#### 9. 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.

#### 10. 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.

#### 11. Hygiene

- There are norms for personal hygiene in the U.S.

#### 12. 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.

#### 13. 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.

#### 14. 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.

#### 15. Transportation

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

#### f. Health -- Assistance with Access to Services

The Recipient shall:

1. Assist refugees (other than those with Class A conditions, covered below in paragraph g) in obtaining a health screening within thirty (30) days of arrival and other health care services, as needed, during the R&P period;
2. 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;
3. Assist refugees in accessing appropriate providers of continued therapy or preventive treatment for health conditions affecting the public health; and

4. 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.

5. Coordinate with state and /or local health care providers to provide medical services to refugees requiring medical care upon arrival.

g. Health -- Class A Conditions

The Recipient shall:

1. 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

2. 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.

These responsibilities may not be delegated beyond an affiliate.

h. Health -- Notification of State and Local Authorities

The Recipient shall 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.

i. Service Plans: Assistance with Access to Services

The Recipient shall:

1. Develop and implement during the first thirty (30) days a 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;

2. Assist each employable refugee to enroll in such appropriate job counseling, job placement, and/or job training programs as are available in the community; and

3. Monitor and document implementation of the service plan and progress toward reaching each refugee's goals throughout the R&P period.

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

j. Welfare -- Communication with State and Local Authorities

The Recipient shall:

1. Notify the appropriate state, county, or other local welfare office 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;

2. 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

3. Maintain in the case file required under Section 8.C.5.c 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.

These responsibilities may not be delegated beyond an affiliate.

k. 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;

Page 29 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

**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 section 8.C.6 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:

1. Have knowledge of the state and local child abuse and neglect mandatory reporting requirements and follow such requirements during the R&P period;
2. 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;
3. 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 Section 8.C.5.a.4 above and will include, but need not be limited to:
  - (a) 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;



Page 30 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

- (b) An assessment of the nature and extent of the current relationship between the child and others in the family unit;
- (c) 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;
- (d) As assessment of the family unit's understanding of and intentions regarding securing legal responsibility for the child; and
- (e) As 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.

4. 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 Refugee Processing Center so that the minor (codes M3, M6,) can be reclassified to enter the United States as an unaccompanied minor requiring foster care. 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);

5. 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;

6. In the case of a minor entering with or coming to join non-relatives (code M3), the Recipient shall obtain the Bureau's agreement to the placement before assuring the case;

7. 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 section 8.C.5.k.3 above. In the case of a minor traveling with relatives; this will be done during the orientation described in 8.C.5.k.5 above;

8. For minors described as codes M2, M3, M5, M6 and M7, the Recipient shall:
  - (a) 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;
  - (b) Provide regular and personal contact with the minor for at least 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;
  - (c) 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
  - (d) 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 8.C.5.j may not be delegated beyond an affiliate and may only be performed by professional resettlement staff.

#### **8.C.6 – Foster Care**

##### **a. General**

1. 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;

Page 32 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

2. The Recipient shall perform the program services specified in Section 8.C.6(b) through (e) below on behalf of foster care minors who are assigned to it under this agreement; and

3. 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 Refugee Processing Center (RPC), prior to their arrival in the United States:

1. Provide for such foster care minors the sponsorship assurances required for their admission to the United States;

2. Prepare and submit on behalf of such foster care minors sponsorship assurances and other documents required for admission to the Refugee Processing Center for transmission to appropriate overseas processing offices of the Department of Homeland Security, the Department of State, or their designees;

3. 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 voluntary 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;

4. 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 voluntary agency;

5. 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;

6. Provide orientation on the initial reception and placement of foster care minors as needed to the staffs of approved providers; and

7. 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

Page 33 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

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

1. Facilitate refugee travel to resettlement sites in the United States;
2. Upon request, consult with and provide advice to the approved provider concerning difficult cases; and
3. 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
4. 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.C.7 -- Coordination and Consultation with Public Agencies**

The Recipient shall:

- a. 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; and public education. Consultations may take place in person, 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; and a discussion of the participant stakeholders' abilities to adequately receive and serve the actual and projected caseload. 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 after the Funding Opportunity Announcement for Reception and Placement Program is posted 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;

- b. 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;
- c. Coordinate with other publicly supported refugee services programs or refugee case management systems; and
- d. 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.

#### **8.C.8 -- Performance Standards**

The Bureau will evaluate Recipient performance on an ongoing basis and will expect timely national Agency cooperation to remedy any identified weaknesses in affiliate, sub-office, or national Agency 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 and local entities 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 or a local entity, 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 or local entity in question.

