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ATTACHMENT K

CVS-12-089

ATTACHMENT K

REQUEST FOR PROPOSALS (RFP) COMPLIANCE COVER SHEET

RFP NUMBER: CVS 12-089
 ISSUE DATE: May 25, 2012
 TITLE: Virginia Refugee Resettlement Program (VRRP)

COMMODITY CODE: 952-75
 LOCATION: Statewide
 INITIAL CONTRACT PERIOD: October 1, 2012 to September 30, 2013
 PROPOSAL DUE DATE AND TIME: June 29, 2012 - 4:00 p.m.

ISSUING AGENCY: Virginia Department of Social Services
 Office of Newcomer Services – 15th Floor
 801 E. Main Street
 Richmond, Virginia 23219-2901
 Attn: Brent Sutton

Sealed proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION.** Send or hand deliver all proposals (not scanned or regenerated pages) directly to the issuing agency shown above. **DO NOT FAX OR EMAIL.**

In Compliance With This Request For Proposals, As Published By The Department, And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services Described In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Church World Service
 (Name of Organization)

Date: 06/28/2012

Authorized By: 
 (ORIGINAL Signature in Ink)

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 (Street Address)

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A mandatory pre-proposal conference will be held at 10:30 am June 13, 2012 at the Virginia Department of Social Services; 801 East Main Street; Richmond, VA 23219-2901. All requests for information should be directed to brent.sutton@dss.virginia.gov or by telephoning (804)726-7928

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

EXECUTIVE SUMMARY

Church World Service (CWS) began welcoming refugees to the Commonwealth of Virginia in 1962. Since that time, CWS has welcomed over 15,000 refugees to Virginia and has assisted these refugees in becoming U.S. citizens while building new lives here in Virginia.

Church World Service is requesting funds in the amount of \$428,234.16 from the Office of Newcomer Services to continue its exemplary record of refugee resettlement in three Virginia locations, Richmond, Harrisonburg, and Newport News, during FY 2013. In FY 2011, CWS Virginia placed 81% of all RSS employable refugees in jobs, and the retention rate for these cases was 100%. In the current fiscal year, the placement rate for all employable clients in the Virginia network has risen to nearly 100%. CWS corporate has designated the three Virginia offices as the top area in the nation for job placements among all its affiliates.

Church World Service will utilize ONS funds to help resettle approximately 499 refugees throughout the state during FY 2013. We project that at least 80% of employable refugees will be placed in jobs with an average hourly wage of \$9.15. The three Virginia offices enjoy a strong and diverse network of employers who are dedicated to hiring refugees. CWS recognizes that early employment is the single most critical factor in a refugee's ability to establish early self-sufficiency and independence.

During 2013, CWS will utilize the Virginia Model for Refugee Resettlement by offering strong employment services, English Language Training (ELT) to all refugees, and exemplary case management by a dedicated and talented staff. The Comprehensive Resettlement Plan will be the blueprint for successful resettlement and integration of refugees into the local community.

CWS enjoys professional relationships with key community players throughout the state and can offer the most cost-effect services to ONS. Thank you so much for considering our proposal.

1. Summary of Past Accomplishments

The Church World Service Immigration and Refugee Program (CWS/IRP) was created by mainline Protestant denominations that came together at the end of World War II to respond to the needs of refugees in Europe. Since 1946, Church World Service (CWS) has assisted over 500,000 refugees begin new lives in the United States, and continues to resettle about 8,000 more refugees and Cuban and Haitian entrants each year.

CWS, and its affiliates in 21 states, work together to meet the needs of refugees upon their arrival to the United States, assisting them as they strive to attain self-sufficiency. With an annual budget of \$48 million, the Immigration and Refugee Program (IRP) is CWS's largest unit. Components of the IRP include Reception & Placement, Matching Grant, Preferred Communities, Cuban and Haitian Primary and Secondary Resettlement, Parolee Orientation Program, and Multi-Faith Religious Services in the Department of Homeland Security's Service Processing Centers. CWS/IRP also administers the Resettlement Support Center (RSC) in Nairobi, provides immigration legal services, and serves displaced persons around the world.

The Immigration and Refugee Program is administered from the CWS headquarters in New York under the leadership of Erol Kekic, IRP Director; Sarah Krause, Deputy Director of Programs; and Joseph Roberson, Associate Deputy for Operations, who handles a number of finance and human resources-related responsibilities for CWS. This organizational structure provides an excellent platform for the development and enhancement of programs as well as network coordination. The CWS organizational chart is included in the RFP package.

Church World Service began welcoming refugees to Virginia in 1962 when a plane carrying Cuban citizens, who were fleeing the totalitarian regime of Fidel Castro came to Richmond. Local CWS representatives were there to greet these refugees and to offer

hospitality, lodging, and economic support. Since that time, CWS has welcomed over 15,000 refugees to Virginia, assisting them in becoming U.S. citizens while building new, productive lives. CWS has resettled refugees from a variety of countries including Burma, Bhutan, Iran, Iraq, Sudan, the former Soviet Union, and Cuba.

Since the 1980s, CWS has benefited from generous grant fundings from the Virginia Office of Newcomer Services (ONS). By offering employment services, English Language Training (ELT), and case management, CWS has effectively utilized funds awarded by ONS to help refugees reach self-sufficiency and integrate into their communities and American society.

In the past eight months, CWS/IRP has worked diligently to provide quality services to refugees resettled in Virginia. Of a projected 475 arrivals for FY 2012, CWS received 272 refugees. As of this date, no employable refugees have been enrolled in RCA by CWS staff.

Outcomes	RSS Goals	Actual
Employment Service Caseload	160	56
# of Employment Job Placements	140	93
# of Full-Time Placements	115	54
Average Hourly Wage	9.00	9.05
Number of Jobs in which client places is still employed 90 days after placement	120	78
# of Placements with Benefits	81	54
# of RCA Termination due to Employment	10	

The performance over FY 2011 for the three Virginia offices is shown below. Consider that only 371 refugees arrived out of a projected 475. Utilization of RCA is always the last

priority. Out of 371 arrivals, only one employable individual was enrolled in RCA and was later employed. Therefore, there was only one RCA case terminated due to the job placement.

Outcome	RSS Goal	Actual	% of Goal
Employment Services Caseload	190	141	72%
# of Employment Placements	170	137	81%
# of Full-time Placements	135	79	59%
Average Hourly Wage	\$9	\$10.04	
Employment Retention Percentage	85%	100%	
# of Placements with Benefits	101	81	82%
# of RCA terminations due to employment	10	1	

Historically, CWS has been successful in meeting the above federal standards because of high quality staff, collaborations within the communities, and exceptional case management, employment, and ELT services. However, our goal percentages were lower in 2011 because of the low number of arrivals we received. Given that arrivals in the coming year will be actualized, we anticipate meeting the federal standards. Each office employs a full time employment specialist who establishes permanent, mutually beneficial relationships with employers in the area. Some of the significant employers in Richmond are the Hilton, Hospitality Staffing Solutions (Marriott), Westminster Canterbury, Holiday Inn, Bon Secours, Burger King, Cheesecake Factory, The Service Companies, and Maslow Wood Products. In Harrisonburg, Cargill, Shenandoah Growers, Aramark, and Marshall Distribution Center are major employers. In Newport News, Wal-mart, Smithfield, Staybridge Hotels, Liberty Tax, Howells Upholstery,

and the Hampton Inn have all employed refugees.

In addition to working with employers, the staff at the three offices has established working relationships with local social services agencies. Newport News works with Newport News Human Services and Hampton Roads Social Services. The Richmond office works with the Social Service Departments of Richmond, Henrico, and Chesterfield. Harrisonburg works primarily with the Harrisonburg/Rockingham County Social Services.

The three offices also have ties with local community colleges, major universities, and technical schools which can help refugees expand their education and skills in order to further their employment opportunities. In Newport News, the staff at CWS works with Denbigh Learning Center, which offers GED training, and Christopher Newport University, which supplies student interns and volunteers. In Richmond, Virginia Commonwealth University and the University of Richmond provide interns and J. Sargeant Reynolds Community College is available for career training. In Harrisonburg, the Career Development Academy at James Madison University (JMU) provides intensive English classes for refugees. In addition, Eastern Mennonite University (EMU) offers an Intensive English Program, Massanutten Technical Center offers English classes, and Blue Ridge Community College offers classes in various technical skills. EMU and JMU provide interns for the Harrisonburg office, and the Gandhi Center at JMU works with the office as well.

Local connections have been established for ELT classes within the three communities. Newport News has developed a relationship with Oasis de Vida Church (an Hispanic congregation near Sherwood Apartments where many of the refugees reside). Classes are offered to refugees and other residents of the apartment complex. The church has been a wonderful community partner by providing free space for classes as well as other activities and

support services for our clients. Since the church is within walking distance of the apartments, attendance at ELT Class by refugees has been much higher. There is a waiting list for non-refugees to get into the class.

In Richmond, CWS enjoys a Relationship with West End Presbyterian Church and Westover Baptist which provide space for ELT classes and labs. Also, some refugees attend classes at the Essex Village apartment complex. In Harrisonburg, CWS collaborates with Covenant Presbyterian Church and Muhlenberg Lutheran Church which provide free English Language Training (ELT) classes for clients. Staff at CWS Harrisonburg teach a Life Skills Class that covers four orientation themes: employment, education, health, and public safety. The Life Skills curriculum employs ELT methods. Three sites, Covenant Presbyterian Church, Muhlenberg Lutheran Church, and Blue Ridge Community College, provide free space for these classes. Those clients who successfully advance in the Life Skills Class receive a fee discount for enrollment into ELT program at the JMU Career Development Academy.

Over the last year, the Newport News and Richmond offices have greatly increased their collaboration with Commonwealth Catholic Charities (CCC) to better serve all refugees in these two communities. CWS and CCC have been working more closely to offer both employment and ELT services. In Richmond, the employment specialist has arranged transportation for clients of both agencies as well as making employment referrals for both. In Newport News, the two agencies are sharing classroom space and laptops for ELT. In both Newport News and Richmond, the newly hired Health Liaisons are attending staff meetings of both agencies.

CWS Richmond is part of a unique community collaboration called the "Richmond Dialogue." Representatives from Church World Service, Commonwealth Catholic Charities, local churches, faith groups, health departments, social services departments, volunteers, donors,

business people, a local university, and other interested citizens gather monthly to discuss refugee issues and learn how to better support our newest Americans. This group has played a significant role in locating resources and helping to stabilize refugees. CWS Richmond has taken a strong leadership role in this group and has helped coordinate various events and services for refugees. Subcommittees on Housing and Employment have been spawned from these monthly meetings, and Richmond CWS is actively engaged within these working groups.

CWS has been successful in the resettlement of refugees because the three locations, Richmond, Harrisonburg, and Newport News, are cities which provide abundant resources for refugees. The Hampton Roads area is one of the most populated metropolitan areas in Virginia. Comprised of the cities of Virginia Beach, Norfolk, Portsmouth, Chesapeake, Suffolk, Hampton, Newport News, and Williamsburg, this area is ideal for resettlement with low unemployment rates and reasonable housing costs. Public transportation is one of the best in the Commonwealth, as all major cities are linked by a central transportation system. Cuban entrants are the primary arrivals to this resettlement site, although an increasing number of Bhutanese and Iraqis have arrived over the last 3 years.

Richmond is an excellent location for refugee resettlement as well. The area includes mid-sized urban and suburban neighborhoods comprised of multi-ethnic individuals and families representing a broad range of economic and social diversification. The population of the Richmond metro area is over 1,269,000. In FY 12, the number of affordable apartment units within walking distance of public transportation and employers increased. As of March 2012, the unemployment rate stands at 6.2% (lower than the national average). Traditional employers include warehouse and food distribution centers, small manufacturing assembly plants, food service chains, national hotels, and major chain stores such as Wal-Mart. Public transportation,

provided by the Greater Richmond Transit Authority, is available and accessible to clients.

Harrisonburg is located in Rockingham County in the upper Shenandoah Valley. Over 3,500 refugees from the Former Soviet Union (FSU) now call Harrisonburg their home. In addition, the office has resettled Eritreans, Iraqis, Cubans, Colombians, Sudanese, Congolese, Rwandans, and Liberians. The Shenandoah Valley community has welcomed refugees through strong connections with church groups, co-sponsors, and volunteers who assist with transportation, support services, donations, and community orientation. For example, the Bridgewater Church of the Brethren owns a housing duplex which they make available to refugees at a subsidized price. This collaborative work among community players ensures that refugees have healthy integration into the Harrisonburg community.

2. Proposal

CWS is applying for funds from ONS to continue its successful offering of services based on the Virginia Model for Refugee Resettlement (VMRR) in the three Virginia locations. The major components of the VMRR model are employment, English Language Training (ELT) and case management. Each will be described in the work plan below.

a. Employment

A refugee's early employment promotes his/her self-sufficiency and is critical for assimilation into the community and society. Employment services, offered in conjunction with ELT services, are the most critical factors in a resettlement agency's ability to promote successful self-sufficiency among refugees.

All three CWS offices in Virginia have enjoyed success in securing early employment for clients. Because of the ideal locations for resettlement described above, the three offices expect

to continue this trend despite the economic recession.

Projections for FY 2013 are as follows:

Projected # of Arrivals for FY 2013 for the three CWS offices	499
Projected # of Employable Persons (499 x 55%=275)	275
Projected # of Persons Receiving RSS (275 x 100%=275)	275
Projected # of Job Placements (275 x 80%=220)	220
Projected # of Full-Time Job Placements (220 x 75%=165)	165
Projected # of Persons Working after 6 months (220 x 75%=165)	165
Projected # of Full Time Placements with Health Benefits after 6 months (165 x 70%=)	115
Projected Average Hourly Wage	\$9.15
Projected # of Persons leaving RCA because of job placement	10

As part of the Comprehensive Resettlement Plan (CRP), each employable refugee will receive an individualized employment plan. This plan will identify the refugee's education, training, work experience, language proficiency, and any special concerns, such as health issues. The CRP also lists barriers to employment that need to be addressed, as well as a time frame for addressing those issues.

CWS will continue to work with the many employers in its current professional network, approximately 30 among the three offices, during FY 13. The staff will make sure that employers are aware of issues that are of special concern, such as possible language barriers, which might affect successful employment of the refugees. In addition, the employment specialists will make contact with at least 30 additional employers in the three locations and will secure placements for refugees in at least half of those businesses (15).

Part of the past success of the CWS employment program has been a strong commitment to matching the right employee with the right employer. This careful planning leads to a long lasting relationship that benefits the employer, the agency, and the refugees as well. With this approach, the employee is more likely to be successful, and the employer is more likely to return to the agency to secure more employees. CWS expects to further enhance the relationships with these committed employers by asking them to allow their employees to volunteer on company time as well as to sponsor CWS fundraising events.

CWS will augment its current employment services with a new Employable Enhancement Program which will include, along with traditional training on creating resumes and filling out job applications, the video taping of refugees during a role-playing interview. The client and the employment specialist will watch and critique the video together. The critique will include proper dress, answers to most frequently asked interview questions, and body language. This video will allow the specialist and the client to identify interviewing deficiencies. Thus, the employment specialist can continue coaching the client on proper interviewing skills as noted. █

CWS will work to ensure that employees have the proper work-related clothing, such as steel-toed boots for manufacturing plants and uniforms for food services jobs, so the refugees

may start work as soon as possible after entering the country. Also, more employers, such as Wal-Mart, are requiring trainees to supply their own interpreters for orientation/training which can last for several days. Paying for translation services can put a heavy financial burden on the newly arrived refugee, and CWS is asking for the funds to help the refugees pay for this service.

In addition, CWS would like to focus more attention on an upward mobility program for refugees. Many refugees were highly regarded professionals, such as attorneys, doctors, and engineers, in their former countries. Of course, the refugee must take the first job offered after arriving in this country. However, the employment specialist, after six months or so, will return to these cases to devise a plan for the refugees to receive the training, where appropriate, to help them move back into the former careers.

In Richmond, the employment specialist is in the process of creating an ELT curriculum which is specific to certain types of jobs, like the fast food industry, the housekeeping industry, or the manufacturing industry. This program would ensure that a new employee, for example, who is hired at Chick-Fil-A or Burger King, would know all the vocabulary (burger, milk shake, etc.) related to the new job. The new curriculum will be shared with the two other CWS offices.

The employment specialists at all three locations will work to aggressively recruit more employers who offer health benefits at entry level positions. CWS is asking for funds to hire an additional full time staff person (the Employment Assistant) who will assist with this process at each location. In addition, this person would assist in surveying employers, conducting follow-up surveys of refugees at two, six and twelve months, and entering data into VNIS. If funding is approved, the job description will be created and shared with ONS.

b. English Language Training (ELT)

Each CWS location in Virginia employs an English Language Training/Volunteer

Coordinator. This employee is responsible for the selection of the ELT curriculum, recruitment and training of volunteers to assist with the program, securing locations for classes, and tracking each student's attendance and progress. Each Coordinator is certified by TESOL (Teaching English to Students of Other Languages). CWS will offer ELT classes to all refugees in the resettlement area, no matter which voluntary agency resettled them.

Every employable refugee who is resettled through CWS will be enrolled in ELT classes within two weeks of arrival into the country. For FY 2013, we expect to serve 275 persons in ELT classes. Each student will receive a pre and post test to assess his/her level of proficiency in English. Out of the 160 persons we expect to place in jobs in FY13, we project that 75%, or 124, will pass at least one level of an approved ELT curriculum.

CWS has noticed a void in terms of a variety of levels of classes offered to refugees in the resettlement areas. It is fairly easy for refugees to take classes within the first couple of weeks after arrival, before they become employed. However, after employment begins, the refugee often has to drop out of class because of schedule conflicts. CWS wishes to offer virtual ELT courses to remedy this situation. This innovative model, which would integrate both the classroom environment and one-on-one tutoring, would incorporate readily customizable, multimedia activities that could be tailored to the needs of the individual student or the community. The distance learning system would be appropriate for use during primary instruction, in on-site and satellite computer labs, and in publicly available spaces, such as libraries. The student would be able to access Internet based ELT training from his/her computer at times which are convenient. The model would be developed and implemented using high-quality, Open Source (free, internet-based) software that would maximize the extension of services while keeping technology infrastructure costs to a minimum.