The Bureau will evaluate Recipient performance in the following areas:

- a. Reception and Placement Performance Outcomes
  - 1. Refugee is in safe, stable environment

- (a) Refugee is picked up at the airport upon arrival with appropriate language interpretation as needed;
  - (b) Refugee is placed in a safe dwelling;
  - (c) Refugee is placed in affordable dwelling; and
  - (d) Refugee has basic necessities.
2. Refugee can navigate appropriate and relevant systems
- (a) Refugee can access/use appropriate transportation;
  - (b) Refugee obtains own food and basic necessities;
  - (c) Refugee obtained social security card and other identification as needed
  - (d) Refugee accesses health care;
  - (e) Refugee demonstrates ability to contact emergency services;
  - (f) Refugee children are enrolled in school within thirty (30) days of arrival;
  - (g) Refugee knows where to get assistance to file paperwork to bring family members to the U.S.; and
  - (h) Refugee knows how to ask for interpretation services.
3. Refugee family is connected to means of ongoing support for self/family
- (a) Refugee is connected to or enrolled in eligible services;
  - (b) Refugee is financially supported (or self-sufficient); and
  - (c) Refugee can explain where the household money will come from when the initial assistance is finished.
4. Refugee understands surroundings and situation.
- (a) Refugee knows his/her address, knows how to make a phone call, and how to be contacted;
  - (b) Refugee understands the effects of moving;
  - (c) Refugee knows the role of the agency and expectations of the agency and self; and
  - (d) Refugee has a basic understanding of U.S. laws and cultural practices.

b. National Agency Program Management

1. Headquarters 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.

2. On-Site Affiliate Monitoring

(a) 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 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.

(b) Written Reports

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

- (1) a description that quantifies and qualifies how the affiliate coordinates volunteers or develops private resources for Reception and Placement activities;
- (2) a description of the affiliate's policy on how refugee per capita funds beyond the \$925 per person minimum are spent;
- (3) a narrative statement describing the affiliate's R&P program, including quality of housing, local services, and the local resettlement environment;
- (4) evidence of a review of the affiliate's performance and compliance with R&P requirements, including evidence of refugee understanding of cultural orientation topics;
- (5) 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;
- (6) evidence of compliance with quarterly stakeholders meeting requirements;
- (7) a description of the affiliate's training plan;
- (8) evidence of the affiliate's policy on protection from sexual exploitation and abuse;

Page 37 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

(9) 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, and R&P period reports. The report must also indicate whether the case logs presented a complete and accurate picture of the resettlement process;

(10) 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

(11) recommendations for any necessary follow-up.

3. Quarterly R&P Program Reports

The Recipient shall submit quarterly a brief summary of program activities, such as conferences, workshops, and training or other activities funded through this agreement. The report shall include a brief summary of the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored. The report shall include 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 agency or Bureau monitoring. The report shall also include evidence of final compliance with all prior agency or State Department monitoring findings and recommendations. In addition, the report shall include the number and percentage of affiliates in compliance with the requirement to convene and conduct quarterly stakeholders meetings, and describe both best practices in placement planning and issues that prevent adequate resettlement or result in changes in placement plans. Finally, the report shall note how many cases were served as remote case placements as well as the city and state where they were placed, and shall describe any trends observed among remote case placements.

Reports shall be submitted to the Bureau within thirty (30) days of the end of each reporting period. The reports shall be due on or before January 30, 2015, April 30, 2015; July 31, 2015; and October 31, 2015.

4. 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:

- a. R&P Period Reports
- b. Sponsorship Assurances
- c. Affidavits of Relationship
- d. Ninety (90)-day follow-up reports for minors coded M2-M3 and M5-M7
- e. Quarterly R&P Program Reports
- f. Record of affiliates' local consultations
- g. Annual Report



- h. Reconciliation of Claimed Refugee Sponsorships
- i. Quarterly Financial Status Reports
- j. Availability of Funds Statement for Current Fiscal Year
- k. Audit Data Collection Form and Reporting Package
- l. Policy on the Prevention of Sexual Exploitation and Abuse

c. Employment and Out-Migration

1. 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.

2. Out-Migration of Refugees

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

d. Bureau Monitoring of Agency Affiliates

1. 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:

- (a) affiliate staff understanding of required Reception and Placement Program services;
- (b) demonstration of effective coordination with other organizations and agencies that provide services to refugees;
- (c) compliance and quality of R&P basic needs support and core service delivery;
- (d) evidence of refugee understanding of cultural orientation topics;
- (e) presence of all documents in files and degree to which each has been thoroughly and legibly completed;
- (f) evidence of orientation and training of staff, volunteers, and co-sponsors;
- (g) evidence of the affiliate's policy on the prevention of sexual exploitation and abuse; and
- (h) affiliate R&P performance outcomes.

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

## e. 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.

**8.C.9 -- 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:

1. 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;
2. billing refugees monthly provided a valid address is available;
3. maintaining a system that actively seeks refugees' current addresses and social security numbers for use in billing activities;
4. maintaining a system that records and calculates balances on individual refugee loan accounts;
5. establishing and maintaining a procedure for reviewing and determining the appropriateness of requests for deferral, in accordance with established criteria;
6. maintaining a procedure for transferring funds to IOM on a monthly basis with required accounting details;
7. reporting accounts status and fund transfers on a quarterly basis to IOM and to the Bureau;

8. transferring to IOM all loan notes becoming in default;
9. submitting requests to IOM as needed for approval to forgive ("cancel") loans for humanitarian reasons; and
10. 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 8.C.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.

#### **8.C.10 -- Additional Responsibilities**

The Recipient shall also:

- a. State in all appropriate publications, 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.
- b. 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.