CWS will offer ELT classes 5 days per week, year round, with breaks only for holidays or inclement weather. We would ensure that each student's attendance is tracked and recorded and would make this information available to the student, the VolAg, and our funders. In addition, we would make sure that a variety of levels of classes are offered to meet the needs of a divergent refugee population. For example, at the ELT classes at the Oasis de Vida Church in Newport News, the groups are divided into several levels, sometimes as many as five, to better serve the needs of the students, as opposed to a one level/one class for all approach.

Volunteers are a crucial part of the ELT programs at all the CWS sites in Virginia. Throughout the year, 60-70 volunteers at the three locations teach classes, provide classroom assistance and monitoring, and tutor individuals. Volunteers are carefully screened, trained, and receive copies of the orientation manual.

c. Case Management

The Comprehensive Resettlement Plan (CRP) creates the blueprint for all service delivery for refugee social services. It forms the thread that provides stability and consistency for all service deliveries. It is individually focused and can be reviewed and modified during the length of the client's eligibility period, which is up to five years after arrival to the United States. Church World Service will use the Comprehensive Resettlement Plan described in the ONS RFP.

A CRP will be completed for each every individual resettled through CWS within two weeks of arrival. It will form the agreement for a partnership between CWS and the client that will assist and empower him/her in achieving self-sufficiency, independence, and eventual citizenship in the United States.

Case management will be provided to 499 clients for the three offices in Virginia during FY 13. Case files will be maintained by family unit, with individualized case notes, along with

all relevant documents. Program data will be collected from RSS caseworkers and entered by a designated employee into the Virginia Newcomer Information System (VNIS) at each CWS site.

The CRP will be developed through an intake interview that will determine the eligibility of the client for enrollment into Matching Grant (MG) or Refugee Social Services (RSS).

Priority for the provision of services will be:

1. All newly arriving refugees who have been in the United States for one year or less who apply for services;
2. Refugees on cash assistance (RCA), as well as refugees who are recipients of Temporary Assistance to Needy Families (TANF);
3. Unemployed refugees not on cash assistance; and
4. Employed refugees in need of services to retain employment, to attain job upgrades, or to attain economic independence

Clients will be encouraged to participate in the development of the CRP by setting personal and professional goals and providing input into problem solving. The CRP will be reviewed every 30 days for the first six months, and thereafter reviewed every 180 days at a minimum.

Each CWS office will be responsible for data entry for all RSS and Matching Grant clients, data integrity, reconciliation of data, and attendance at VNIS training meetings. All case files will be reviewed by the Sub-Office Director on a monthly basis. On a quarterly basis, an on-site monitoring of cases will be conducted by the Director. This monitoring will include the review of at least 20% of all current RSS files in addition to home visits. As noted above, Church World Service has established excellent working relationships with local Departments of Social Services and Health Departments, ensuring that refugee clients have access to services

and benefits. In Harrisonburg, Richmond, and Newport News, CWS clients who are enrolled in RCA or TANF are referred to RSS caseworkers for employment, case management, interpretation and translation, and support services. At each CWS site, the staff members reflect the cultural diversity and ethnicity of the client base. In total, the staff members at the three sites speak 16 different languages. The gender split is 57% male and 43% female, while 45% of the employees arrived in the United States as refugees themselves.

d. Other Services and Programs

Although not directly related to Employment and ELT, which are the major focus of this RFP, CWS would like to briefly mention other services which are important for the successful resettlement and integration of refugees into American Society.

1. Driver Training: CWS Harrisonburg will work to secure funding to offer a program called "Drive Legal, Drive Safe!" This program would assist refugees in obtaining drivers licenses in order to obtain employment and independence as quickly as possible. While the core activity would be a driver's education class, training relating to insurance, safety, property taxes, and the purchase, maintenance and inspection of vehicles would be incorporated into the driving education experience. This project would provide for successful driver license training for RSS-eligible refugees. One of the two components would be collaboration with a local driving school to teach behind the wheel skills and enable the person to pass the driver's test. Through the connection with a local High School Drivers' Education Program, CWS Harrisonburg would establish a discount rate for clients to pay for their own behind the wheel training. Refugees participating in ELT programs and recipients of RCA would be placed on a fast track schedule. Richmond staff identified similar resource through their local network as well. If successful, the

program would be replicated in Newport News.

2. Citizenship Classes: CWS Newport News has successfully implemented the PEACE program (Pathway to English and Civic Engagement) over the past year. CWS provides classes which prepare Cuban entrants who have been in the United States for at least five years for the naturalization test. The course meets twice per week for six weeks and the class and materials are free for participants. So far, 100% of those who have graduated from the class have passed the naturalization test and the evaluations for the course have been exceptional. Over the next year, CWS will expand this program to include other nationalities besides Cuban entrants.
3. Immigration Services: CWS has invested considerable resources to ensure that all three sites in Virginia are BIA (Bureau of Immigration Appeals) accredited. The three sites offer immigration services, such as applying for an adjustment of status after being in the country for a year, or preparing and filing documents for family reunions for those refugees who were not able to bring along their immediate family members. Also, services are available to RSS-eligible Legal Permanent Residents (LPRs) needing affordable immigration services and assistance in preparing for naturalization. These LPRs are able to access high quality services at a discounted cost, with a sliding fee scale down to \$0. Thus, eligible clients may use more of their resources for other self-sufficiency needs. Within the Harrisonburg office service radius, the CWS Immigration and Refugee Program is the *only* BIA accredited agency that provides quality services to low income families and individuals free of charge or for a nominal fee, based on income. Since RSS is a continuum, starting from arrival and going through the attainment of citizenship, the ability to provide immigration services is a key component

of a successful resettlement agency.

4. Tenant Training: Richmond CWS has developed a comprehensive program called Premier Tenant Training which focuses specifically on refugees and their unique experiences with renting. So often, refugees have had no experience in renting apartments, and this can create issues that may jeopardize their housing needs. The Premier Tenant training allows clients to learn basic instructions on how to be a good renter. Topics include Rent Payments, Lease Terms, Respect for Property, Developing a Good Landlord Relationship, Relationships with Neighbors, Following Rules, and how Native Traditions/Habits are best integrated into the complex community. In addition, clients receive information on their Rights and Obligations as Tenants as defined by the state of Virginia code. (See Attachment N for an outline of the training.)
5. Life Skills Classes: CWS Harrisonburg has created a series of orientation classes using ELT methodologies. By attending these Life Skills classes, refugees are able to engage in meaningful employment, ensure an education for their children, live within the laws and cultural expectations of the community, increase their confidence in English communication, and create lasting family / community ties. The goals of the class are:
 - Goal 1: To provide clear orientation to new refugee arrivals to the general culture including areas of community safety, home and education, early employment, health care and financial management.
 - Goal 2: To provide clear assistance to mainstream into ELT classes appropriate to new refugee arrivals at their level of learning.
 - Goal 3: To provide clear assistance into early employment and self-sufficiency for new refugee arrivals.

Through these classes, new arrivals learn cultural and linguistic skills needed to find work, how to manage money, and how to establish enduring relationships. Volunteers provide the essential tools to help refugees find the resources, confidence and enduring relationships within the community. This program will be replicated in Richmond and Newport News.

6. Community Economic Development: CWS recently applied for a Community Economic Development grant in Richmond in amount of \$200,000. For FY 12, the Department of Health and Human Services Community and Economic Development (CED) program, administered by the Office of Community Services in the Administration for Children and Families, will provide approximately \$27 million in grants (\$800,000 maximum per project) to Community Development Corporations for projects designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities. CED funding may be used to provide technical and financial assistance in order to create sustainable new employment and business opportunities for recipients of Temporary Assistance for Needy Families (TANF) and other low-income individuals whose income level does not exceed 125 percent of the federal poverty level. ■
7. Money Management and Savings: CWS Harrisonburg has applied for an Office of Refugee Resettlement Individual Development Account (IDA) grant to teach refugees to manage and save money. The program's objectives are to increase asset accumulation for the purposes of creating businesses, expanding home ownership, and advancing education. The program requires each participant to organize a household budget, attend basic banking classes, and attend asset accumulation-specific trainings such as creating

a business plan, home-buying sessions, or vehicle maintenance classes. Refugees will achieve a greater sense of self-sufficiency as they set up savings accounts and achieve their goals of creating businesses, purchasing homes, and completing post secondary trainings and re-certifications. With 70 new arrivals in 2012 alone and 623 since 2008, CWS Harrisonburg will be able to service around 51 cases over 3 years. With this grant opportunity, the organization will be able to set up 21 single IDA accounts at \$2,000 each, and 30 family IDA accounts at \$4,000 each. With these numbers in mind, the total asset accumulation could be approximately \$324,000.

8. Preferred Communities: In order to enhance local resettlement program assistance, CWS Newport News has applied for a Preferred Community Grant (PC). CWS Newport News has experienced an increase in the number of refugees suffering from mental stresses and trauma as a result of war, especially Iraqis. These refugees pose special challenges as far as self-sufficiency and integration into their communities. Other populations with special needs include those with chronic medical conditions, single parent families, large families, and elderly refugees. Because it is more difficult for these clients to become self-sufficient, they may need additional assistance with rent and utilities as well as extended community support. Through the Preferred Communities Grant, CWS Newport News proposes to hire a Community Resources Specialist to identify and coordinate community resources for these families. The Community Resources Specialist will work with the Case Manager and other CWS staff members to provide intensive case management for these clients.
9. Dental Assistance Network: CWS Richmond is in negotiations with the Richmond Health Liaison to recruit local dentists, perhaps as many as fifty, to provide emergency

dental work for refugees. Each dentist would agree to accept two cases of emergency dental work on a pro bono basis per year. CWS Richmond has developed a model for this campaign and has already secured one very well-known dentist whose office has not only agreed to help refugees, but has assisted several refugees already.

3. Outcome Measurements

___CWS Virginia will utilize a variety of surveys and other data collection techniques to assess the success rate of its programs:

- VNIS will be used to track the number of refugees receiving job placements, the number of full time jobs vs. part time jobs, the number of persons receiving jobs with benefits, and the average hourly wage for both men and women.
- Caseworkers will conduct surveys after 60 days to test the refugee's knowledge and memory of topics covered in initial orientation. Questions include "How long must you wait to apply for a green card?" and "What is the first thing to do in case of a medical emergency?" (See Attachment L)
- The Employment Assistant at each office will call refugees at six months and one year to conduct a follow-up survey to see how they are doing as far as employment, health issues, self-sufficiency, adjustment to American society, etc. (See Attachment M) (This employee will also assist with recruitment and coordination of volunteers and be responsible for VNIS entry, freeing up the employment specialist to recruit more employers who offer health benefits.)
- The Employment Assistant will call both the employee and the employer after the refugee has been working for 30 days, and again at 90 days. A short 5 question survey is attached. (See Attachment M)

- The ELT teacher will conduct a pre and post test for each client to assess proficiency level to determine if progress is being made.
- Focus groups and public forums will be held to assess ways the public can better assist refugees in their adjustment to American life, and to obtain information about concerns of local community members regarding the growing refugee population.
- Performance of all CWS staff members will be assessed yearly using the CWS performance evaluation tool.

ATTACHMENT A

CVS-12-089

ATTACHMENT A



VIRGINIA OFFICE OF NEWCOMER SERVICES

PROPOSED PERFORMANCE GOALS

EMPLOYMENT

NAME OF APPLICANT: Church World Service

PROGRAM: RSS

PERIOD: October 1, 2012 – September 30, 2013

PROPOSED FUNDING: \$ 428,234.16

Unduplicated number of persons to be served with
employment services 275

Number of all job placements 220

Number of full time job placements 165

Refugee Cash Assistance terminations due to
earnings through job placements 10

Average hourly wage of all job placements 9.15

Number of full time job placements that offer
health benefits within 90 days after employment 128

Number of jobs in which client placed is still
145

employed 90 days after placement
(Employment Retention)

ATTACHMENTS B1,B2,B3

CVS-12-089

**Nonprofit Organization
Indirect Cost Negotiation Agreement**

EIN: 13-4080201

Organization:

Church World Service, Inc.
28606 Phillips Street
P.O. Box 968
Elkhart, Indiana 46515

Date:

Report No(s) .:

Filing Ref.:

Last Negotiation Agreement
dated February 4, 2009

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR 230 (OMB Circular A-122) applies, subject to the limitations in Section II.A. of this agreement. The rates are negotiated by the U.S. Department of the Interior, National Business Center, and the subject organization in accordance with the authority contained in 2 CFR 230.

Section I: Rates

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Final	07/01/06	06/30/07	15.64%	All	All Programs
Final	07/01/07	06/30/08	16.48%	All	All Programs
Final	07/01/08	06/30/09	15.44%	All	All Programs
Provisional	07/01/09	Until Amended	15.44%	All	All Programs

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

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

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

Section II: General

Page 1 of 3

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

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

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

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

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

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

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

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

I. Central Service Costs: Where central service costs are estimated for the calculation of indirect cost rates, adjustments will be made to reflect the difference between provisional and final amounts.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. This negotiation agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the U.S. Department of State. No presumption of federal cognizance over audits or indirect cost negotiations arises as a result of this Agreement.

4. New indirect cost proposals are necessary to obtain approved indirect cost rates for future fiscal or calendar years. The proposals are due in our office 6 months prior to the beginning of the year to which the proposed rates will apply.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement

By the Nonprofit Organization

For the Cognizant Federal Government Agency:

Church World Service Inc
Grantee/Contractor

U.S. Department of State
Cognizant Agency

Joanne Rendall

/s/

Deborah A. Moberly

/s/

Signature
Joanne Rendall
Name (Type or Print)

Signature
Deborah A. Moberly
Name

CFO
Title

Indirect Cost Coordinator
Indirect Cost Services
Title

March 31, 2010
Date

U.S. Department of the Interior
National Business Center
Negotiating Agency

Date

Negotiated by Muberra Guvenc
Telephone (916) 566-7111

BUDGET SUMMARY - DSS FUNDS RS TAP

CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME:

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		253,457.00
EMP. BENEFITS		99,608.60
POSTAGE		
RENT & UTILITIES	<p>\$1300 HB, \$1550 HR, \$1097 R, electric and gas for HB office \$160 per month and each office phone expense including cellobones and 3 computers with software, maintenance, based on 100% new hires to do Resource Development/all VNIS and help with Employment. 9 laptops (3 for each office) for mobile ESL. All figured at \$500 each. 3 video camcorders, one for each office, to help with teaching employment interview skills. \$60 each</p>	23,413.00
EQUIPMENT	<p>Brochures, fliers (Refugee Day, special events)</p>	4,680.00
PRINTING	<p>Cartridges, pens, papers, staples, program folders, etc needed to run all three offices. Based on 25%</p>	150.00
CONSUMABLE SUPPLIES	<p>20,000 miles @ \$.555/mile for all RSS travel to assist clients with ESL/Employment activities for all three offices</p>	1,500.00
TRAVEL		11,100.00

Other- housekeeping	Office cleaning figured at \$70/month for each of the three offices @ 50%	1,260.00
Indirect Costs	This amount represents the NICRA charges @ 15.44% of the direct program cost. The NICRA funds are spent on the following: Finance and Administration: This assessment covers all CWS bank accounts, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors. Payroll Services: This assessment covers all in-house CWS payroll transactions. Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems. Mailroom Services: this assessment covers the collection, sorting and distribution of all associated mail with this project.	33,065.56
OTHER (Specify)		
TOTAL REQUESTED FROM DSS		428,234.16

* Awarded funds cannot be used to supplant existing funds.
Virginia Office of Newcomer Services May 2012

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

RSS_X__ TAP__

CONTRACT PERIOD: FROM 10/01/2012 TO 09/30/2013 CONTRACTOR NAME: CHURCH WORLD SERVICE

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		
Administrative	mailings to ONS and other administrative mailings	
Program	all mailings for individual programs. Based on 30%	
RENT AND UTILITIES TOTAL		
Rent	\$1300 HB, \$1550 HR, \$1097 R, based on 35% of each	16,578.00
Utilities	Electric, gas HB \$160 per month, based on 35%	672.00
Telephone	Each office phone expense, including cellphones, internet, based on 35%	6,163.00
EQUIPMENT TOTAL		
Equipment Purchase	3 computers with software, maintenance, based on 100% new hires to do Resource Development/all VNIS and help with Employment. 9 laptops (3 for each office) for mobile ESL. All figured at \$500 each. 3 video camcorders, one for each office, to help with teaching employment interview skills. \$60 each	4,680.00
PRINTING TOTAL		
Administrative	Brochures, fliers (Refugee Day, special events)	150.00
Program		
CONSUMABLE SUPPLIES TOTAL		
Office	Cartridges, pens, papers, staples, program folders, etc needed to run all three offices. Based on 25%	1,500.00
Program		

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		
Administrative		
Program	20,000 miles @ \$.555/mile for all RSS travel to assist clients with ESL/Employment activities for all three offices	11,100.00
OTHER TOTAL		
Insurance		
Professional Fees		
Other- housekeeping	Office cleaning figured at \$70/month for each of the three offices @ 50%	1,260.00
Indirect Costs	This amount represents the NICRA charges @ 15.44% of the direct program cost. The NICRA funds are spent on the following: Finance and Administration: This assessment covers all CWS banks account, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors. Payroll Services: This assessment covers all in-house CWS payroll transactions. Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems. Mailroom Services: This assessment covers the collection, sorting and distribution of all associated mail with this project.	33,065.56

TOTAL AMOUNT REQUESTED FROM DSS:

\$

75,168.56

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP_____

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Church World Service

SALARIES STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1 Viktor Sokolyuk-Director	40	25%	55000	13,750.00
2 Anita Tiller- Grants Manager	40	25%	40000	10,000.00
3 Jim Hershberger- HB Sub-Director	40	25%	35000	8,750.00
4 Nadezhda Mazur- HB Resettle Coord	40	5%	34000	1,700.00
5 To Hire- HB Employment Caseworker	40	50%	24000	12,000.00
6 Rachel VanPatter-HB ESL/Vol Coord	40	50%	24670	12,335.00
7 Amer Raeed- HB Caseworker	40	30%	24670	7,401.00
8 To Hire- HB Caseworker	40	15%	24670	3,700.50
9 To Hire- HB Resource Developer	40	100%	24670	24,670.00
Paul Steele-R Sub-Director	40	25%	37000	9,250.00
11 Amy Reed-R Resettle Coord/Immigration Specialist	40	5%	34500	1,725.00
12 Dave Canavan-R Employment Caseworker	40	50%	24000	12,000.00
13 Bruce McKay-R ESL/Volunteer Coord	40	75%	24670	18,502.50
14 Chandra Chhetri- R Caseworker	40	30%	24670	7,401.00
15 To Hire- R Caseworker	40	15%	24670	3,700.50
16 To Hire- R Resource Developer	40	100%	24670	24,670.00
17 Lisa Gibson- HR Sub-Director	40	25%	36500	9,125.00
18 Jackie Tate- HR Employment Caseworker	40	50%	24670	12,335.00
19 Eva Stitt- HR ESL Coordinator	40	100%	24670	24,670.00
20 Laxman Chamlagai- HR Caseworker	40	30%	24670	7,401.00
21 To Hire- HR Caseworker	40	15%	24670	3,700.50
To Hire- HR Resource Developer	40	100%	24670	24,670.00
TOTAL SALARIES REQUESTED FROM DSS	----- --	-----	-----	253,457.00

FROM 10/01/2012 TO 9/30/2013 CONTRACTOR NAME: CHURCH WORLD SERVICE

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA Viktor Sokolyuk-Director	1	25%	4,207.50	1,051.88
PENSION/RETIREMENT	1	25%	4,950.00	1,237.50
HEALTH INSURANCE	1	25%	11,385.00	2,846.25
WORKER'S COMPENSATION	1	25%	440.00	110.00
UNEMPLOYMENT	1	25%	220.00	55.00
LONG TERM DISABILITY	1	25%	165.00	41.25
SHORT TERM DISABILITY	1	25%	82.50	20.63
GROUP LIFE INSURANCE	1	25%	165.00	41.25
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	5,403.75

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA Anita Tiller- Grants Manager	2	25%	3,060.00	765.00
PENSION/RETIREMENT	2	25%	3,600.00	900.00
HEALTH INSURANCE	2	25%	8,280.00	2,070.00
WORKER'S COMPENSATION	2	25%	320.00	80.00
UNEMPLOYMENT	2	25%	160.00	40.00
LONG TERM DISABILITY	2	25%	120.00	30.00
SHORT TERM DISABILITY	2	25%	60.00	15.00
GROUP LIFE INSURANCE	2	25%	120.00	30.00
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	3,930.00

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Jim Hershberger- HB Sub-Director				
FICA	3	25%	2,677.50	669.38
PENSION/RETIREMENT	3	25%	3,150.00	787.50
HEALTH INSURANCE	3	25%	7,245.00	1,811.25
WORKER'S COMPENSATION	3	25%	280.00	70.00
UNEMPLOYMENT	3	25%	140.00	35.00
LONG TERM DISABILITY	3	25%	105.00	26.25
SHORT TERM DISABILITY	3	25%	52.50	13.13
GROUP LIFE INSURANCE	3	25%	105.00	26.25
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				3,438.75

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Nadezhda Mazur- HB Resettle Coord				
FICA	4	5%	2,601.00	130.05
PENSION/RETIREMENT	4	5%	3,060.00	153.00
HEALTH INSURANCE	4	5%	7,038.00	351.90
WORKER'S COMPENSATION	4	5%	272.00	13.60
UNEMPLOYMENT	4	5%	136.00	6.80
LONG TERM DISABILITY	4	5%	102.00	5.10
SHORT TERM DISABILITY	4	5%	51.00	2.55
GROUP LIFE INSURANCE	4	5%	102.00	5.10
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				668.10

EMPLOYEE BENEFITS

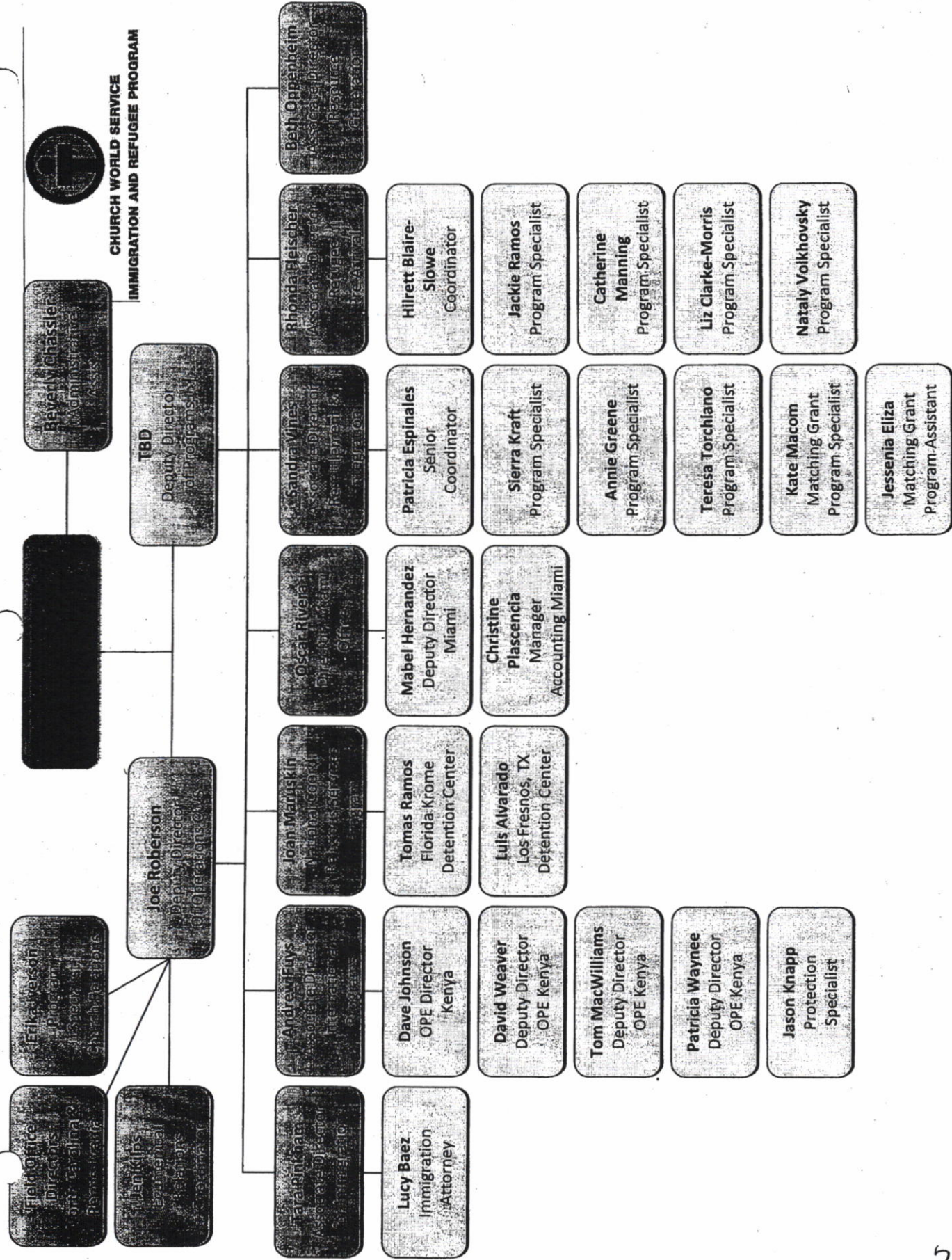
NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
To Hire- HB Employment Caseworker				
FICA	5	50%	1,836.00	918.00
PENSION/RETIREMENT	5	50%	2,160.00	1,080.00
HEALTH INSURANCE	5	50%	4,968.00	2,484.00
WORKER'S COMPENSATION	5	50%	192.00	96.00
UNEMPLOYMENT	5	50%	96.00	48.00
LONG TERM DISABILITY	5	50%	72.00	36.00
SHORT TERM DISABILITY	5	50%	36.00	18.00
GROUP LIFE INSURANCE	5	50%	72.00	36.00
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	4,716.00

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Rachel VanPatter-HB ESL/Vol Coord				
FICA	6	50%	1,887.26	943.63
PENSION/RETIREMENT	6	50%	2,220.30	1,110.15
HEALTH INSURANCE	6	50%	5,106.69	2,553.35
WORKER'S COMPENSATION	6	50%	197.36	98.68
UNEMPLOYMENT	6	50%	98.68	49.34
LONG TERM DISABILITY	6	50%	74.01	37.01
SHORT TERM DISABILITY	6	50%	37.01	18.50
GROUP LIFE INSURANCE	6	50%	74.01	37.01
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	4,847.66



**CHURCH WORLD SERVICE
IMMIGRATION AND REFUGEE PROGRAM**



Church World Service IRP

JOB DESCRIPTION

Position Title: Director

Functions and Activities

Sponsorship Development

- * Work with judicatories and local churches to encourage refugee sponsorship
- * Provide materials and interpretative information to assist judicatory leaders in developing sponsorship programs and in raising awareness about refugee concerns
- * Speak in, and arrange speakers for, local churches on sponsorship
- * Assist sponsor developers in providing guidance, training and counsel for sponsoring churches and groups in all aspects of the sponsorship process

Direct Refugee Assistance

- * Oversee staff and volunteers for provision of services as outlined in grants awarded to the VCC Resettlement Program

Representation

- * Participate in state, regional and local gatherings of refugee resettlement agencies
- * Participate in meetings called by CWS, EMM, the Virginia Department of Social Services and the VCC
- * Serve as key representative for CWS and EMM refugee resettlement programs in Virginia
- * Keep VCC and other interested bodies informed on public policy issues related to refugee resettlement
- * Participate in the Advisory Board meetings

Administration

- * Recruit, hire, train and supervise staff in accord with VCC Personnel Guidelines
- * Coordinate and supervise regional resettlement offices
- * Prepare grant proposals for CWS, EMM, the Virginia Department of Social Services and other funding sources
- * Monitor all funding, including income and expenditures
- * Prepare reports as needed for all funding and supervisory groups
- * Oversee maintenance of client records
- * Coordinate service delivery with other Virginia refugee resettlement agencies, public and private
- * Coordinate with CWS and EMM programs which support advocacy and witness for refugees and immigrants in areas served by the VCC

Church World Service IRP

TITLE: Grants Manager/MG Coordinator
STATUS: Full Time, exempt
SUPERVISOR: Director of Finance

Grants Managers are members of the Finance Team and are responsible to the Director of Finance for all finance financial matters. Grant Managers are also responsible to the Program Directors for program administrative and grant reporting matters.

Qualifications

Bachelor's Degree in accounting and/or combination of work and education
3-5 years minimum experience in public sector grants management
Ability to handle multiple projects and deadlines simultaneously
Ability to handle sensitive employee related issues
High level of computer competency

Essential Functions:

Internal Controls

- 1 Monitor all internal control policies in consultation with the Refugee Resettlement Program Director
- 2 Recommend improvements in control policies when needed at all levels within the organization
- 3 Administer credit card and all purchase controls
- 4 Review and update guidelines for all financial transactions for sub-office personnel and guide or train personnel as needed in financial areas

Budget Functions and Financial Reporting

- 1 Prepare budget proposals based on prior year analysis and future cost projections
- 2 Monitor expenditures monthly to prevent cost overruns and to ensure the full expenditure of funds
- 3 Ensure that all invoices are billed in a timely manner
- 4 Provide budgets and budget updates to the Director of Finance

Accounts Payable and Payroll

- 1 Authorize budget allocations and payment of all invoices
- 2 Allocate, with Director, proper salary percentages for payroll, health and dental insurance, life and disability insurance, workers compensation and pension.
- 3 Prepare annual adjustments to the salary scale and provide guidance to other staff in its' implementation

Human Resources

- 1 Interview prospective employees as needed.
- 2 Collect all tax/benefit paperwork and process on new employees
- 3 Track all staff timesheets, vacation hours, personal days, sick time, holidays
- 4 Maintain all personnel correspondence in appropriate employee folders
- 5 Report to the Director of Finance any salary adjustments and/or allocation changes
- 6 Keep abreast of all policies/guidelines and insure proper adherence by all employees

Other Functions

- 1 Prepare for and participate as required in financial audits
- 2 Supervise finance employees and monitor all payments for coding
- 3 Authorize allocation of match grant slots to offices on individual basis.
- 4 Monitor match per office/per case and report monthly to offices
- 5 Collect and track all MG 1's for accuracy. Work with EMM and CWS with issues concerning the outcome/reporting of cases
- 6 Assist all personnel with computer issues
- 7 Monitor arrivals for all offices

Church World Service IRP

TITLE: Employment Caseworker
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for the employment development, employer outreach and pre-employment training (PET) for our RRP clients insuring their early employment and self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Prior work experience in placement or recruitment of candidates for employment helpful
Work in a flexible and creative manner

Responsibilities/Activities

**To identify and develop partnerships with local employers and job training programs for the purpose of developing an extensive employer base for the hiring and training of refugee clients. Contact local business organizations to educate and inform them of opportunities and advantages in hiring refugees to expand the outreach of job opportunities.

**To develop and be responsible for a system of Pre-Employment Training (PET) to teach interview skills in order for them to have successful interviews.

**To assist refugee clients in identifying prospective employment opportunities and applying (applications/resumes), scheduling appointments, preparing and transporting refugees for interviews and following up on the interview results.

**To conduct follow-up with both employer and refugee to identify any employment issues and to assist in their resolution.

**To work with local ELT (English Language Training) classes to develop an ELT training program to facilitate all clients early learning of the language.

**To coordinate the development of a database of volunteers that wish to participate in the PET program.

**To document in casefiles all information and contact related to client employment activities.

**Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.

**Collect volunteer/match logs to be given to Grants Manager on monthly basis.

**Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: ELT Coordinator
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for the development and monitoring of an English Language Training (ELT) and Pre-Employment (PET) program, thus ensuring client early employment and self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Prior work experience/certification in teaching languages helpful,
Work in a flexible and creative manner

Responsibilities/Activities

- **Coordinate PET and ELT training for our clients, identifying and developing partnerships within the community.
- **To develop and be responsible for a system of Pre-Employment Training (PET) to teach interview skills in order for them to have successful interviews.
- **To work with Employment Caseworker in assisting refugee clients in identifying prospective employment opportunities and applying (applications/resumes).
- **To work with local ELT (English Language Training) classes to develop an ELT training program to facilitate all clients early learning of the language.
- **To coordinate the development of a database of volunteers that wish to participate in the PET/ELT programs.
- **Conduct program evaluations for the ELT/PET programs.
- **To document in casefiles all information and contact related to client ELT activities-recording attendance.
- **Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.
- **Develop database of volunteers to assist with ELT
- **Collect volunteer/match logs to be given to Grants Manager on monthly basis.
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Caseworker
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for providing all core services to our clients in a timely, appropriate manner, ensuring they receive support and information about the community resources available to them.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English and language of clients in caseload assigned
Computer literate with good typing skills
Knowledge of refugee work helpful
Work in a flexible and creative manner
Must be able to climb stairs and lift up to 50 pounds (small children, furniture, etc)

Responsibilities/Activities

- **Reserve and set-up of apartments for new arrivals
- **Ensure apartment is set up and family has food. Pick up new refugees at airport.
- **Conduct orientation and complete needs assessments.
- **Notify supervisor of any issues with cases that require extra, unusual assistance.
- **Set up appointments with Health Department and transport to all required appointments in 30 day core services time frame.
- **Assist clients in developing self-sufficiency plan
- **Facilitate access and provide linkage to community resources; keep informed of all community resources available
- **Maintain regular contact with clients through office and home visits
- **Complete documentation of all meetings with and work related to clients.
- **Keep current, up-to-date casefiles on all clients.
- **Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.
- **Council and support clients; act as client advocate.
- **Act as interpreter or translator for clients when appropriate with first 30 days.
- **Assist in crisis intervention as necessary.
- **Complete all required reports.
- **Collect volunteer/match logs to be given to Grants Manager on monthly basis.
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Resettlement Coordinator/Immigration Specialist
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for assuring and tracking new refugees and overseeing finances of the office. The Coordinator works with other members of the office team to direct clients toward the goal of self-sufficiency. This position also provides Immigration Services for the Community. This employee is second in command - being Acting Manager when the Office Coordinator is out of the office.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills

Able to organize and redirect employees' completed work to assure correctness
Work in a flexible and creative manner
Certified in Immigration work

Responsibilities/Activities

- **Set up casefile for new arrivals
- **Enter new arrivals into VCC database
- **Oversee petty cash including disbursements and reconciliation
- **Handle all check requests to be sent to RRP Finance
- **Monitor and balance financials for each client's case, R&P and Matchgrant
- **Enter case financials on the 30 and 90 day reports
- **Work with Office Coordinator in tracking/spending flex for clients
- **Enter financial information required into IRIS and Pegasus
- **Update all employees regarding finances for clients
- **Provide Immigration Services to community
- **Set up Immigration appointments
- **Track all Immigration accounts receivables
- **Attend Immigration training webinars/conferences
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Office Coordinator
STATUS: Full time, exempt
SUPERVISOR: Director

Purpose

This position assures the smooth operations of the office, adhering to all grant requirements and managing all office personnel within their office.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Excellent organization skills
Able to organize and redirect employees' completed work to assure correctness
Work in a flexible and creative manner
Management experience and willingness to travel required
Able to make difficult decisions, responding quickly with helpful guidance