#### **8.D - LIAISON**

**8.D.1 -- General Liaison with the Bureau**

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

**a. Office of Refugee Admissions**

Acting as the Grants Officer's representative:

1. Provides overall policy guidance and program direction;
2. Reviews and comments on proposed annual proposal and budget for the Recipient;
3. Reviews and comments on proposed changes or revisions in terms of this agreement; and
4. Monitors and evaluates the general performance of the Recipient under this agreement to ensure that the Recipient is successfully meeting established responsibilities, 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.

**b. Office of the Comptroller**

1. 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;
2. 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; and
3. Monitors and evaluates the Recipient's performance in providing refugee transportation loan services.

**8.E - FUNDING**

**8.E.1 -- Authorized Items of Expenditure**

a. National Management

1. The funds awarded pursuant to this agreement are for the reimbursement of expenses incurred in accordance with the approved budget contained in the proposal. The funds provided herein shall be expended within the amounts funded for the following categories of expenses as displayed in the Award Specifics, Section 7, Authorized Budget.

2. Funds may be adjusted, without prior written approval, among the items of expenditure for direct costs provided the cumulative amount of such adjustments during the validity period of this agreement does not exceed ten percent (10%) of the total amount of the approved budget. Any authorized adjustment, however, must be reported promptly to the Bureau in writing.

3. Funds may NOT be adjusted between the direct cost items of expenditure and the indirect cost item of expenditure during the validity period of this agreement UNLESS the Bureau executes an amendment to this agreement to recognize (i) a change in the indirect cost rate agreement approved by the Recipient's cognizant or oversight U.S. Government agency; or (ii) an increase in charges of applicable items of expenditure resulting in an increase in the direct cost base used in determining the total allowable indirect costs. In the absence of written approval from the Bureau, the amount charged to indirect costs may not exceed the amount approved by the Bureau in the budget.

4. Should it become apparent that cumulative adjustments in excess of the ten percent (10%) limitation may be needed for the successful completion of the program, the Recipient must submit a request in writing to the Bureau for approval prior to incurring any increased costs.

5. (a) Indirect costs may be charged on the basis of the rate or rates indicated in the above items of expenditures applied to those direct costs applicable and allocable in accordance with the provisions of the Office of Management and Budget (OMB) Circular A-122, dated May 10, 2004, "Cost Principles for Non-Profit Organizations." The rate or rates may be subject to adjustment by the Bureau subsequent to the expiration of the validity period upon the determination of a final rate or rates by the appropriate U.S. Government cognizant agency, or responsible organization, insofar as it applies to indirect costs applicable to the period of this agreement. An adjustment of a rate will be made only if such final rate or rates differ from the stipulated rates. Any adjustment, however, will be limited to the amount of unexpended funds available within the overall total award of this agreement.

(b) Notwithstanding the provision in Paragraph 5(a) above, it is expressly understood and agreed that should another U.S. Government agency propose the negotiation of a special indirect cost rate for work to be performed in an environment which appears to generate a significantly different level of indirect costs than the rate which has been negotiated by the cognizant or oversight agency, the Recipient shall inform the Bureau prior to the proposed negotiations in order to permit the Bureau to participate in such negotiations to ensure that any

change that may result in the rate or the cost base of the provisional rate applicable to this agreement is acceptable to the Bureau.

6. 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.

7. 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.

8. With regard to National Management funding, the Recipient shall comply with the provisions of OMB Circular A-110-Revised (which is incorporated into this Agreement by reference).

b. Local Offices/Affiliates and Services to Refugees

1. The Bureau shall provide the Recipient a fixed per capita grant of \$1,975.00 per refugee admitted under Section 207 of the INA who is assigned to the Recipient pursuant to this agreement for a total of up to [ ] refugees who are expected to arrive in the United States during the period October 1, 2014 through September 30, 2015. 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 8.E.1.b.

B4:

2. Of the \$1,975.00 fixed per capita grant:

(a) At least \$1,125.00 (refugee per capita) is to be provided in its entirety to the affiliate or local entity to which the refugee is assigned and is to be used to cover payments made by the affiliate or local entity 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 or local entity 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 or local entity who have unmet needs during their R&P period;

(b) No more than \$850.00 (affiliate per capita) may be used to partially cover the actual expenses of the affiliates or local entities 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 or local entities based on the total number of refugees assigned to the Recipient during the period of October 1, 2014 through September 30, 2015.

3. Payment of the amounts specified in subsection 8.E.1.b.2(a) shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2014 through September 30, 2015, but in no case shall the total payment of refugee per capita funds exceed \$ [ ] during this period.

B4

4. Payment of the amounts specified in subsection 8.E.1.b.2(b) may be made in advance of actual refugee arrivals and shall be for the actual expenses of affiliates or local entities up to \$ [ ] OR shall be made only for the number of assigned refugees who actually arrive in the United States during the period October 1, 2014 through September 30, 2015, whichever is higher. In no case shall the total payment of affiliate per capita funds exceed \$ [ ] during this period.

B4

B4

5. This agreement may be amended prior to December 31, 2015 to reflect the actual number of refugee arrivals during the period October 1, 2014 through September 30, 2015 and to adjust the amount of funds accordingly.