Responsibilities/Activities

- **Participate in state, regional and local gatherings of refugee resettlement agencies
- **Participate in meetings called by CWS, EMM, State and VCC
- **Work with judicatories and local churches to encourage refugee sponsorship, providing materials needed to raise awareness about refugee concerns.
- **Speak in and arrange speakers for local churches on sponsorship
- **Oversee staff and volunteers for provision of services as outlined in grants awarded to VCC Resettlement
- **Recruit, refer for hire, train and supervise staff in accordance with VCC/RRP Personnel Guidelines
- **Oversee maintenance of client records, monitor casefiles.
- **Stay abreast of all regulation changes with regards to State, CWS, EMM and other grants and keep employees notified of such changes.
- **Operate as Coordinator for VNIS data entry, participate in VNIS trainings.
- **Prepare VNIS quarterly reports. Turn in to Director in a timely manner.
- **Review all employee reimbursements for accuracy and forward to the Grants Manager.
- **Work within budget guidelines given by Grants Manager. Order office supplies.
- **Approve all employee time-off requests for office and forward to Grants Manager for final approval.
- **Must adhere to company policies and insure all employees within your office also adhere to VCC/RRP policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: R&P/MG Coordinator
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for assuring and overseeing services available for all refugees within the office. The Coordinator works with other members of the office team to direct clients toward the goal of self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Excellent organization skills, detail oriented
Work in a flexible and creative manner

Responsibilities/Activities

- **Set up casefile for new arrivals
- **Assure cases to CWS and EMM
- **Fill out paperwork with co-sponsor/US Tie as needed
- **Assist with housing and furniture procurement
- **Coordinate pre-arrival activities with other staff
- **Assure all cases are in proper grants, check on matchgrant eligibility
- **Collect all volunteer logs
- **Complete volunteer summaries and turn in to Grants Manager
- **Verify all required items ready for arrivals
- **Assist with orientations
- ** Send pre-arrival referrals to health departments
- **Assist with appointments as needed
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Employment Caseworker
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for the employment development, employer outreach and pre-employment training (PET) for our RRP clients insuring their early employment and self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Prior work experience in placement or recruitment of candidates for employment helpful
Work in a flexible and creative manner

Responsibilities/Activities

- **To identify and develop partnerships with local employers and job training programs for the purpose of developing an extensive employer base for the hiring and training of refugee clients. Contact local business organizations to educate and inform them of opportunities and advantages in hiring refugees to expand the outreach of job opportunities.
- **To develop and be responsible for a system of Pre-Employment Training (PET) to teach interview skills in order for them to have successful interviews.
- **To assist refugee clients in identifying prospective employment opportunities and applying (applications/resumes), scheduling appointments, preparing and transporting refugees for interviews and following up on the interview results.
- **To conduct follow-up with both employer and refugee to identify any employment issues and to assist in their resolution.
- **To work with local ELT (English Language Training) classes to develop an ELT training program to facilitate all clients early learning of the language.
- **To coordinate the development of a database of volunteers that wish to participate in the PET program.
- **To document in casefiles all information and contact related to client employment activities.
- **Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.
- **Collect volunteer/match logs to be given to Grants Manager on monthly basis.
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: ELT Coordinator
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for the development and monitoring of an English Language Training (ELT) and Pre-Employment (PET) program, thus ensuring client early employment and self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Prior work experience/certification in teaching languages helpful,
Work in a flexible and creative manner

Responsibilities/Activities

**Coordinate PET and ELT training for our clients, identifying and developing partnerships within the community.

**To develop and be responsible for a system of Pre-Employment Training (PET) to teach interview skills in order for them to have successful interviews.

**To work with Employment Caseworker in assisting refugee clients in identifying prospective employment opportunities and applying (applications/resumes).

**To work with local ELT (English Language Training) classes to develop an ELT training program to facilitate all clients early learning of the language.

**To coordinate the development of a database of volunteers that wish to participate in the PET/ELT programs.

**Conduct program evaluations for the ELT/PET programs.

**To document in casefiles all information and contact related to client ELT activities-recording attendance.

**Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.

**Collect volunteer/match logs to be given to Grants Manager on monthly basis.

**Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Caseworker
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for providing all core services to our clients in a timely, appropriate manner, ensuring they receive support and information about the community resources available to them.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English and language of clients in caseload assigned
Computer literate with good typing skills
Knowledge of refugee work helpful
Work in a flexible and creative manner
Must be able to climb stairs and lift up to 50 pounds (small children, furniture, etc)

Responsibilities/Activities

- **Reserve and set-up of apartments for new arrivals
- **Ensure apartment is set up and family has food. Pick up new refugees at airport.
- **Conduct orientation and complete needs assessments.
- **Notify supervisor of any issues with cases that require extra, unusual assistance.
- **Set up appointments with Health Department and transport to all required appointments in 30 day core services time frame.
- **Assist clients in developing self-sufficiency plan
- **Facilitate access and provide linkage to community resources; keep informed of all community resources available
- **Maintain regular contact with clients through office and home visits
- **Complete documentation of all meetings with and work related to clients.
- **Keep current, up-to-date casefiles on all clients.
- **Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.
- **Council and support clients; act as client advocate.
- **Act as interpreter or translator for clients when appropriate with first 30 days.
- **Assist in crisis intervention as necessary.
- **Complete all required reports.
- **Collect volunteer/match logs to be given to Grants Manager on monthly basis.
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Resettlement Coordinator/Immigration Specialist
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for assuring and tracking new refugees and overseeing finances of the office. The Coordinator works with other members of the office team to direct clients toward the goal of self-sufficiency. This position also provides Immigration Services for the Community. This employee is second in command - being Acting Manager when the Office Coordinator is out of the office.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Excellent organization skills, detail oriented, finance background helpful
Able to organize and redirect employees' completed work to assure correctness
Work in a flexible and creative manner
Certified in Immigration work

Responsibilities/Activities

- **Assure and track new arrivals in Pegasus and IRIS
- **Set up casefile for new arrivals
- **Enter new arrivals into VCC database
- **Oversee petty cash including disbursements and reconciliation
- **Handle all check requests to be sent to RRP Finance
- **Monitor and balance financials for each client's case, R&P and Matchgrant
- **Enter case financials on the 30 and 90 day reports
- **Work with Office Coordinator in tracking/spending flex for clients
- **Enter financial information required into IRIS and Pegasus
- **Update all employees regarding finances for clients
- **Provide Immigration Services to community
- **Set up Immigration appointments
- **Track all Immigration accounts receivables
- **Attend Immigration training webinars/conferences
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Office Coordinator
STATUS: Full time, exempt
SUPERVISOR: Director

Purpose

This position assures the smooth operations of the office, adhering to all grant requirements and managing all office personnel within their office.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Excellent organization skills
Able to organize and redirect employees' completed work to assure correctness
Work in a flexible and creative manner
Management experience and willingness to travel required
Able to make difficult decisions, responding quickly with helpful guidance

Responsibilities/Activities

- **Participate in state, regional and local gatherings of refugee resettlement agencies
- **Participate in meetings called by CWS, EMM, State and VCC
- **Work with judicatories and local churches to encourage refugee sponsorship, providing materials needed to raise awareness about refugee concerns.
- **Speak in and arrange speakers for local churches on sponsorship
- **Oversee staff and volunteers for provision of services as outlined in grants awarded to VCC Resettlement
- **Recruit, refer for hire, train and supervise staff in accordance with VCC/RRP Personnel Guidelines
- **Oversee maintenance of client records, monitor casefiles.
- **Stay abreast of all regulation changes with regards to State, CWS, EMM and other grants and keep employees notified of such changes.
- **Operate as Coordinator for VNIS data entry, participate in VNIS trainings.
- **Prepare VNIS quarterly reports. Turn in to Director in a timely manner.
- **Review all employee reimbursements for accuracy and forward to the Grants Manager.
- **Work within budget guidelines given by Grants Manager. Order office supplies.
- **Approve all employee time-off requests for office and forward to Grants Manager for final approval.
- **Must adhere to company policies and insure all employees within your office also adhere to VCC/RRP policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Employment Caseworker
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for the employment development, employer outreach and pre-employment training (PET) for our RRP clients insuring their early employment and self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Prior work experience in placement or recruitment of candidates for employment helpful
Work in a flexible and creative manner

Responsibilities/Activities

**To identify and develop partnerships with local employers and job training programs for the purpose of developing an extensive employer base for the hiring and training of refugee clients. Contact local business organizations to educate and inform them of opportunities and advantages in hiring refugees to expand the outreach of job opportunities.

**To develop and be responsible for a system of Pre-Employment Training (PET) to teach interview skills in order for them to have successful interviews.

**To assist refugee clients in identifying prospective employment opportunities and applying (applications/resumes), scheduling appointments, preparing and transporting refugees for interviews and following up on the interview results.

**To conduct follow-up with both employer and refugee to identify any employment issues and to assist in their resolution.

**To work with local ELT (English Language Training) classes to develop an ELT training program to facilitate all clients early learning of the language.

**To coordinate the development of a database of volunteers that wish to participate in the PET program.

**To document in casefiles all information and contact related to client employment activities.

**Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.

**Collect volunteer/match logs to be given to Grants Manager on monthly basis.

**Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: School Liaison/ELT Coordinator
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position will coordinate all Life Skills/School Liaison and ELT activities and serve as school liaison for clients of the RRP in order to ensure their early employment and self-sufficiency.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Prior work experience/certification in teaching languages helpful,
Work in a flexible and creative manner

Responsibilities/Activities

- *Coordinate pre-arrival activities with other staff
- **Coordinate PET and ELT training for our clients, identifying and developing partnerships within the community.
- **To develop and be responsible for a system of Pre-Employment Training (PET) to teach interview skills in order for them to have successful interviews.
- **To work with Employment Caseworker in assisting refugee clients in identifying prospective employment opportunities and applying (applications/resumes).
- **To work with local ELT (English Language Training) classes to develop an ELT training program to facilitate all clients early learning of the language.
- **To coordinate the development of a database of volunteers that wish to participate in the PET/ELT programs.
- **Conduct program evaluations for the ELT/PET programs.
- **To document in casefiles all information and contact related to client ELT activities-recording attendance.
- **Ensure clients' involvement in Parent/Teacher conferences
- **Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.
- **Collect volunteer/match logs to be given to Grants Manager on monthly basis.
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Caseworker
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for providing all core services to our clients in a timely, appropriate manner, ensuring they receive support and information about the community resources available to them.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English and language of clients in caseload assigned
Computer literate with good typing skills
Knowledge of refugee work helpful
Work in a flexible and creative manner
Must be able to climb stairs and lift up to 50 pounds (small children, furniture, etc)

Responsibilities/Activities

- **Reserve and set-up of apartments for new arrivals
- **Ensure apartment is set up and family has food. Pick up new refugees at airport.
- **Conduct orientation and complete needs assessments.
- **Notify supervisor of any issues with cases that require extra, unusual assistance.
- **Set up appointments with Health Department and transport to all required appointments in 30 day core services time frame.
- **Assist clients in developing self-sufficiency plan
- **Facilitate access and provide linkage to community resources; keep informed of all community resources available
- **Maintain regular contact with clients through office and home visits
- **Complete documentation of all meetings with and work related to clients.
- **Keep current, up-to-date casefiles on all clients.
- **Enter client data into Pegasus, IRIS and VNIS and prepare all required reports, including matchgrant.
- **Council and support clients; act as client advocate.
- **Act as interpreter or translator for clients when appropriate with first 30 days.
- **Assist in crisis intervention as necessary.
- **Complete all required reports.
- **Collect volunteer/match logs to be given to Grants Manager on monthly basis.
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Resettlement Coordinator
STATUS: Full time, exempt
SUPERVISOR: Office Coordinator

Purpose

This position is responsible for assuring and tracking new refugees and overseeing finances of the office. The Coordinator works with other members of the office team to direct clients toward the goal of self-sufficiency. This employee is second in command- being Acting-Manager when the Office Coordinator is out of the office.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Excellent organization skills, detail oriented, finance background helpful
Able to organize and redirect employees' completed work to assure correctness
Work in a flexible and creative manner

Responsibilities/Activities

- **Assure and track new arrivals in Pegasus and IRIS, contacting US Tie or Co-Sponsor
- **Set up casefile for new arrivals
- **Enter new arrivals into VCC database
- **Oversee petty cash including disbursements and reconciliation
- **Handle all check requests to be sent to RRP Finance
- **Monitor and balance financials for each client's case, R&P and Matchgrant
- **Enter case financials on the 30 and 90 day reports
- **Work with Office Coordinator in tracking/spending flex for clients
- **Enter financial information required into IRIS and Pegasus
- **Update all employees regarding finances for clients
- **Must adhere to company policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Church World Service IRP

TITLE: Office Coordinator
STATUS: Full time, exempt
SUPERVISOR: Director

Purpose

This position assures the smooth operations of the office, adhering to all grant requirements and managing all office personnel within their office.

Qualifications

Valid drivers' license and insured transportation (proof required)
Written and spoken proficiency in English
Computer literate with good typing skills
Excellent organization skills
Able to organize and redirect employees' completed work to assure correctness
Work in a flexible and creative manner
Management experience and willingness to travel required
Able to make difficult decisions, responding quickly with helpful guidance

Responsibilities/Activities

- **Participate in state, regional and local gatherings of refugee resettlement agencies
- **Participate in meetings called by CWS, EMM, State and VCC
- **Work with judicatories and local churches to encourage refugee sponsorship, providing materials needed to raise awareness about refugee concerns.
- **Speak in and arrange speakers for local churches on sponsorship
- **Oversee staff and volunteers for provision of services as outlined in grants awarded to VCC Resettlement
- **Recruit, refer for hire, train and supervise staff in accordance with VCC/RRP Personnel Guidelines
- **Oversee maintenance of client records, monitor casefiles.
- **Stay abreast of all regulation changes with regards to State, CWS, EMM and other grants and keep employees notified of such changes.
- **Operate as Coordinator for VNIS data entry, participate in VNIS trainings.
- **Prepare VNIS quarterly reports. Turn in to Director in a timely manner.
- **Review all employee reimbursements for accuracy and forward to the Grants Manager.
- **Work within budget guidelines given by Grants Manager. Order office supplies.
- **Approve all employee time-off requests for office and forward to Grants Manager for final approval.
- **Must adhere to company policies and insure all employees within your office also adhere to VCC/RRP policies.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Volunteer Job Description

Volunteer Job Menu

Job Title:

Volunteer Program Assistant

Purpose:

- ♦ Provide guidance and assistance to refugee clients seeking employment.
- ♦ Assist Employment Specialist in providing employment placement services.

Qualifications:

- ♦ Commitment to helping refugees, ability to relate to people from different cultural backgrounds, patience, sensitivity, and understanding of American workplace expectations.

Time Commitment:

- ♦ At the discretion of the volunteer.

Choose from the following responsibilities:

- ___ Work together with Employment Specialist to **teach clients job readiness skills** such as interviewing, work habits and ethics
- ___ Visit clients to **provide instruction in appropriate dress** and grooming for job interviews.
- ___ Help clients to **obtain clothing** and items required for work
- ___ Use clients' employment intakes/plans to **prepare resumes**
- ___ **Teach** refugee clients about **bus system**. Ride the bus route with clients if necessary and help them arrange and understand transportation to and from work.
- ___ Assist refugee clients in **obtaining Virginia Identification card**.
- ___ **Search out job openings** by visiting potential employers and/or calling to inquire.
- ___ Assist in **arranging for childcare**, if necessary.

All volunteers must agree to:

- ♦ Coordinate efforts with other volunteer and staff members working with client.
- ♦ Adhere to confidentiality agreement
- ♦ **Submit quarterly volunteer service report to CWS**

Training:

2-hour Orientation, plus hour(s) employment training

When appropriate,
CWS will provide:

Copies of client intakes/plans or resumes
Bus schedules, bus tickets (or reimbursement)
Reimbursement for refugees' work related clothing
Reimbursement for identification cards
Lists of licensed child care providers
Supervision, coordination and interpreter services when required

Supervisors:

Employment Specialist
Volunteer Coordinator

Signature: _____ Date: _____

Volunteer Job Description

- Job Title: ESL (English as a Second Language) Tutor
- Purpose: To teach English to refugee/immigrant adults.
- Qualifications: An interest in teaching English, commitment, patience, and sensitivity.
- Time Commitment: ♦ Two to four hours/week.
♦ Minimum three-month time commitment. (renewable)
- Responsibilities: ♦ To teach ESL to an individual or small group of adults
♦ To perform quarterly assessments of student's ESL level/progress.
♦ **To submit quarterly volunteer service reports to CWS**
♦ To contact the ELT Coordinator when there will be extended break in tutoring process due to illness, vacation, etc.
♦ To give at least two weeks notice prior to ending tutoring.
- Training: Volunteer Orientation and ESL Workshop to explain background information on cultures and methods of teaching ESL.
- Support: Textbooks, consultation, and follow-up will be provided by the ESL Coordinator.
- Supervisor: Education Coordinator

I have read the above responsibilities and agree to fulfill these responsibilities.

Signature: _____ Date: _____

Volunteer Job Description

Job Title: **Homework Tutor**

Purpose:

- ◆ Help a refugee/immigrant student with schoolwork
- ◆ Help this student learn conversational English
- ◆ Help a refugee/immigrant student learn about American culture

Time Commitment: Two-Three hours/week. Three-month minimum commitment.

Qualifications: Commitment to helping refugees, cultural sensitivity, patience. Must be at least 16 years old and have means of transportation

Training: Basic Volunteer Orientation and introduction to tutoring session

Materials Provided: "Tutoring Basics: A Handbook for Tutors"

Responsibilities:

- ◆ Spend at least two-three hours/week with your student (s)
- ◆ **Submit Quarterly Volunteer Service Reports**
- ◆ Contact student if you can not tutor due to illness, vacation
- ◆ Give two (2) weeks notice before ending your tutoring
- ◆ Adhere to confidentiality policy

Supervisors: School Liaison Staff

I have read and agree to fulfill the above responsibilities.

Signature: _____

Date: _____

Church World Service Immigration and Refugee Program Advisory Board

<u>Name</u>	<u>Affiliation</u>	<u>Responsibility</u>	<u>Home Phone #</u>	<u>Work Ph #</u>	<u>Cellphone #</u>	<u>E-Mail</u>	<u>Address</u>
David Mumaw	Mennonite	Transportation	434-8856				165 Bellmont Dr HB, VA 22801
Millard Osborne, Secretary	Mennonite	Congressional Outreach	438-8390			mosborne001@sprintmail.com	3430 Dawn Dr HB, VA 22801
Bill Painter	Presbyterian	Congressional Outreach	434-7365		830-2990	billpainter1@verizon.net	
Kathy Singel	Social Services			574-5116		kzs165@northern.dss.state.va.us	PO Box 809 HB, VA 22803
Doris Whitmore			434-7644			dhwhitmo@aol.com	PO Box 26 HB, VA 22803
Viktor Sokolyuk	CWS		433-2957	433-7942	421-9359	vsokolyuk@churchworldservice.org	
Nadezhda Mazur	CWS		432-0743	433-7942		nmazur@churchworldservice.org	
Rachel Hundley, Chairperson	Co. School System					rhundley@august.k12.va.us	522 A N. Main St #B HB, VA 22812



CITY OF NEWPORT NEWS



Commitment, Caring and Collaboration

DEPARTMENT OF HUMAN SERVICES
368 DESHAZOR DRIVE
NEWPORT NEWS, VIRGINIA 23608
(757) 369-3160
FAX: (757) 369-3186

DEPARTMENT OF HUMAN SERVICES
6060 JEFFERSON AVENUE
NEWPORT NEWS, VIRGINIA 23605
(757) 926-6300
FAX: (757) 926-6118

June 22, 2012

Virginia Refugee Resettlement Program
Virginia Department of Social Services
801 E. Main Street
Richmond, Virginia 23219

To Whom It May Concern:

I am writing in support of Church World Service's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program. During the last several years, my office has worked with the staff of the Newport News office, has appreciated their work as a resettlement provider, and the services they have provided to refugees in my area.

Through their efforts, duplication of services has been minimized. They have been instrumental in assisting our refugee customers with employment placement, ensuring that the customers fulfill the State required number of hours at the worksites, providing additional information to supplement our assessments, and providing housing assistance in order to ensure a smoother resettlement and employment process. The staff of the Newport News office has been instrumental in making sure that the customers are able to attend their appointments, even at times providing transportation to the worksite and providing job shadowing experiences. Their dedication to refugee resettlement is commendable.

Through the funding of this grant, they will be able to continue to offer employment, support, and interpretation/translation to the resettlement of refugees to the Newport News area. They will also be able to provide additional resources for English Language Training, which provides a secure foundation for helping refugees reach self-sufficiency.

My agency recommends and supports the Newport News's office participation in this grant.

Sincerely,

Rhonda H. Gilliam

Rhonda Gilliam
Senior Supervisor

Employment Services Program
Newport News Department of Human Services

6/23/12


Howell's Upholstery INC
612 A. Aberdeen RD.
Hampton, VA. 23661

To Whom it May Concern:

I am writing in support of Church World Services's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program. During the last year, my office has worked with the staff of the Newport News office, and has appreciated their work as a resettlement provider and the services they have provided to refugees in my area. Unfortunately the upholstery trade is one of the skills that are getting harder to find skilled employees. The Newport News office placed a refugee with our company, who had some experience in this field of work. He now has become a very skilled upholster and a asset to our company. Through the funding of this grant, they will be able to continue to offer employment, support, and interpretation/translation to the resettlement of refugees to the Newport News area. They will also be able to provide additional resources for English Language Training, which provides a secure foundation for helping refugees reach self-sufficiency.

My agency recommends and supports the Newport News's office participation in this grant.

Sincerely,



Howell's Upholstery INC



CITY OF NEWPORT NEWS



Commitment, Caring and Collaboration

DEPARTMENT OF HUMAN SERVICES
368 DESHAZOR DRIVE
NEWPORT NEWS, VIRGINIA 23608
(757) 369-3160
FAX: (757) 369-3186

DEPARTMENT OF HUMAN SERVICES
6060 JEFFERSON AVENUE
NEWPORT NEWS, VIRGINIA 23605
(757) 926-6300
FAX: (757) 926-6118

June 22, 2012

Virginia Refugee Resettlement Program
Virginia Department of Social Services
801 E. Main Street
Richmond, Virginia 23219

To Whom It May Concern:

I am writing in support of Church World Service's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program. During the last several years, my office has worked with the staff of the Newport News office, has appreciated their work as a resettlement provider, and the services they have provided to refugees in my area.

Through their efforts, duplication of services has been minimized. They have been instrumental in assisting our refugee customers with employment placement, ensuring that the customers fulfill the State required number of hours at the worksites, providing additional information to supplement our assessments, and providing housing assistance in order to ensure a smoother resettlement and employment process. The staff of the Newport News office has been instrumental in making sure that the customers are able to attend their appointments, even at times providing transportation to the worksite and providing job shadowing experiences. Their dedication to refugee resettlement is commendable.

Through the funding of this grant, they will be able to continue to offer employment, support, and interpretation/translation to the resettlement of refugees to the Newport News area. They will also be able to provide additional resources for English Language Training, which provides a secure foundation for helping refugees reach self-sufficiency.

My agency recommends and supports the Newport News's office participation in this grant.

Sincerely,

Rhonda Gilliam
Senior Supervisor
Employment Services Program
Newport News Department of Human Services



In cooperation with the
State Department of Health

HENRICO COUNTY HEALTH DEPARTMENT
8600 DIXON POWERS DRIVE
P. O. BOX 90775
HENRICO, VIRGINIA 23273-0775



June 25, 2012

To Whom It May Concern:

I am writing in support of the Church World Service Richmond Refugee Program's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program.

For many years my office has worked with the staff of the Richmond office. We have always appreciated their work as a resettlement provider and the services they provide to refugees in Henrico County. Our organizations work together closely to provide initial refugee health assessments in a timely manner. Additionally, we work together to assure follow up on any health conditions identified as part of the initial health assessment.

The funding of this grant will enable the Richmond office to continue offering employment, support, English language training and other necessary services, including health related matters, to the refugees in Henrico County. These services along with case management will provide a secure foundation for helping refugees reach self-sufficiency.

My agency recommends and supports the Richmond office's participation in this grant.

Sincerely,

Jill M Grumbine, RN

Jill M. Grumbine, RN BS
Public Health Nurse
Refugee Health Program Coordinator



June 26, 2012

Ashton Square Apartments
603A Westover Hills Blvd
Richmond, VA 23225

To Whom It May Concern:

I am writing in support of the Church World Service Richmond Refugee Program's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program.

During the last year, my office has worked with the staff of the Richmond office, and has appreciated their work as a resettlement provider and the services they have provided to refugees in my area.

The funding of this grant will enable the Richmond office to continue offering employment, support, English language training and other necessary services to the resettlement of refugees in the Richmond area. These services along with case management will provide a secure foundation for helping refugees reach self-sufficiency.

My agency recommends and supports the Richmond office's participation in this grant.

A handwritten signature in black ink, appearing to read "Maria Bacon", is written over a horizontal line.

Maria Bacon
Ashton Square Apartments

603-A Westover Hills Boulevard Richmond, VA 23225

VOICE: 804-232-7849

FAX: 804-231-5607

E-MAIL: ashtonsquare@weinsteinproperties.com

INTERNET: www.ashtonsquare.com

www.weinsteinproperties.com

6/23/12

Howell's Upholstery INC
612 A. Aberdeen RD.
Hampton, VA. 23661

To Whom it May Concern:

I am writing in support of Church World Services's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program. During the last year, my office has worked with the staff of the Newport News office, and has appreciated their work as a resettlement provider and the services they have provided to refugees in my area. Unfortunately the upholstery trade is one of the skills that are getting harder to find skilled employees. The Newport News office placed a refugee with our company, who had some experience in this field of work. He now has become a very skilled upholster and a asset to our company. Through the funding of this grant, they will be able to continue to offer employment, support, and interpretation/translation to the resettlement of refugees to the Newport News area. They will also be able to provide additional resources for English Language Training, which provides a secure foundation for helping refugees reach self-sufficiency.

My agency recommends and supports the Newport News's office participation in this grant.

Sincerely,



Howell's Upholstery INC

HARRISONBURG ROCKINGHAM SOCIAL SERVICES DISTRICT

110 North Mason Street
P.O. Box 809
Harrisonburg, VA 22803-0809

540-574-5100 (Main Number) • 540-574-5110 (Benefit Programs)
540-574-5127 (Main Fax) • 540-574-5182 (Benefit Programs Fax)
540-574-5120 (Services) • 540-574-5104 (CPS/APS)

June 25, 2012

Kathy Cooper
State Refugee Coordinator
DSS Office of Newcomer Services
801 East Main St. 15th floor
Richmond, VA 23219-2901

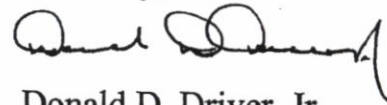
Dear Ms. Cooper,

I write at this time in support of the Church World Service Immigration and Refugee Program's Request for Application to be funded as a service provider for the Virginia Refugee Resettlement Program. For an extended period of time, the Harrisonburg Rockingham Social Services District has worked closely with the staff of the Harrisonburg Refugee Resettlement Office. We have appreciated their work as a resettlement provider and the services they offer to refugees in our area. As the local public social services agency, we have collaborated in providing the services necessary to assist our new neighbors in becoming settled in their new community and in becoming self-sufficient. Together we have directly coordinated family services and have worked to resolve specific case issues.

Through the funding of the requested grant, the Refugee Resettlement Office will be able to continue to offer employment, support, and interpretation/translation services to the resettlement refugees in the Harrisonburg/Rockingham area. They will also be able to provide additional resources for the English language training. This service provides a critical foundation for refugees to reach self-sufficiency.

Therefore, this agency strongly supports the application of the Church World Service Immigration and Refugee Program's funding as a service provider for the Virginia Refugee Resettlement program. Continued funding of this program will allow our community to continue to provide quality and critical services to the diverse individuals seeking a new life in our area. Please feel free to contact me at 540-574-5121 with any concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald D. Driver, Jr.", with a stylized flourish at the end.

Donald D. Driver, Jr.
Director



City of Harrisonburg, Virginia
Office of the City Manager

345 South Main Street
Post Office Box 20031
Harrisonburg, VA 22802
(540) 432-7701 / FAX (540) 432-7778

Kurt D. Hodgen
City Manager

June 22, 2012

Ms. Kathy Cooper
Director
Office of Newcomer Services
Virginia Department of Social Services
801 East Main Street
Richmond, Virginia 23219-2901

Dear Ms. Cooper:

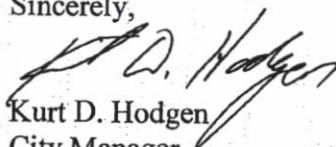
I am writing in support of the Church World Service Immigration and Refugee Program request to be funded as a service provider for the Virginia Refugee Resettlement Program.

Over the previous years, my office has worked with the staff of the Harrisonburg office, and has appreciated their work as a resettlement provider offering services to refugees in the Harrisonburg area. It is rewarding to know that Harrisonburg and the greater Shenandoah Valley is a source of solace and new life for individuals and families fleeing horrible conditions in their home countries. Our community recounts with pride the diversity that our immigrant residents bring and we strive to be a welcoming new home.

Through the funding of this grant, the Harrisonburg office will be able to continue to offer valuable employment, support and interpretation/translation to the resettlement of refugees to the Harrisonburg area. They will also be able to provide additional resources for much-needed English language training, which provides a secure foundation for helping these individuals reach self-sufficiency.

I am happy to support and recommend the Harrisonburg office of the Church World Service Immigration and Refugee Program for participation in this grant.

Sincerely,


Kurt D. Hodgen
City Manager

1. CONFIDENTIAL NATURE OF WORK

POLICY

The materials, products, designs, plans, ideas, and data of CWS are the property of CWS and may not be given or disclosed to an outside firm or individual except through proper channels and with appropriate authorization.

PROVISIONS

Any improper transfer of material or disclosure of information, even though it is not apparent that the employee has personally gained by such an action, constitutes unacceptable conduct.

Any employee who participates in such a practice will be subject to disciplinary action up to and including termination of employment.

ATTACHMENT C

CVS-12-089

Attachment C

PROGRAM ASSURANCES STATEMENT

In contracting with the Office of Newcomer Services, Virginia Department of Social Services, my organization assures that:

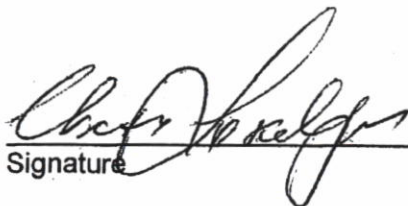
- A. The primary service goal will be to enable refugees to obtain employment as quickly as possible after enrolling in Refugee Social Services or the Targeted Assistance Program.

My organization assures that to it agrees to:

1. Utilize the ONS Comprehensive Resettlement Plan (CRP) or a **comparable** alternative for arriving refugees (includes all eligible populations) and/or all members of the refugee family, if it proposes to provide refugee resettlement services under the Refugee Social Services (RSS) and TAP sections of this RFP.
 2. Accept that comprehensive resettlement includes Reception and Placement (R&P) and Matching Grant (MG) case activities for RSS and TAP clients. The Contractor agrees that ONS must have ready access to R&P and MG case files.
 3. Keep, in the client's case file, proof in the form of documentation issued by the appropriate federal agency that verifies one of the eligibility statuses listed in **Section II A – Eligible Individuals to be Served**. Such documentation would include: a copy of the client's I-94, I-551/I-551B, asylum letter, and/or victim of trafficking certification.
- B. Provide services that are culturally and linguistically compatible with each refugee client's language and cultural background, and sensitive to gender issues.
- C. Make available to refugee women the same opportunities given to refugee men to participate in all appropriate services, including job placement and to include the use of bilingual/bicultural women on staff to ensure adequate service access by refugee women and cultural sensitivity
- D. Provide accurate information on refugees that are enrolled in TANF and RCA; and to adhere to a mechanism to ensure that, as a condition of eligibility, employable refugee adults who apply for refugee cash assistance are informed that they must register for work with an appropriate employment services agency, and will ensure that the individual is informed that he/she must participate in an employment service within 30 days after receipt of aid.
- E. Make available and offer English language instruction concurrent with employment or employment support services, and offered at times and places accessible by the refugee.
- F. Cooperate with ONS when it conducts program reviews and evaluations which can occur at any time.
- G. Provide written notice within 30 days of any changes in the program staff as outlined in the project narrative, and include a revised position description if applicable. This notice must be sent to the Senior Contract Specialist.
- H. Provide services under the Virginia Refugee Resettlement Program without charging a fee for providing the services outlined in the contract documents or use income to determine eligibility.
- I. To strengthen communication and cooperation with the Office of Newcomer Services, to provide comprehensive and integrative resettlement services, and to provide continuous program improvement by the doing the following:

Attachment C

1. Conduct quarterly consultations with representatives of local affiliates of voluntary resettlement agencies, local community service agencies, local governments, and other agencies that serve refugees to plan and coordinate the appropriate placement of refugees in advance of the refugees' arrival.
 2. Inform the State Refugee Coordinator at the moment a Contractor has any evidence – regardless of its significance – that a resettlement case is not progressing or conforming to basic program expectations.
 3. Participate in a mid-year and annual program review to evaluate the agency's service delivery and progress toward outcomes.
 4. Conduct on-going planning to ensure program flexibility and agency responsiveness to changes that impact refugee resettlement programs and services.
 5. Provide ONS with the method and information by which ONS can make contact with an authorized agency representative at any time.
 6. Adhere to the Business Hours and Accessibility to Clients set forth in Section P of the **Special Terms and Conditions**
 7. Adhere to the *Communication Protocol* set forth in Section Q of the **Special Terms and Conditions**.
 8. Adhere to the *Difficult Case Protocol* set forth in Section R of the **Special Terms and Conditions**.
- J. My organization agrees to be an active participant in the Virginia Newcomer Information System (VNIS) database, and, as such, to do the following:
- a. Regularly enter client and service data into VNIS
 - b. Have or develop the staff and computer system capability and resources to participate in the VNIS statewide network.
 - c. Designate one staff person that will have VNIS responsibilities and be the VNIS point of contact for ONS.
 - d. Participate in VNIS User training and/or User Group.
 - e. Participate in trainings, system upgrades, and VNIS maintenance as directed by ONS.
 - f. Adhere to all ONS reporting requirements.
 - g. Adhere to all VDSS Security and User requirements.


Signature

Director
Title

6/26/12
Date

ATTACHMENT D

CVS-12-089

Attachment D

PROGRAM ASSURANCES STATEMENT

In contracting with the Office of Newcomer Services, Virginia Department of Social Services, my organization assures that:

- A. The primary service goal will be to enable refugees to obtain employment as quickly as possible after enrolling in Refugee Social Services or the Targeted Assistance Program.