6. With regard to per capita funding, the Recipient shall comply with the provisions of OMB Circular A-110-Revised (which is incorporated into this Agreement by reference), except the following Sections in Subpart B or portions of Attachments thereto: Section 12 - Forms for Applying for Federal Assistance; Section 23 - Cost Sharing and Matching; Section 24 - Program Income; Section 25 - Revision of Budget and Program Plans; Sections 30 through 37 - Property Standards; and Section 52 - Financial Reporting, paragraph a.

#### 8.E.2 -- Payment Procedures

a. The funds awarded pursuant to this agreement shall be made available electronically through the HHS Payment Management System (PMS) for deposit directly into the Recipient's bank account in accordance with the policies and procedures issued by HHS. A request for payment will be submitted through the Internet or by telephone in accordance with instructions provided by HHS' Division of Payment Management. Payment requests shall be submitted only in amounts that are required to meet the immediate cash needs of this activity.

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.

**8.E.3 -- Use of Funds**

- a. 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.
- b. The affiliate per capita funds earned under this agreement must be used in their entirety to cover affiliate or local entity expenses and shall not be used to cover national management expenses, as specified in Section 8.E.1.b.2.
- c. 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 or local entity for which the refugee is assigned and shall not be used to cover national management expenses, as specified in Section 8.E.1.b.2.
- d. Recipients should ensure that all expenditures of funds provided under this agreement are in accordance with OMB Circular A-122 "Cost Principles for Nonprofit Organizations" (which is incorporated into this agreement by reference).
- e. 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.

**f. 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 or local entity expenses or for payments to or on behalf of refugees.

**g. Per Capita Funds**

1. Any unexpended per capita funds designated for affiliate or local entity 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 or local entity 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, 2015 from which funded and reported as part of the final or interim final financial report for the period October 1, 2014 through September 30, 2015. 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 paragraph f.3 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.

#### **8.E.4 -- Transportation**

a. 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.

b. 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."

#### **8.F - REPORTING REQUIREMENTS**

##### **8.F.1 -- Program Reports**

###### **a. Quarterly R&P Program Report**

The Recipient shall submit quarterly a brief summary of program activities, such as conferences, workshops, and training or other activities funded through this agreement. The report shall include a brief summary of the Recipient's affiliate monitoring activities to include findings and recommendations on each affiliate monitored. The report shall include 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. The report shall also include evidence of final compliance with all prior Recipient or Bureau monitoring findings and recommendations. The Recipient shall also report on the number and percentage of affiliates in compliance with the requirements for community consultations, as

well as describe both best practices and issues that prevent adequate resettlement in a given community or result in changes in the Recipient's placement plans. Finally, the report shall note how many cases were served as remote case placements as well as the city and state where they were placed, and shall describe any trends observed among remote case placements. The reports shall be transmitted as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov). The reports shall be due on or before January 31, 2015, April 30, 2015, July 31, 2015, and October 31, 2015.

b. Annual Report

The Recipient shall submit no later than March 31, 2016, a report to be submitted by the Bureau to Congress pursuant to Section 412(b)(7)(E) of the INA. One (1) copy of the Annual Report shall be submitted to the Bureau's Office of Refugee Admissions, and one (1) copy shall be submitted to the Bureau's Office of the Comptroller transmitted as a Grant Note through [www.grantsolutions.gov](http://www.grantsolutions.gov). The report will be considered timely if submitted on or before the due date. Such report shall describe for the period October 1, 2014 through September 30, 2015:

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, 2015, 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 and local entities;
4. The efforts by the Recipient and its affiliates and local entities to coordinate with local social service providers so as to avoid duplication of services;
5. The efforts by the Recipient and its affiliates and local entities 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 and local entities 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.

c. R&P Period Reports

Page 48 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

A copy of the completed R&P period report form will be provided to the Agency headquarters. Data from this form will be submitted to the 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. Agency headquarters 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.

#### **8.G.2 -- Financial Reports**

All financial reports required herein shall be submitted 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.

##### **a. Reconciliation of Claimed Refugee Sponsorships**

1. The Recipient shall reconcile with the Refugee Processing Center within sixty (60) days its claimed arrivals each month.

2. A final summary of the Recipient's claimed arrivals for the period October 1, 2014 through September 30, 2015 must be reconciled with the Refugee Processing Center no later than December 31, 2015.

##### **b. Quarterly Financial Status Report**

1. (a) (1) The Recipient shall submit calendar quarterly financial status reports, in the formats attached hereto as Attachment C. Financial 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. 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.

(a) (2) 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.

(b) A final or interim final financial report for expenditures together with a summary report of the previously reported quarterly expenditures shall be due March 31, 2016.

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 indicated in paragraph a.2 above. 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.

(c) For the Recipient that does not have an approved U.S.G. 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 of issuance of the OMB A-133 audit report.

2. For the Recipient that has an approved U.S.G. 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 or oversight 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.

3. (a) **For National Management and Local Office/Affiliate and Payments to or on Behalf of Refugees**, reports reflecting expenditures by the Recipient 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. The Recipient should indicate in block 12 of the SF-425 – Remarks, the amounts of cash received for National Management and amounts received for per capita during the reporting period.

(b) **For National Management expenses**: In addition to the SF-425 required in paragraph (a) 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).

(c) **For Local Office/Affiliate and Payments to or on Behalf of Refugees expenses**: In addition to the SF-425 required in paragraph (a) 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).

c. Availability of Per Capita Funds

1. A written statement must be submitted on or before December 31, 2015 reporting the amount of per capita funds and accrued interest unexpended and available as of

October 1, 2015. 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, 2014 through September 30, 2015.

2. Should the Recipient have any unexpended per capita funds as of the financial report due on March 31, 2016, such funds must be returned to the Bureau no later than April 30, 2016.

d. IOM Promissory Note Repayments

The Recipient shall submit 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, 2015, April 30, 2015, July 31, 2015, and October 31, 2015.

e. Audit

1. The Recipient will have the U.S. Government Federal funds awarded to it under this cooperative agreement included in an appropriate audit or audits performed by independent public accountants in accordance with U.S. Government Auditing Standards established by the Comptroller General of the United States covering financial audits. In particular, the audit must include confirmation that the reported quarterly charges were actually incurred in the amounts and during the periods specified and that such reported charges were not based on average costs, estimates, or predetermined fees, except for charges such as indirect cost recovery, fringe benefits or other appropriately allocated expenses such as space and utilities.

2. The audit must be performed in a manner to meet the requirements of the U.S. Government's Office of Management and Budget (OMB) Circular A-133 - Revised, "Audits of States, Local Governments, and Non-Profit Organizations." The audit shall be completed and the data collection form and reporting package shall be submitted (as set forth in Subpart C of the Circular) within the earlier of thirty (30) days after receipt of the auditor's report(s), or nine months after the end of the audit period.

3. The Recipient shall confirm in writing to the Bureau the date it submits the data collection form and audit package to the Single Audit Clearinghouse located at Federal Clearinghouse, Bureau of the Census, 1201 E. 10<sup>th</sup> Street, Jeffersonville, IN 47132, in accordance with Circular A-133.

f. Lobbying Disclosure Report

When applicable, the Recipient shall submit the OMB Standard Form LLL "Disclosure of Lobbying Activities" which is available electronically at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/) at the end of each calendar quarter in which

there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed pursuant to this agreement.

## **8.H - MISCELLANEOUS**

### **8.H.1 -- Entire Agreement**

This agreement constitutes the entire agreement of the parties hereto concerning this funding arrangement. It replaces and renders void any prior agreement or understanding, whether written or oral, existing between the parties concerning any matter addressed herein.

### **8.H.2 -- Communications**

Except as otherwise provided herein, any document and any notice, request or other communication given, made or delivered by the Bureau or the Recipient pursuant to this agreement shall be in writing and shall be deemed to have been duly given, made or delivered to the party to which it is addressed when actually delivered, whether by hand, mail, telegram, electronic mail (e-mail), or through [www.grantsolutions.gov](http://www.grantsolutions.gov) to such party at the following address:

a. For communications to the Bureau on:

1. Financial or other designated issues:

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  
Or for electronic mail:  
[prmcomptroller2@state.gov](mailto:prmcomptroller2@state.gov)

2. Program or other designated issues:

Office of Admissions  
Bureau of Population, Refugees, and Migration  
Department of State  
SA-9, 8th Floor  
2025 E Street, NW  
Washington, D.C. 20522-0908

3. Or for courier delivery:

Page 52 of 57  
SPRMCO15CA1006  
USCCB/R&P  
Amendment Two

2201 C Street, NW 8th Floor, SA-9  
Washington, DC 20520

a. For communications to the Recipient:

**8.H.3 – Notice of Award Certifications and Assurances**

In accepting this award, the authorized representative of the Recipient has provided the certifications and assurances required by Federal law or regulations for the Department of State's federal assistance programs, that are consolidated pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424). The list of certifications and assurances can be found at:

[www.statebuy.state.gov/fa](http://www.statebuy.state.gov/fa)

**8.H.4-- Compliance With Federal And State Employment Laws**

In the performance of this agreement, the Recipient agrees to comply with all applicable federal and state laws, rules, and regulations that deal with or relate to the terms and conditions of employment of persons employed by the Recipient in positions funded under this agreement.

**8.H.5 -- Conflict Of Interest**

The Recipient shall not employ in any position funded under this agreement the spouse, child, household member, or dependent of an employee of the Bureau, or any other Government employee (including any refugee, consular or INS officer) who (1) directs the work of or works with any person employed in a position funded under this agreement; or (2) has responsibility for directing the activities funded under this agreement. Furthermore, the Recipient shall not employ in any position funded under this agreement persons who have relationships with Bureau employees which might result in, or create the appearance of, conflict of interest.

**8.H.6 -- Exchange Rate**

If expenditures incurred under this agreement are made in currencies other than United States dollars, the exchange rate to the United States dollar used for establishing the monthly claim should be based on the actual exchange rate obtained at the time of exchange. The Recipient must consistently use the same method throughout the validity period of this cooperative agreement for reporting expenditures.