My organization assures that to it agrees to:

1. Utilize the ONS Comprehensive Resettlement Plan (CRP) or a **comparable** alternative for arriving refugees (includes all eligible populations) and/or all members of the refugee family, if it proposes to provide refugee resettlement services under the Refugee Social Services (RSS) and TAP sections of this RFP.
 2. Accept that comprehensive resettlement includes Reception and Placement (R&P) and Matching Grant (MG) case activities for RSS and TAP clients. The Contractor agrees that ONS must have ready access to R&P and MG case files.
 3. Keep, in the client's case file, proof in the form of documentation issued by the appropriate federal agency that verifies one of the eligibility statuses listed in **Section II A – Eligible Individuals to be Served**. Such documentation would include: a copy of the client's I-94, I-551/I-551B, asylum letter, and/or victim of trafficking certification.
- B. Provide services that are culturally and linguistically compatible with each refugee client's language and cultural background, and sensitive to gender issues.
- C. Make available to refugee women the same opportunities given to refugee men to participate in all appropriate services, including job placement and to include the use of bilingual/bicultural women on staff to ensure adequate service access by refugee women and cultural sensitivity
- D. Provide accurate information on refugees that are enrolled in TANF and RCA, and to adhere to a mechanism to ensure that, as a condition of eligibility, employable refugee adults who apply for refugee cash assistance are informed that they must register for work with an appropriate employment services agency, and will ensure that the individual is informed that he/she must participate in an employment service within 30 days after receipt of aid.
- E. Make available and offer English language instruction concurrent with employment or employment support services, and offered at times and places accessible by the refugee.
- F. Cooperate with ONS when it conducts program reviews and evaluations which can occur at any time.
- G. Provide written notice within 30 days of any changes in the program staff as outlined in the project narrative, and include a revised position description if applicable. This notice must be sent to the Senior Contract Specialist.
- H. Provide services under the Virginia Refugee Resettlement Program without charging a fee for providing the services outlined in the contract documents or use income to determine eligibility.
- I. To strengthen communication and cooperation with the Office of Newcomer Services, to provide comprehensive and integrative resettlement services, and to provide continuous program improvement by the doing the following:

Attachment D

1. Conduct quarterly consultations with representatives of local affiliates of voluntary resettlement agencies, local community service agencies, local governments, and other agencies that serve refugees to plan and coordinate the appropriate placement of refugees in advance of the refugees' arrival.
 2. Inform the State Refugee Coordinator at the moment a Contractor has any evidence – regardless of its significance – that a resettlement case is not progressing or conforming to basic program expectations.
 3. Participate in a mid-year and annual program review to evaluate the agency's service delivery and progress toward outcomes.
 4. Conduct on-going planning to ensure program flexibility and agency responsiveness to changes that impact refugee resettlement programs and services.
 5. Provide ONS with the method and information by which ONS can make contact with an authorized agency representative at any time.
 6. Adhere to the Business Hours and Accessibility to Clients set forth in Section P of the **Special Terms and Conditions**
 7. Adhere to the *Communication Protocol* set forth in Section Q of the **Special Terms and Conditions**.
 8. Adhere to the *Difficult Case Protocol* set forth in Section R of the **Special Terms and Conditions**.
- J. My organization agrees to be an active participant in the Virginia Newcomer Information System (VNIS) database, and, as such, to do the following:
- a. Regularly enter client and service data into VNIS
 - b. Have or develop the staff and computer system capability and resources to participate in the VNIS statewide network.
 - c. Designate one staff person that will have VNIS responsibilities and be the VNIS point of contact for ONS.
 - d. Participate in VNIS User training and/or User Group.
 - e. Participate in trainings, system upgrades, and VNIS maintenance as directed by ONS.
 - f. Adhere to all ONS reporting requirements.
 - g. Adhere to all VDSS Security and User requirements.

 Signature
Director Title

 Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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


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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE <i>Immigration & Refugee Program Director</i>	
APPLICANT ORGANIZATION <i>Church World Service, Inc.</i>		DATE SUBMITTED <i>6/25/12</i>	

ATTACHMENT E

CVS-12-089

Attachment E

FEDERAL CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification Regarding Drug-Free Workplace Requirements

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

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

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ATTACHMENT F

CVS-12-089

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

Each person or organization doing business with the Commonwealth of Virginia must provide the following information:

ORGANIZATION ENTITY:

Please provide reportable name where applicable.

- Original Submission
- Additional Addresses (See Back of Form)
- Address correction

Check Only One:

- Individual
- Partnership
- Estate
- Sole Proprietor
- Government
- Other (Please Describe) _____
- Corporation
- Trust

Social Security Number _____ and/or Employer Identification Number 13-4080201

ENTER THE FOLLOWING:

Legal Name Church World Service, Inc.
(Must match the Social Security Number, if applicable)
 Trade Name Church World Service, Inc.
(Must match the Employer Identification Number, if applicable)

Payment Address: P.O. Box 968
Elkhart, IN 46515
 DUNS # 006096754

IRS 1099 Form Mailing Address: _____
 DUNS # _____

Contact Person Joseph Roberson Telephone Number (212) 870-2179

- Please respond to the following: (See back of form for definitions.)**
- | | | |
|-------------------------------------|---|---------------------|
| Are you a United States Citizen? | Yes _____ | No _____ |
| Is your organization tax exempt? | Yes <input checked="" type="checkbox"/> | No _____ |
| Are you a Real Estate Agent? | Yes _____ | No _____ |
| Are you a Minority owned business? | Yes _____ | No _____ |
| Are you a Woman owned business? | Yes _____ | No _____ |
| Are you a Small business? | Yes _____ | No _____ |
| Are you a Faith Based Organization? | Yes <input checked="" type="checkbox"/> | No _____ (See Back) |

If you are a Minority owned business, please indicate the type of Minority.

African American Hispanic American Native American
 Asian-Pacific American Subcontinent-Asian American Other Minority

Are you registered with the Dept. of Minority Business Enterprise? If yes, enter your certificate # _____

Government Agencies, please respond to the following:

Are you Federal _____, State _____ or Local _____? (Please check one.)
 If you are considered Local, what is your FIPS Code? _____

- Certification - Under penalties of perjury, I certify that:**
- The number (s) shown on this form is my correct taxpayer identification number (s) (or I am waiting for a number to be issued to me).
 - The organization entity and all other information provided is accurate.
 - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 - I am a U.S. citizen (including a U.S. resident alien).

(You must cross out Item (3) above if you been notified by the IRS that you are currently subject to backup withholding because of under-reporting interest or dividends on your tax return.)

Signature [Signature] Date 6/25/12

ADDITIONAL ADDRESSES:

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your Dun & Bradstreet – Data Universal Numbering System (DUNS) number for each site. If you don't have a DUNS number, you may obtain one at no cost by calling 1-888-814-1435 or 1-866-705-5711.

DEFINITIONS:

- **Small Business** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.
- **Minority-owned business** means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
- **Minority individual** means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:
 1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
 2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
 3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
 4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.
- **Women-owned business** means a business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.
- **Faith Based Organizations:** If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".

Department of Minority Business Enterprise: If you have not registered with the Virginia Department of Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their web site, www.dmb.e.virginia.gov

ATTACHMENT G

CVS-12-089

Attachment G

FFATA Sub-recipient Required Data

This form must be completed, certified, and returned with the response to the RFP.

<i>For VDSS Use Only - To be completed by Program Unit</i>	
1. Federal Award Identifier Number (FAIN)	
2. Award Title	
3. CFDA	
4. Subaward Number	
<i>To be completed by Subawardee</i>	
5. Subawardee Legal Name	Church World Service, Inc.
6. Data Universal Numbering System (DUNS) number - 9 digits	006096754
7. Are you registered in the Central Contractor Registration (CCR)? If Yes, continue to question 8. If No, please go to question 9.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Is your registration CCR current and active? If Yes, enter expiration date. If No, continue to question 9.	<input checked="" type="checkbox"/> Yes Expiration Date: 7.15.2012 <input type="checkbox"/> No
9. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If Yes, continue to question 10. If No, please go to question 12.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.htm .)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

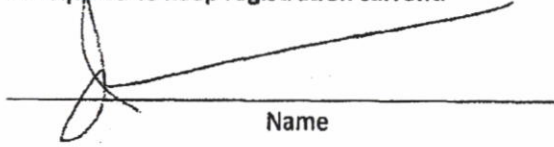
Attachment G

<p>If Yes, please go to question 12. If No, please continue to question 11.</p>	
<p>11. List the names and total compensation of the top five highly compensated officers. <i>Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c))</i></p> <p>Note: State and local governments are exempt from reporting executive compensation.</p>	<p>Officer 1 Name: _____</p> <p>Officer 1 Compensation: _____</p> <p>Officer 2 Name: _____</p> <p>Officer 2 Compensation: _____</p> <p>Officer 3 Name: _____</p> <p>Officer 3 Compensation: _____</p> <p>Officer 4 Name: _____</p> <p>Officer 4 Compensation: _____</p> <p>Officer 5 Name: _____</p> <p>Officer 5 Compensation: _____</p>
<p>12. Awardee Street Address 1</p>	<p>475 Riverside Dr</p>
<p>13. Street Address 2</p>	<p>Suite 700</p>
<p>14. City</p>	<p>New York</p>
<p>15. State</p>	<p>NY</p>
<p>16. Zip + 4</p>	<p>10015-0050</p>
<p>17. Congressional District</p>	<p>NY-015</p>
<p>18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1</p>	<p>Harrisonburg, VA</p>
<p>19. POP Street Address 2</p>	<p>250 E. Elizabeth St.</p>
<p>20. POP City</p>	<p>Harrisonburg</p>
<p>21. POP State</p>	<p>VA</p>
<p>22. POP Zip + 4</p>	<p>22802-4159</p>
<p>23. POP Congressional District</p>	<p>VA-006</p>

Dun & Bradstreet website: <http://www.dnb.com/us/>
 Central Contractor Registration website: <https://www.bpn.gov/ccr>

Attachment G

I certify that the above Subawardee Information is correct, accurate, and will be maintained/updated as required to keep registration current.


Name

Associate for Operations
Title

6.28.2012
Date

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 09 2000

CHURCH WORLD SERVICE INC
C/O LINDA HARTKE
475 RIVERSIDE DR STE 678
NEW YORK, NY 10115

Employer Identification Number:
13-4080201
DLN:
17053104037040
Contact Person:
MANOHAR RAMACHANDRAN ID# 31344
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a) (1) and 170(b) (1) (A) (vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a) (1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

CHURCH WORLD SERVICE INC

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Letter 947 (DO/CG)

CHURCH WORLD SERVICE INC

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Letter 947 (DO/CG)

CHURCH WORLD SERVICE, INC.

FINANCIAL STATEMENTS

JUNE 30, 2011 AND 2010

CHURCH WORLD SERVICE, INC.

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Independent Auditors' Report

The Board of Directors
Church World Service, Inc.
New York City, New York

We have audited the accompanying statements of financial position of Church World Service, Inc. ("CWS") as of June 30, 2011 and 2010, and the related statements of activities, cash flows and functional expenses for the years then ended. These financial statements are the responsibility of CWS's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Church World Service, Inc. as of June 30, 2011 and 2010, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Crosslin + Associates, P.C.

October 14, 2011
Nashville, Tennessee

CHURCH WORLD SERVICE, INC.
STATEMENTS OF FINANCIAL POSITION

	June 30,	
	2011	2010
Assets		
Cash and cash equivalents	\$ 1,596,041	\$ 1,369,824
Contributions receivable, less allowances for uncollectible contributions (\$5,000 in 2011 and 2010)	794,544	1,314,874
Government grants receivable	7,070,617	7,146,774
Prepaid expenses and other assets	1,812,130	2,556,363
Inventories	4,977,861	4,001,634
Investments	2,663,414	2,180,725
Investments held by others	6,803,297	5,844,353
Split-interest agreement receivables	3,864,484	3,485,870
Land, building, and equipment, net	265,959	462,120
	<u>\$ 29,848,347</u>	<u>\$ 28,362,537</u>
Total assets		
Liabilities and net assets		
Liabilities:		
Accounts payable	\$ 5,875,864	\$ 5,148,042
Grants payable	2,999,283	3,262,513
Accrued liabilities:		
Due to other U.S. voluntary agencies	1,115,212	1,509,275
Other	2,113,016	1,809,179
Due to government agency	94,343	54,858
Debt obligations	468,502	716,416
Postretirement benefit liability	5,816,910	5,804,952
Total liabilities	<u>18,483,130</u>	<u>18,305,235</u>
Net assets:		
Unrestricted	2,253,001	1,387,636
Temporarily restricted	7,418,842	7,114,585
Permanently restricted	1,693,374	1,555,081
Total net assets	<u>11,365,217</u>	<u>10,057,302</u>
	<u>\$ 29,848,347</u>	<u>\$ 28,362,537</u>
Total liabilities and net assets		

See accompanying notes to the financial statements.

CHURCH WORLD SERVICE, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2011

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support, revenues, gains and other income				
Support:				
Contributions – member communions and related organizations	\$ 7,838,902	\$ 210,476	\$ –	\$ 8,049,378
Contributions – public and community appeals	20,838,393	4,150,372	–	24,988,765
U.S. government programs	39,190,629	–	–	39,190,629
Donated materials	6,365,832	–	–	6,365,832
Revenues and gains:				
Service fees	679,193	–	–	679,193
Interest and dividend income	153,333	–	–	153,333
Other income	2,592,003	–	–	2,592,003
Net assets released from restrictions	4,056,591	(4,056,591)	–	–
Total support, revenues, gains and other income	81,714,876	304,257	–	82,019,133
Expenses				
Program services:				
Self-help development	11,357,358	–	–	11,357,358
Disaster and emergency response	18,984,964	–	–	18,984,964
Refugee services	38,308,172	–	–	38,308,172
Education and advocacy	1,776,347	–	–	1,776,347
Mission relationships and witness	686,204	–	–	686,204
Total program services	71,113,045	–	–	71,113,045
Supporting services:				
Management and general	3,072,188	–	–	3,072,188
Fund-raising	7,844,211	–	–	7,844,211
Total supporting services	10,916,399	–	–	10,916,399
Total expenses	82,029,444	–	–	82,029,444
Change in net assets from operations	(314,568)	304,257	–	(10,311)
Nonoperating activities				
Net realized and unrealized gain on investments	1,179,933	–	–	1,179,933
Endowment contributions	–	–	138,293	138,293
Change in net assets, before postretirement related changes	865,365	304,257	138,293	1,307,915
Postretirement related changes other than net periodic pension cost	–	–	–	–
Change in net assets, after postretirement related changes	865,365	304,257	138,293	1,307,915
Net assets at beginning of year	1,387,636	7,114,585	1,555,081	10,057,302
Net assets at end of year	\$ 2,253,001	\$ 7,418,842	\$ 1,693,374	\$ 11,365,217

See accompanying notes to the financial statements.

CHURCH WORLD SERVICE, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2010

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support, revenues, gains and other income				
Support:				
Contributions – member communions and related organizations	\$ 5,662,324	\$ 1,540,250	\$ –	\$ 7,202,574
Contributions – public and community appeals	23,100,348	3,778,542	–	26,878,890
U.S. government programs	35,567,657	–	–	35,567,657
Donated materials	8,940,412	–	–	8,940,412
Revenues and gains:				
Service fees	928,644	–	–	928,644
Interest and dividend income	132,987	–	–	132,987
Other income	2,727,823	–	–	2,727,823
Net assets released from restrictions	2,851,848	(2,851,848)	–	–
Total support, revenues, gains and other income	79,912,043	2,466,944	–	82,378,987
Expenses				
Program services:				
Self-help development	10,065,113	–	–	10,065,113
Disaster and emergency response	17,397,690	–	–	17,397,690
Refugee services	37,715,993	–	–	37,715,993
Education and advocacy	2,008,441	–	–	2,008,441
Mission relationships and witness	783,997	–	–	783,997
Total program services	67,971,234	–	–	67,971,234
Supporting services:				
Management and general	2,766,016	–	–	2,766,016
Fund-raising	8,610,990	–	–	8,610,990
Total supporting services	11,377,006	–	–	11,377,006
Total expenses	79,348,240	–	–	79,348,240
Change in net assets from operations	563,803	2,466,944	–	3,030,747
Nonoperating activities				
Net realized and unrealized gain on investments	589,208	–	–	589,208
Endowment contributions	–	–	33,820	33,820
Change in net assets, before postretirement related changes	1,153,011	2,466,944	33,820	3,653,775
Postretirement related changes other than net periodic pension cost	(287,362)	–	–	(287,362)
Change in net assets, after postretirement related changes	865,649	2,466,944	33,820	3,366,413
Net assets at beginning of year	521,987	4,647,641	1,521,261	6,690,889
Net assets at end of year	\$ 1,387,636	\$ 7,114,585	\$ 1,555,081	\$ 10,057,302

See accompanying notes to the financial statements.

CHURCH WORLD SERVICE, INC.
STATEMENTS OF CASH FLOWS

	Year Ended June 30,	
	2011	2010
Operating activities		
Change in net assets	\$ 1,307,915	\$ 3,366,413
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	203,576	231,555
Net realized and unrealized gain on investments	(1,179,933)	(589,208)
Changes in operating assets and liabilities:		
Contributions receivable	520,330	(840,052)
Split-interest agreement receivables	(378,614)	(482,979)
Government grants receivable	76,157	(716,760)
Prepaid expenses and other assets	744,233	933
Inventories	(976,227)	(2,345,368)
Accounts payable	727,822	2,035,945
Grants payable	(263,230)	(161,662)
Accrued liabilities	(90,226)	(1,140,510)
Postretirement benefit liability	11,958	386,826
Due to government agency	39,485	-
	743,246	(254,867)
Investing activities		
Purchases of equipment	(7,415)	-
Purchases of investments, net	(261,700)	(101,772)
	(269,115)	(101,772)
Financing activities		
Proceeds from debt obligations	-	500,000
Repayment of debt obligations	(247,914)	(144,049)
	(247,914)	355,951
Net increase (decrease) in cash and cash equivalents	226,217	(688)
Cash and cash equivalents at beginning of year	1,369,824	1,370,512
Cash and cash equivalents at end of year	\$ 1,596,041	\$ 1,369,824
Supplemental information		
Interest paid	\$ 57,330	\$ 40,877

See accompanying notes to the financial statements.