**8.H.7 -- Gratuities**

(a) The right of the Recipient to proceed under this agreement may be terminated by written notice if, after notice and hearing, the Assistant Secretary of the Bureau or a designee determines that the Recipient, its agent, or another representative --

Page 53 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

(1) offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official, or employee of the Government; and

(2) intended, by the gratuity, to obtain an agreement of favorable treatment under an agreement.

(b) The facts supporting this determination may be reviewed by any court having lawful jurisdiction.

(c) If this agreement is terminated under paragraph (a) above, the Government is entitled to pursue the same remedies as in a breach of this agreement.

(d) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement.

#### **8.H.8 -- Performance Responsibilities**

Recipients shall perform all responsibilities specified in this agreement in coordination with the Bureau and in a manner consistent with U.S. law and policy, as well as applicable laws of countries where approved activities are performed.

#### **8.H.94 -- Personnel Termination And/Or Severance Pay**

Employee termination and/or severance benefits shall be considered an appropriate charge under this agreement when the expense is actually incurred or is recognized during the period of this agreement by the Recipient as an expense in accordance with its established policy and financial management system. Such expense, however, shall be limited to the Bureau's responsibility in accordance with an employee's direct relation to this or other Bureau funded activities. For example, an employee charged to Bureau activities for one-half of his/her employment with the Recipient shall have only one-half of his/her termination or severance costs charged to the Bureau under this agreement or under other appropriate funding arrangements.

#### **8.H.10 -- Property Management Procedures**

A summary description of the Recipient's property management procedures shall be submitted to the Bureau within thirty (30) days of signed acceptance of the terms and conditions of this agreement. Should any changes to these procedures occur, a revised summary description shall be submitted within thirty (30) days to the Bureau.

#### **8.H.11 -- Reasonable Expenditures**

The activities funded by this agreement shall be planned and administered by the Recipient in accordance with business standards and practices at least equal to those that would be applied to similar projects undertaken in the same geographical area by reputable and experienced



commercial organizations. All property, goods and services acquired by the Recipient or any agent of the Recipient with proceeds of this agreement, whether by purchase, lease or otherwise, shall be acquired at prices not greater than those generally prevailing for similar property, goods and services at the time and place so acquired.

#### **H.8.12 -- Recipient Personnel**

Personnel funded in full, or in part, under this agreement shall be subject only to those personnel policies and practices established by the Recipient for similar activities; provided however, that such policies and practices fully comply with local laws and employment practices of the specific country of operation. Should any changes to the Recipient's established policies and practices be proposed during the validity period of this agreement, the Recipient shall submit such proposed changes to the Bureau's Office of the Comptroller, at least thirty (30) days prior to the planned effective date, for review and approval for any additional costs that may be charged to this agreement.

#### **H.8.13 -- Refunds**

(a) The Recipient shall ensure that funds received in excess of authorized expenditures claimed under this agreement are returned promptly to the Bureau at the end of this agreement's validity period, and in no event later than the date established in this agreement for the submission of the final financial report. A check in the amount of the excess receipts shall be made payable to the Department and submitted in accordance with the financial reporting requirements of this agreement.

(b) If the Bureau determines that any disbursement made to the Recipient under this agreement has been applied by the Recipient other than in accordance with this agreement, the Bureau may so notify the Recipient in writing, suspend further payments under this agreement, and instruct the Recipient to incur no additional obligations of funds disbursed under this agreement pending corrective action by the Recipient or a decision by the Bureau whether to terminate this agreement per below. The Recipient shall be allowed thirty (30) days from the date of such notice to correct the violation and to notify the Bureau in writing of the corrective action taken by it. If the Bureau is not satisfied with the corrective action taken, it will so notify the Recipient and the Recipient shall, within ninety (90) days after the date of the Bureau's notice, refund to the Bureau the full amount of such disbursement determined to have been applied by the Recipient in violation of this agreement; provided, however, that the Recipient shall be allowed all necessary and proper costs that the Recipient could not reasonably avoid after the date of such notice to the extent that such costs meet the cost principles required to be followed by the provision of this agreement.

(c) If the Bureau determines that any disbursement under this agreement was made to the Recipient in violation of U.S. law, or was applied by the Recipient in violation of U.S. law but not in violation of this agreement, the Bureau shall so notify the Recipient in writing. The Recipient shall take prompt and appropriate action to eliminate all further expenditures from

such disbursement and to cancel outstanding obligations financed thereby. Within ninety (90) days after the date of the Bureau's notice, the Recipient shall refund to the Bureau such amount of such disbursement as is required by law to be refunded, but in no event less than the unexpended portion of such disbursement.

(d) The Bureau may, to the extent permitted by law, elect to ratify expenditures made by the Recipient in violation of U.S. law or this agreement in lieu of requiring the refunds provided for in paragraphs (a) and (b) above. The decision whether to ratify shall be within the sole discretion of the Bureau.

#### **8.H.14 -- Sovereign Immunity; Non-Liability**

(a) This agreement is made as a public and sovereign act by the Government, and no waiver of sovereign immunity of the Government is intended by it or shall be claimed against it in connection with any matter arising under or out of this agreement.

(b) Without in any manner limiting or derogating from the provisions of paragraph (a) above, the Recipient hereby agrees to indemnify and to hold harmless the Government, the departments and agencies thereof, and its officials and agents acting in their official capacities, for any and all liability arising under this agreement or in connection with any activities conducted pursuant thereto and resulting from the negligent acts or omissions of the Recipient, its employees, or agents.