CHURCH WORLD SERVICE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2011

Type of Expense	Self-Help Development	Disaster and Emergency Response	Refugee Services	Education and Advocacy	Mission Relationships and Witness	Total Program Services	Management and General	Fund-Raising	Total Supporting Services	Total 2011 Expenses
Direct program expenses	\$ 8,718,996	\$ 13,969,501	\$ 25,195,535	\$ 121,500	\$ 83,500	\$ 48,089,032	\$ -	\$ -	\$ -	\$ 48,089,032
Designated expenditures for other U.S. voluntary agencies	939,752	3,064,408	-	81,717	-	4,085,877	-	-	-	4,085,877
	9,658,748	17,033,909	25,195,535	203,217	83,500	52,174,909	-	-	-	52,174,909
Salaries and related costs	1,109,234	1,050,615	10,925,434	1,119,949	438,552	14,643,784	1,096,004	5,494,835	6,590,839	21,234,623
Professional fees	225,244	301,680	436,476	163,181	27,485	1,154,066	1,094,168	316,762	1,410,930	2,564,996
Rent and occupancy	107,845	84,908	532,263	31,777	25,658	782,451	226,003	309,043	535,046	1,317,497
Office supplies and equipment	17,166	45,633	308,795	21,360	15,266	408,220	159,054	75,912	234,966	643,186
Communications	13,571	179,626	262,638	16,939	3,430	476,204	147,651	909,442	1,057,093	1,533,297
Travel and meetings	187,866	227,580	515,467	171,256	19,595	1,121,764	58,958	565,125	624,083	1,745,847
Depreciation	16,382	28,950	3,101	18,265	9,232	75,930	113,922	13,724	127,646	203,576
Interest	-	-	-	-	-	-	57,330	-	57,330	57,330
Miscellaneous	21,302	32,063	128,463	30,403	63,486	275,717	119,098	159,368	278,466	554,183
Total expenses	\$ 11,357,358	\$ 18,984,964	\$ 38,308,172	\$ 1,776,347	\$ 686,204	\$ 71,113,045	\$ 3,072,188	\$ 7,844,211	\$ 10,916,399	\$ 82,029,444

See accompanying notes to the financial statements.

CHURCH WORLD SERVICE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2010

Type of Expense	Self-Help Development	Disaster and Emergency Response	Refugee Services	Education and Advocacy	Mission Relationships and Witness	Total Program Services	Management and General	Fund- Raising	Total Supporting Services	Total 2010 Expenses
Direct program expenses	\$ 7,447,020	\$ 11,962,163	\$ 25,109,993	\$ 174,700	\$ 172,010	\$ 44,865,886	\$ -	\$ -	\$ -	\$ 44,865,886
Designated expenditures for other U.S. voluntary agencies	881,583	2,874,728	-	76,659	-	3,832,970	-	-	-	3,832,970
	8,328,603	14,836,891	25,109,993	251,359	172,010	48,698,856	-	-	-	48,698,856
Salaries and related costs	1,151,492	1,526,492	10,616,275	1,442,880	483,317	15,220,456	785,182	6,106,952	6,892,134	22,112,590
Professional fees	268,403	364,225	250,867	42,672	27,120	953,287	1,137,243	258,364	1,395,607	2,348,894
Rent and occupancy	109,920	84,252	546,520	31,927	25,659	798,278	193,531	369,942	563,473	1,361,751
Office supplies and equipment	2,329	22,722	184,422	2,385	981	212,839	198,175	76,319	274,494	487,333
Communications	10,175	262,240	259,631	29,546	5,671	567,263	122,321	1,037,275	1,159,596	1,726,859
Travel and meetings	173,461	242,164	699,183	159,762	5,881	1,280,451	62,244	560,470	622,714	1,903,165
Depreciation	18,730	30,980	4,743	20,529	10,463	85,445	121,082	25,028	146,110	231,555
Interest	-	-	-	-	-	-	40,877	-	40,877	40,877
Miscellaneous	2,000	27,724	44,359	27,381	52,895	154,359	105,361	176,640	282,001	436,360
Total expenses	\$ 10,065,113	\$ 17,397,690	\$ 37,715,993	\$ 2,008,441	\$ 783,997	\$ 67,971,234	\$ 2,766,016	\$ 8,610,990	\$ 11,377,006	\$ 79,348,240

See accompanying notes to the financial statements.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

1. ORGANIZATION

Church World Service, Inc. ("CWS") is a not-for-profit, private voluntary organization. CWS works with partners to eradicate hunger and poverty and to promote peace and justice around the world. Church World Service supports sustainable grassroots development, disaster relief, and refugee assistance; works to educate and advocate on hunger-related issues; provides resources; and facilitates action and communication at the grassroots level.

In May 2000, the Executive Board of the National Council of the Churches of Christ in the U.S.A. (the "Council") authorized the separation of financial and operating management of the Council and CWS effective July 1, 2000. The Executive Board of the Council acted to delegate CWS's legal and fiduciary responsibility to the Board of Directors of CWS and the Executive Committee of CWS. The membership of both bodies remains with the General Assembly of the NCC and CWS with governance for each respectively provided by the Governing Board of the Council and the Board of Directors of CWS.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Net Asset Classifications

CWS classifies its support, revenues, expenses, gains and losses into three classes of net assets based on the existence or absence of donor-imposed restrictions. Net assets of CWS and changes therein are classified as follows:

Unrestricted Net Assets - Reflect unrestricted board-designated, trustee, and other resources available to CWS for its operating activities.

Temporarily Restricted Net Assets - Reflect contributed assets whose use by CWS has been limited by donors for a specified time or purpose.

Permanently Restricted Net Assets - Reflect contributions with donor-imposed restrictions that do not expire and that typically allow for the income earned thereon to be expended consistent with donor intent.

Cash and Cash Equivalents

For the purpose of these financial statements, CWS considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Investments and Investment Income

CWS records all investments at fair value based on the fair value measurements described in Note 14.

The fair values of equity and debt securities are based on quoted market prices on the last business day of the fiscal year. The fair values of mutual funds are based on published unit values on the last business day of the fiscal year. Investment income, including realized and unrealized gains and losses, is recorded in the appropriate net asset classification based on donor restrictions or the absence thereof.

Concentrations

CWS maintains cash deposits and investments in accounts which, at times, may exceed federally insured limits. Credit risk is managed by maintaining all deposits in financial institutions which management believes are high quality financial institutions and by maintaining diversification of investments, including those held in various securities. Such funds are subject to inherent market fluctuations, which at times, may be significant.

Land, Building, and Equipment

Land, building and equipment are recorded at acquisition cost. Donated property is recorded at estimated fair value at date of donation. Expenditures for normal maintenance and repairs are expensed as incurred. Depreciation of the building is on the straight-line basis over its estimated useful life of 30 years. Depreciation of furniture, equipment, and vehicles is provided on the straight-line basis over their estimated useful lives of five to ten years. Amortization of leasehold improvements is provided over the lives of the respective leases, or the estimated useful lives of the improvements, whichever is shorter.

Contributions

Contributions are considered to be unrestricted unless they are received with donor stipulations that limit their use either through purpose or time restrictions. Contributions with donor stipulations that limit their use are considered to be temporarily restricted until the donor restrictions expire, that is, when a time restriction ends or a purpose restriction is fulfilled. Upon the expiration of donor stipulations, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted contributions received and expended in the same accounting period are classified as unrestricted support. Unconditional contributions receivable at June 30, 2011, are expected to be collected within one year. An allowance for uncollectible contributions is recorded to reduce contributions receivable to their net realizable value and is determined based on a review of specific risk factors and historical experience.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Split-Interest Agreements

CWS is the beneficiary of various split-interest agreements from donors. The related assets are controlled and invested by independent third parties. CWS records a receivable and the related contribution income for its share of the assets when formal written or other verifiable documentation is received. CWS's share of the assets is based on the present value of the estimated future distributions to be received by CWS over the term of the agreement.

Contributed Goods and Services

Contributed goods, consisting primarily of kits, food and medical supplies are valued at their estimated fair value at the date of receipt, and are recognized as donated materials in the accompanying statements of activities. Donated materials are expensed from inventory when distributed.

Contributed services are recognized as revenue at their fair value if the services create or enhance nonfinancial assets or require specialized skills and are provided by individuals possessing those skills and typically would have been purchased if not provided by contribution. Contributed services and promises to contribute that do not meet these criteria are not recognized as revenues and are not reported in the accompanying financial statements.

U.S. Government Support

Support from U.S. government programs is generally recognized in the period in which expenses are incurred, except for the U.S. Reception and Placement program, which are recognized based on the number of authorized refugees resettled. Government grants receivable reflected in the accompanying statements of financial position represent amounts receivable from various government agencies under resettlement and other programmatic contracts. At June 30, 2011 and 2010, CWS held government advanced funds of \$500,479 and \$1,644,100, respectively.

Functional Allocation of Expenses

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function are allocated to components of these services based on time allocation factors determined by management.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Direct Program Expenses

Direct expenses of CWS programs include grants in support of globally affiliated agencies' programs and projects, shipments of donated materials, purchase and land transportation of relief commodities and materials, and costs of refugee resettlement. Resettlement costs include housing, food, transportation, and social services for resettled refugees.

Federal Income Taxes

The Internal Revenue Service has ruled that CWS is a tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for federal income taxes has been made in the accompanying financial statements.

CWS accounts for the effect of any uncertain tax positions based on a more likely than not threshold to the recognition of the tax positions being sustained based on the technical merits of the position under examination by the applicable taxing authority. If a tax position or positions are deemed to result in uncertainties of those positions, the unrecognized tax benefit is estimated based on a cumulative probability assessment that aggregates the estimated tax liability for all uncertain tax positions. Tax positions for CWS include, but are not limited to, the tax-exempt status and determination of whether certain income is subject to unrelated business income tax; however, CWS has determined that such tax positions do not result in an uncertainty requiring recognition.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Management believes that such estimates have been made based on reasonable assumptions and that such estimates are adequate. Actual results could differ from those estimates.

Fair Value Measurements

Assets and liabilities recorded at fair value on a recurring basis in the accompanying statements of financial position are categorized based on the level of judgment associated with the inputs used to measure their fair value. Level inputs, as defined by Financial Accounting Standards Board Accounting Standards Codification ("ASC") 820, *Fair Value Measurements and Disclosures*, are as follows:

Level 1 - Values are unadjusted quoted prices for identical assets and liabilities in active markets accessible at the measurement date.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Level 2 - Inputs include quoted prices for similar assets or liabilities in active markets, quoted prices from those willing to trade in markets that are not active, or other inputs that are observable or can be corroborated by market data for the term of the instrument. Such inputs include market interest rates and volatilities, spreads and yield curves.

Level 3 - Certain inputs are unobservable (supported by little or no market activity) and significant to the fair value measurement. Unobservable inputs reflect CWS's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date.

3. SPLIT-INTEREST AGREEMENTS

CWS is the beneficiary of various split-interest agreements, which are administered by the United Methodist Foundation of the Northern Illinois Conference, Inc., the Presbyterian Foundation and the Mennonite Foundation, Inc. Included in the accompanying statements of financial position as split-interest agreement receivables is the fair value of the receivables based on the present value of CWS's interests in these agreements as follows:

	<u>June 30, 2011</u>		<u>June 30, 2010</u>	
	<u>Market Value</u>	<u>Present Value</u>	<u>Market Value</u>	<u>Present Value</u>
United Methodist Foundation:				
Charitable gift annuities	\$4,054,985	\$3,250,301	\$3,458,891	\$2,873,014
Charitable remainder unitrusts	1,157,371	521,582	1,025,179	504,654
Pooled income	59,375	52,745	53,240	51,842
Interest-free loan fund	<u>2,028</u>	<u>2,000</u>	<u>1,703</u>	<u>2,000</u>
	<u>5,273,759</u>	<u>3,826,628</u>	<u>4,539,013</u>	<u>3,431,510</u>
Presbyterian Foundation:				
Charitable gift annuities	180,209	3,004	200,965	22,855
Pooled income funds	<u>4,170</u>	<u>2,413</u>	<u>4,185</u>	<u>1,816</u>
	<u>184,379</u>	<u>5,417</u>	<u>205,150</u>	<u>24,671</u>
Mennonite Foundation, Inc.:				
Unitrust	<u>91,943</u>	<u>32,439</u>	<u>87,253</u>	<u>29,689</u>
Total	<u>\$5,550,081</u>	<u>\$3,864,484</u>	<u>\$4,831,416</u>	<u>\$3,485,870</u>

The discount rate and expected return on investment assumptions used in determining the present value of the charitable gift annuities shown above were 2.4% and 5.7% respectively for 2011 and 2.6% and 5.7% respectively for 2010.

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

4. INVESTMENTS AND INVESTMENT HELD BY OTHERS

CWS's investment portfolio, at fair value, consists of:

	June 30,	
	2011	2010
Corporate bonds	\$ 293,744	\$ 184,900
U.S. government obligations	211,983	244,785
Equity securities	2,046,212	1,453,501
Other	111,475	297,539
	<u>\$2,663,414</u>	<u>\$2,180,725</u>

Investments held by others are held by the United Methodist Foundation of the Northern Illinois Conference, Inc. (UMF), Presbyterian Foundation, Ecumenical Trust and the Board of Church Extension of Disciples of Christ, Inc. (BCE).

Investments held by others, at fair value, consist of:

	June 30,	
	2011	2010
UMF - Moderate Funds	\$2,540,827	\$2,159,863
UMF - Aggressive Funds	1,547,828	1,256,385
UMF - Other	196,035	21,154
Ecumenical Trust - New Covenant Growth Fund	85,550	69,663
Presbyterian Foundation Funds	32,816	29,118
BCE - Certificate of deposit	2,400,241	2,308,170
	<u>\$6,803,297</u>	<u>\$5,844,353</u>

The investments held by others are invested by those organizations in mutual funds, U.S. and international equity securities, corporate and international bonds, U.S. government obligations and real assets. The UMF - Moderate Fund consist of approximately 50% equities and 50% fixed income and other. The UMF - Aggressive Fund consists of approximately 70% equities and 30% fixed income and other.

CWS's investments are exposed to various risks including market, interest and credit risk. Due to volatility in the markets for investments, there is a reasonable possibility of changes in fair value and additional gains or losses in the near term and that such changes could materially affect the amounts reported in the financial statements.

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

5. INVENTORIES

Inventories consist of:

	June 30,	
	2011	2010
Donated materials	\$4,935,700	\$3,958,574
Other materials and supplies	42,161	43,060
	\$4,977,861	\$4,001,634

Donated materials consist of various items, many of which are generated through the CWS Kit Program, including hygiene, school, cleanup, baby and kid's kits. CWS distributes these donated materials to disaster relief sites or other areas in need. The donated material inventory is valued based upon an average cost of the donated item.

Other inventory consists of purchased items, including blankets and toothpaste, which are recorded at the lower of cost or market using the first-in, first-out method.

6. LAND, BUILDING, AND EQUIPMENT

Land, building, and equipment, net, consist of:

	June 30,	
	2011	2010
Furniture and equipment	\$ 4,712,380	\$ 4,704,965
Building and leasehold improvements	1,789,838	1,789,838
Land	7,137	7,137
	6,509,355	6,501,940
Less accumulated depreciation	(6,243,396)	(6,039,820)
Land, building, and equipment, net	\$ 265,959	\$ 462,120

7. DUE TO OTHER U.S. VOLUNTARY AGENCIES

CWS, through CROP Hunger events, can elect to allocate a percentage of the funds raised to support agencies and activities directly involved in local hunger programs. CROP Hunger event donors can also designate funds for other U.S. agencies involved in international development work. CWS recognizes grant expenses for these programs when the related grants or designations are approved.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

8. DEBT OBLIGATIONS

CWS has a note payable agreement, in the original amount of \$1,500,000, with the Board of Church Extension of Disciples of Christ, Inc. ("BCE"). During fiscal year 2010, CWS borrowed an additional \$500,000 from the BCE, increasing the total commitment of the agreement to \$2,000,000. The note bears interest at an adjustable rate (5.50% and 7.375% at June 30, 2011 and 2010) and is collateralized by certain investment balances maintained by CWS at the BCE. At June 30, 2011 and 2010, the unpaid balance of the note payable was \$468,502 and \$716,416, respectively. The unpaid balance is due on January 1, 2012.

CWS also has a line-of-credit with a financial institution for \$1,500,000, which is renewed annually. Interest is payable on amount outstanding at a variable rate equal to LIBOR plus 1%. The line of credit is secured by substantially all assets, excluding real estate and restricted net assets. There were no amounts outstanding on the line of credit at June 30, 2011 or 2010.

9. POSTRETIREMENT BENEFIT LIABILITY AND PENSION BENEFITS

CWS provides certain healthcare benefits for retired employees. Employees hired prior to January 1, 2000, with at least five years of participation in CWS's health retirement plan are eligible for postretirement benefits upon reaching a normal retirement age of 62. Employees between the ages of 55 and 62 who were granted early retirement, have completed 15 consecutive years of service, and have at least 5 years of participation in CWS's health insurance program are also eligible for postretirement benefits. Employees hired on January 1, 2000, and thereafter are not eligible for postretirement healthcare benefits.