#### **8.H.15 -- Termination For Cause**

(a) The Bureau may terminate this agreement in whole or in part at any time before the date of completion if the Bureau determines that the Recipient has failed to comply with the conditions of this agreement. The Bureau shall promptly notify the Recipient in writing of the determination and the effective date.

(b) After receipt of the Notice of Termination, the Recipient shall (1) cancel all outstanding commitments under this agreement pertaining to the procurement of materials, supplies, equipment and miscellaneous items and (2) exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services and extending beyond the effective date of such termination to the extent that they relate to the performance of any work terminated by the notice. The Recipient shall not incur new obligations for the terminated portion that would extend beyond the effective date of the termination. The Bureau shall allow full credit to the Recipient for any non-cancellable obligations properly incurred by the Recipient under this agreement prior to the effective date.

(c) With respect to commitments cancelled pursuant to a Notice of Termination from the Bureau, the Recipient agrees (1) to settle all outstanding liabilities and all claims arising out of such cancellation of commitments, with the approval or ratification of the Bureau, to the extent that may be required, which approval or ratification shall be final for all purposes of this clause,

and (2) to assign to the Government, in the manner, at the time and to the extent directed by the Bureau, all of the right, title, and interest of the Recipient under the orders and subcontracts so terminated, in which case the Bureau shall have the right, in its discretion, to settle or to pay any or all claims arising out of the termination of such orders and subcontracts.

(d) The Recipient shall submit a termination claim to the Comptroller of the Bureau promptly after receipt of a Notice of Termination, but in no event later than ninety (90) days from the effective date thereof, unless one or more extensions in writing are granted by the Comptroller of the Bureau upon written request of the Recipient within such ninety (90) day period or authorized extension thereof. Upon failure of the Recipient to submit the termination claim within the time allowed, the Comptroller of the Bureau may, subject to any review required by the Bureau's procedures in effect as of the date of execution of this funding arrangement, determine, on the basis of available information, the amount, if any, due to the Recipient by the reason of the termination and shall thereupon pay to the Recipient the amount so determined.

#### **8.H.16 -- Termination For Convenience**

(a) The Bureau or Recipient may terminate this agreement in whole or in part when both parties agree that its continuation will not produce beneficial results commensurate with the further expenditure of funds subject to the provisions of paragraphs (b) through (d) below, the two parties shall agree upon the termination conditions, including the effective date and, in the case of a partial termination, the portion to be terminated.

(b) When a termination is agreed to under this provision, the Recipient shall (1) cancel all outstanding commitments under this agreement pertaining to the procurement of materials, supplies, equipment and miscellaneous items and (2) exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services and extending beyond the effective date of such termination to the extent that they relate to the performance of any work terminated by the notice. The Recipient shall not incur new obligations for the termination portion that would extend beyond the effective date of the termination. The Bureau shall allow full credit to the Recipient for any non-cancellable obligations properly incurred by the Recipient under this agreement prior to the effective date of the termination.

(c) With respect to commitments cancelled pursuant to this provision, the Recipient agrees (1) to settle all outstanding liabilities and all claims arising out of such cancellation of commitments, with the approval or ratification of the Bureau, to the extent that may be required, which approval or ratification shall be final for all purposes of this clause, and (2) to assign to the Government, in the manner, at the time and to the extent directed by the Bureau, all of the rights, title, and interest of the Recipient under the orders and subcontracts so terminated, in which case the Bureau shall have the right, in its discretion, to settle or to pay any or all claims arising out of the termination of such orders and subcontracts.

Page 57 of 57  
SPRMC015CA1006  
USCCB/R&P  
Amendment Two

(d) The Recipient shall submit a termination claim to the Comptroller of the Bureau promptly after a termination under this provision, but in no event later than ninety (90) days from the effective date thereof, unless one or more extensions in writing are granted by the Comptroller of the Bureau upon written request of the Recipient within such ninety (90) day period or authorized extension thereof. Upon failure of the Recipient to submit the termination claim within the time allowed, the Comptroller of the Bureau may, subject to any review required by the Bureau's procedures in effect as of the date of execution of this grant, determine, on the basis of available information, the amount, if any, due to the Recipient by the reason of the termination and shall thereupon pay to the Recipient the amount so determined.

**8.H.17 -- Unauthorized Commitments**

Only the Grants Officer has authority to increase the funds obligated for this cooperative agreement. Any direction given to the recipient by anyone other than the Grants Officer which causes the Recipient to incur costs which exceed the amount obligated for this agreement shall be borne entirely by the Recipient. In the event such an unauthorized commitment is made, the Recipient shall immediately report the incident to the Grants Officer.

**9. SPECIAL AWARD CONDITIONS – N/A (not applicable)**

**10. DEVIATIONS – N/A (not applicable)**

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

**RECEPTION & PLACEMENT PROGRAM**  
**FY 2015 National Management Budget Detail**

**SUGGESTION AT REQUEST OF FBI IN REMOTE PROJECTS**

Year	2013
Agency	USCCB
Date	1-1-2013

RELEASE IN PART  
B4

[illegible]

**REVIEW AUTHORITY:** Clarke Ellis, Senior Reviewer



RECEPTION & PLACEMENT PROGRAM  
FY 2015 National Management Budget Detail

SUBJECT: RECEPTION & PLACEMENT PROGRAM

11	2015
Account	LOCCS
Date	7/13/2015

	October - December 2014			January - March 2015			April - June 2015			July - September 2015			FY 2015 Total			FY 2015 Estimated Total		
	Actual	Revised	TOTAL	Actual	Revised	TOTAL	Actual	Revised	TOTAL	Actual	Revised	TOTAL	Actual	Revised	TOTAL	Actual	Revised	TOTAL
TOTAL OPERATIONAL PERSONNEL																		
ON-FORMAL																		
GRAND TOTAL																		

ANNUAL REPORT

B4

RELEASE IN PART  
B4

Sample Form

RECEPTION & PLACEMENT PROGRAM  
FY 2015 National Management Budget Summary  
THIRD DIVISION INCREASE PROJECT

Agency:	USCCB
Year:	2015

Estimated Number of Refugees to be Resettled in FY 2014	1
Proposed Number of Refugees to Resettle in FY 2015	1

Number of R&P allocations (including salaries and subsistence) in FY 2014	107
Number of R&P allocations (including salaries and subsistence) proposed in FY 2015 (not including indirect costs allocation)	

FY 2014 - FY 2015 Summary: National Health Interview Survey Budget SUMMARY (FPMR)																	
October - December 2014			January - March 2015			April - June 2015			July - September 2015			FY 2015 TOTAL			FY 2014 Estimated TOTAL		
Federal Funds (FPMR)	Non-Federal	TOTAL	Federal Funds (FPMR)	Non-Federal	TOTAL	Federal Funds (FPMR)	Non-Federal	TOTAL	Federal Funds (FPMR)	Non-Federal	TOTAL	Federal Funds (FPMR)	Non-Federal	TOTAL	Federal Funds (FPMR)	Non-Federal	TOTAL
PERSONNEL																	
TRAVEL																	
COMMITMENT																	
OTHER SUPPLIES																	
PROFESSIONAL FEES																	
SPACE/UTILITIES																	
OTHER																	
TOTAL DIRECT COSTS																	
TOTAL PROGRAM BUDGET																	

NON-FEDERAL RESOURCES	
Please provide a breakdown of sources for private resources included in this budget, showing the source of funding and the amount. Do not leave additional.	
Other Loans	1
Grants/Other Assistance	1
Private/Other Contributions	1
	1
TOTAL	4

REVIEW AUTHORITY: Clarke Ellis,  
Senior Reviewer

1/27/2015



## USCCB/MRS Proposed FY 2015 Reception &amp; Placement National Budget Narrative

Revised: 1/27/2015RELEASE IN  
PART B4

The United States Conference of Catholic Bishops/Migration and Refugee Services (USCCB/MRS) is requesting a national administration budget in the amount of [REDACTED] for FY2015 to support its national management of the Reception and Placement Program for newly arrived refugees. Through a program of 68 affiliate<sup>1</sup> offices, including 4 sub-offices and 14 Unaccompanied Refugee Minor (URM) foster care sites, and the Remote Placement Project locations, USCCB/MRS proposes to serve [REDACTED] refugees, including [REDACTED] URM in FY2015.

B4

B4

B4

PERSONNEL AND FRINGE BENEFIT - Total Personnel and Fringe = [REDACTED]

B4

REVIEW AUTHORITY: Clarke Ellis, Senior Reviewer

<sup>1</sup> Note: "Affiliate" is a technical word used to describe relationships with participating entities. For USCCB/MRS, these are dioceses. Each diocese, however, is a separate legal and ecclesiastical entity from USCCB/MRS. Use of the term "affiliate" as derived from the RFP guidelines, does not connote corporate or other expressed connections with USCCB/MRS.

TRAVEL EXPENSES

B4

B4

FY2015 USCCB R&P Proposal Budget Narrative-Revised 10/14/2014 - Page 2

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B4

• EQUIPMENT =   
[Empty rectangular box for text entry]

B4

➤ OFFICE SUPPLIES =   
[Empty rectangular box for text entry]

B4

• PROFESSIONAL FEES =   
[Empty rectangular box for text entry]

B4

[Redacted]

B4

• **SPACE/UTILITIES** = [Redacted]

[Redacted]

B4

• **OTHER** = [Redacted]

[Redacted]

B4

• **OVERHEAD** = [Redacted]

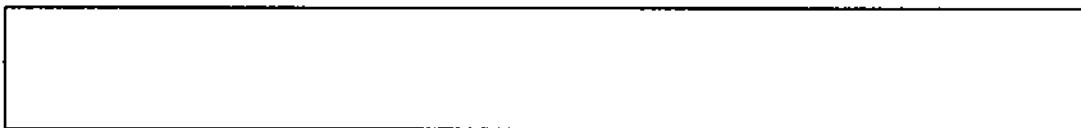
[Redacted]

B4

**PRIVATE CONTRIBUTIONS**

[Redacted]

B4



B4