Effective January 1, 2009, the postretirement benefit plan for non-union employees of CWS was amended to reflect increased participant cost share. The changes made to the plan were communicated to all parties in April 2008 and as a result April 1, 2008 was used as the date at which the plan amendment was valued.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

9. POSTRETIREMENT BENEFIT LIABILITY AND PENSION BENEFITS - Continued

The status of the postretirement healthcare plan at June 30, 2011 and 2010, was as follows:

	<u>2011</u>	<u>2010</u>
Change in benefit obligation:		
Benefit obligation at beginning of year	\$ 5,804,952	\$ 5,418,126
Service cost	33,200	41,643
Interest cost	266,513	341,024
Actuarial loss	689,126	907,525
Actual benefit disbursements	<u>(976,881)</u>	<u>(903,366)</u>
Benefit obligation at the end of year	<u>\$ 5,816,910</u>	<u>\$ 5,804,952</u>
Change in plan assets:		
Fair value of plan asset at beginning of year	\$ -	\$ -
Employer contributions	874,204	821,510
Participant contributions	102,677	81,856
Actual benefit disbursements	<u>(976,881)</u>	<u>(903,366)</u>
Fair value of plan assets at end of year	<u>\$ -</u>	<u>\$ -</u>
Funded status:		
Benefit obligation	<u>\$5,816,910</u>	<u>\$ 5,804,952</u>
Net post retirement benefit liability recognized in statement of financial position	<u>\$5,816,910</u>	<u>\$ 5,804,952</u>

The net periodic postretirement benefit costs represent the actuarial present value of projected future benefits attributable to employee service rendered during the years ended June 30, 2011 and 2010, respectively

Components of the net periodic postretirement benefit cost are as follows:

	<u>Year Ended June 30,</u>	
	<u>2011</u>	<u>2010</u>
Service cost	\$ 33,200	\$ 41,643
Interest cost	266,513	341,024
Amortization of transition obligation	170,000	170,000
Amortization of unrecognized net gain	-	(11,388)
Amortization of prior service cost	<u>(441,815)</u>	<u>(441,815)</u>
	<u>\$ 27,898</u>	<u>\$ 99,464</u>

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

9. POSTRETIREMENT BENEFIT LIABILITY AND PENSION BENEFITS - Continued

Expected benefit payments for the five fiscal years after fiscal 2011 and the subsequent five fiscal years in aggregate are as follows:

<u>Year Ended</u>	<u>Amounts</u>
2012	\$484,783
2013	497,265
2014	481,667
2015	464,695
2016	444,380
2017 - 2021	1,997,284

No contributions to fund future benefits payable under the retiree healthcare plan are expected in fiscal 2012. CWS expects to continue to pay postretirement benefits under the plan as they are incurred.

The following significant actuarial methods and assumptions were used in the June 30, 2011 actuarial valuation, the most recent valuation date:

Actuarial valuation method	Projected unit credit method
Discount rate	5%
Healthcare cost trend rate	8% graded down uniformly to 5% over 6 years
Mortality	RP-2000 Healthy Annuitants Table
Retirement rates	Varying rates beginning with 2% at age 55 to 100% retirement at age 70

The effect of a 1% increase in the healthcare cost trend rate would increase the postretirement benefit obligation to \$6,341,136 as of June 30, 2011.

Pension Plan

CWS sponsors a defined-contribution retirement plan covering substantially all employees. The retirement plan requires the employer to deposit with the trustee an amount equivalent to: (a) 9% of the employee's annual compensation for certain eligible non-union employees, (b) 11% of the employee's annual compensation for certain eligible union employees and (c) 18.65% of annual compensation for ordained employees who are considered self-employed, as defined in Article IV of the Federal Social Security Act. Prior to a plan amendment effective July 1, 2009, the employer contribution to the plan for eligible non-union employees was 11% of the employee's annual compensation. Contributions to the retirement plan during the years ended June 30, 2011 and 2010, were \$1,447,650 and \$1,593,837, respectively.

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

10. LEASES

CWS rents office space under various operating leases. The related lease terms range from one to five years. The following is a schedule of the future annual minimum rental payments required under operating leases that have initial or remaining noncancelable lease terms in excess of one year as of June 30, 2011:

<u>Year Ending June 30,</u>	
2012	\$ 944,975
2013	531,961
2014	480,995
2015	433,025
2016	<u>433,025</u>
	<u>\$2,823,981</u>

Rent expense was approximately \$1,300,000 for each of the years ended June 30, 2011 and 2010.

11. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

	<u>June 30,</u>	
	<u>2011</u>	<u>2010</u>
Split-interest agreement and other receivables	\$3,890,516	\$3,723,601
Emergency response	3,471,997	3,372,134
Social and economic development	37,529	18,850
Mission relationships and witness	<u>18,800</u>	<u>-</u>
	<u>\$7,418,842</u>	<u>\$7,114,585</u>

Net assets of \$4,056,591 and \$2,851,848 were released from donor restrictions as expenses were incurred satisfying purposes specified by the donors for the years ended June 30, 2011 and 2010, respectively.

12. PERMANENTLY RESTRICTED NET ASSETS

Permanently restricted net assets are to be held in perpetuity in accordance with donor intentions. Income from these net assets is either unrestricted or restricted by donors to be used primarily to offset the cost of operations of CWS (see Note 13).

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

13. ENDOWMENT

CWS's endowment consists of individual funds established generally to support the self-help development, emergency relief, refugee assistance and hunger relief programs of CWS. The endowment includes both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments. As required by U.S. GAAP, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Directors has interpreted the applicable state law as requiring the preservation of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, CWS classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

2011

Endowment Net Asset Composition by Type of Fund as of June 30, 2011 is as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted endowment funds	\$(112,117)	\$ -	\$1,693,374	\$1,581,257
Board-designated endowment funds	<u>3,033,855</u>	<u>-</u>	<u>-</u>	<u>3,033,855</u>
Total funds	<u>\$ 2,921,738</u>	<u>\$ -</u>	<u>\$1,693,374</u>	<u>\$4,615,112</u>

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

13. ENDOWMENT - Continued

Changes in Endowment Net Assets for the Year Ended June 30, 2011:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year	\$ 2,193,483	\$ -	\$1,555,081	\$ 3,748,564
Investment return:				
Investment income	149,066	-	-	149,066
Net appreciation (realized and unrealized)	<u>671,097</u>	<u>-</u>	<u>-</u>	<u>671,097</u>
Total investment return	<u>820,163</u>	<u>-</u>	<u>-</u>	<u>820,163</u>
Transfer to Board-designated and contributions	<u>-</u>	<u>-</u>	<u>138,293</u>	<u>138,293</u>
Appropriation of endowment assets for expenditure	<u>(91,908)</u>	<u>-</u>	<u>-</u>	<u>(91,908)</u>
Endowment net assets, end of year	<u>\$ 2,921,738</u>	<u>\$ -</u>	<u>\$1,693,374</u>	<u>\$ 4,615,112</u>

2010

Endowment Net Asset Composition by Type of Fund as of June 30, 2010 is as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted endowment funds	\$(307,331)	\$ -	\$1,555,081	\$1,247,750
Board-designated endowment funds	<u>2,500,814</u>	<u>-</u>	<u>-</u>	<u>2,500,814</u>
Total funds	<u>\$ 2,193,483</u>	<u>\$ -</u>	<u>\$1,555,081</u>	<u>\$3,748,564</u>

CHURCH WORLD SERVICE, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2011 AND 2010

13. ENDOWMENT - Continued

Changes in Endowment Net Assets for the Year Ended June 30, 2010:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, beginning of year	\$ 1,916,060	\$ -	\$1,521,261	\$ 3,437,321
Investment return:				
Investment income	85,709	-	-	85,709
Net appreciation (realized and unrealized)	<u>277,423</u>	<u>-</u>	<u>-</u>	<u>277,423</u>
Total investment return	<u>363,132</u>	<u>-</u>	<u>-</u>	<u>363,132</u>
Transfer to Board-designated and contributions	<u>-</u>	<u>-</u>	<u>33,820</u>	<u>33,820</u>
Appropriation of endowment assets for expenditure	<u>(85,709)</u>	<u>-</u>	<u>-</u>	<u>(85,709)</u>
Endowment net assets, end of year	<u>\$ 2,193,483</u>	<u>\$ -</u>	<u>\$1,555,081</u>	<u>\$ 3,748,564</u>

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or the applicable state law requires CWS to retain as a fund of perpetual duration. As of June 30, 2011 and 2010, the market value of the donor restricted endowment funds was less than the permanently restricted amounts by \$112,117 and \$307,331, respectively. Such amounts are reported within unrestricted net assets.

Return Objectives and Risk Parameters

CWS has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that CWS must hold in perpetuity as well as Board-designated funds. Under this policy, as approved by the Board of Directors, the endowment assets are held by third parties who invest the assets in a manner that is intended to produce results that exceed the price and yield results of respective industry bench-marks while assuming a moderate level of investment risk. CWS expects its endowment funds, over time, to provide an average rate of return between 6 - 8 percent annually. Actual returns in any given year may vary from this amount.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

13. ENDOWMENT - Continued

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, CWS relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). CWS targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy

CWS has no formal spending policy; however, CWS generally expends all investment earnings and realized gains it receives on program activities. The income earned from permanently restricted endowment funds can generally be used for the broad purposes of CWS's mission and is therefore, generally unrestricted. Distributions are made at the discretion of the Board of Directors when determining annual budget. CWS considers the long-term expected return on its endowment. Accordingly, over the long term, CWS expects the current spending policy to allow its endowment to grow at an average of between 1 - 3 percent annually. This is consistent with the CWS objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

14. FAIR VALUE OF FINANCIAL INSTRUMENTS

Required disclosures concerning the estimated fair value of financial instruments are presented below. The estimated fair value amounts have been determined based on CWS's assessment of available market information and appropriate valuation methodologies. The following table summarizes required fair value disclosures and measurements at June 30, 2011 and 2010 for the assets measured at fair value on a recurring basis under ASC 820, *Fair Value Measurements and Disclosures*:

	Assets Measured at	<u>Fair Value Measurements Using</u>		
	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>2011:</u>				
Split-interest agreement receivables	\$3,864,484	\$ -	\$ -	\$3,864,484
Investments:				
Common stock	\$1,130,044	\$1,130,044	\$ -	\$ -
Mid cap equity funds	187,000	187,000	-	-
International equity funds	588,041	588,041	-	-
Other equity funds	141,127	141,127	-	-
US government obligations	211,983	211,983	-	-
Corporate bonds	293,744	-	293,744	-
Other	<u>111,475</u>	<u>111,475</u>	<u>-</u>	<u>-</u>
Total investments	<u>\$2,663,414</u>	<u>\$2,369,670</u>	<u>\$293,744</u>	<u>\$ -</u>
Investments held by others:				
Pooled funds:				
Equities	\$2,871,782	\$2,871,782	\$ -	\$ -
Real estate	438,059	-	438,059	-
Corporate bonds	634,237	-	634,237	-
US government obligations	342,103	342,103	-	-
Other	<u>116,875</u>	<u>116,875</u>	<u>-</u>	<u>-</u>
Total pooled funds	4,403,056	3,330,760	1,072,296	-
Certificate of deposit	<u>2,400,241</u>	<u>2,400,241</u>	<u>-</u>	<u>-</u>
Total investments held by others	<u>\$6,803,297</u>	<u>\$5,731,001</u>	<u>\$1,072,296</u>	<u>\$ -</u>

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

14. FAIR VALUE OF FINANCIAL INSTRUMENTS - Continued

	Assets Measured at <u>Fair Value</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>2010:</u>				
Split-interest agreement receivables	\$3,485,870	\$ -	\$ -	\$3,485,870
Investments:				
Common stock	\$ 794,590	\$ 794,590	\$ -	\$ -
Mid cap equity funds	96,708	96,708	-	-
International equity funds	448,824	448,824	-	-
Other equity funds	113,379	113,379	-	-
US government obligations	244,785	244,785	-	-
Corporate bonds	184,900	-	184,900	-
Other	<u>297,539</u>	<u>297,539</u>	<u>-</u>	<u>-</u>
Total investments	<u>\$2,180,725</u>	<u>\$1,995,825</u>	<u>\$184,900</u>	<u>\$ -</u>
Investments held by others:				
Pooled funds:				
Equities	\$2,259,387	\$2,259,387	\$ -	\$ -
Real estate	347,178	-	347,178	-
Corporate bonds	572,129	-	572,129	-
US government obligations	284,617	284,617	-	-
Other	<u>72,872</u>	<u>72,872</u>	<u>-</u>	<u>-</u>
Total pooled funds	<u>3,536,183</u>	<u>2,616,876</u>	<u>919,307</u>	<u>-</u>
Certificate of deposit	<u>2,308,170</u>	<u>2,308,170</u>	<u>-</u>	<u>-</u>
Total investments held by others	<u>\$5,844,353</u>	<u>\$4,925,046</u>	<u>\$919,307</u>	<u>\$ -</u>

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

14. FAIR VALUE OF FINANCIAL INSTRUMENTS - Continued

The fair value of split-interest agreement receivables is measured based on present value techniques. Significant assumptions used in the calculations as of June 30, 2011 are as follows:

Net return or investment assets:	5.7%
Life expectancy:	2000 mortality tables
Discount rate:	2.4%

The following is a reconciliation of the beginning and ending balances for split-interest agreement receivables measured at fair value using Level 3 inputs during fiscal year 2011:

Beginning balance	\$ 3,485,870
Contributions included in activities	539,186
Change in value included in activities	<u>(160,572)</u>
Ending balance	<u>\$ 3,864,484</u>

15. RELATED-PARTY TRANSACTIONS

The Council performs certain administrative functions for CWS for which CWS pays service fees. These fees are based on a fixed percentage of the prior year cumulative expenses of the Council and were approximately \$200,000 for each of the years ended June 30, 2011 and 2010. CWS and the Council also share certain direct expenses, which are charged to the respective entity as incurred. In addition, CWS and the Council receive funds from various entities on behalf of each other, which are subsequently transferred to the respective entity. These amounts are accounted for as due to and due from transactions in the accompanying financial statements. CWS had a net payable to the Council of \$411,590 and \$244,602 at June 30, 2011 and 2010, respectively.

16. GOVERNMENT GRANTS

CWS receives funding under grants and contracts with governmental agencies. In accordance with the terms of certain government contracts, the records of CWS are subject to audit for varying periods after the final date of the contracts. If any expenditures are disallowed by the grantor agencies as a result of such an audit, any claim for reimbursement to the grantor agencies would become a liability of CWS. In the opinion of management, all grant expenditures are in compliance with the terms of the grant agreements and applicable federal and state laws and regulations.

CHURCH WORLD SERVICE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011 AND 2010

17. COLLECTIVE BARGAINING AGREEMENT

CWS is party to a collective bargaining agreement and agrees to be bound by the terms of the labor union agreements with the employees to ensure a supply of labor for certain locations. If CWS and the unions representing the employees are unable to agree prior to expiration of the current contracts or does not comply with the union agreements, CWS's source of labor may be limited and not readily available, and a work stoppage may occur that could adversely affect operations.

At June 30, 2011, approximately 12% of the employees are under the collective bargaining agreement represented by the union with existing labor agreements. The current collective bargaining agreement expired on March 31, 2011 and renegotiations are currently taking place.

18. CONTINGENCIES

CWS may become involved in litigation from time to time, in the normal course of operations. It is not possible to state the ultimate liability, if any, in these matters. In the opinion of management, the resulting liability, if any, from these actions will not have a material adverse effect on the financial position of CWS.

19. SUBSEQUENT EVENTS

CWS has evaluated subsequent events through October 14, 2011, the date the financial statements were available for issuance, and has determined that there are no subsequent events that require disclosure.

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Virginia Office of Newcomer Services



Announces

A Request for Proposals (RFP)

For Funding Under the

Virginia Refugee Resettlement Program

RFP NUMBER:	CVS-12-089
ISSUE DATE:	May 25, 2012
TITLE:	Virginia Refugee Resettlement Program (VRRP)
COMMODITY CODE:	952-75
LOCATION:	Statewide
INITIAL CONTRACT PERIOD:	October 1, 2012 to September 30, 2013
PROPOSAL DUE DATE AND TIME:	June 29, 2012 - 4:00 p.m.
ISSUING AGENCY:	Commonwealth of Virginia Department of Social Services Office of Newcomer Services-15th Floor 801 East Main Street Richmond, Virginia 23219-2901

Sealed Proposals will be received until June 29, 2012 at 4:00 p.m.
Proposals received after the deadline will be returned without consideration.
Send by U.S. mail or private mail carrier or hand-deliver directly to:

VDSS - Office of Newcomer Services
ATTN: Brent Sutton
801 East Main Street -- 15th Floor
Richmond, VA 23219-2901

A MANDATORY pre-proposal conference will be held on Wednesday, June 13, 2012 at 10:30 a.m. at the Virginia Department of Social Services, located at 801 East Main Street, Richmond, VA 23219-2901. Proposals will not be accepted by offerors who do not attend this mandatory pre-proposal conference

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



2012 Events Calendar

The following events and dates set forth public information for the RFP process.

ACTION

DATE

- | | |
|--|---------------------------------|
| • Release of Published RFP | May 25, 2012 |
| • Mandatory Pre-Proposal Conference | June 13, 2012 10:30 AM-12:30 PM |
| • Question and Answers Addendum posted | June 14, 2012 |
| • Deadline for RFP Responses to ONS | June 29, 2012 (4:00 PM) |
| • Announcement of awards | August 2012 |
| • New Contracts Effective Date | October 1, 2012 |

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XIV. Attachments

- Attachment A Proposed Employment Services Outcome Goals Form**
- Attachment B1 Budget Form: Budget Summary**
- Attachment B2 Budget Form: Budget Salaries**
- Attachment B3 Budget Form: Budget Other**
- Attachment C Program Assurances Statement**
- Attachment D Federal Assurance Form**
- Attachment E Assurances – non-Construction**
- Attachment F W-9 Request for Taxpayer ID Number Form**
- Attachment G FFATA Sub-Recipient Data Form**
- Attachment H State Corporation Commission Form**
- Attachment I Mandatory Pre-proposal Conference Form**
- Attachment J Proposal Checklist**

Appendices

- Appendix A Federal Funding Time Table**
- Appendix B Comprehensive Resettlement Plan**

**REQUEST FOR PROPOSALS (RFP)
RFP No. CVS-12-089**

Issue Date: May 25, 2012
Title: Refugee Resettlement Program
Commodity Code: 95275
Location: Statewide
Contract Period: October 1, 2012 – September 30, 2013 (Renewable)
Sealed Proposal Due Date & Time: **June 29, 4:00 p.m. Eastern Time**
Issuing Agency: Commonwealth of Virginia
Department of Social Services
Office of Newcomer Services
801 East Main Street, 15th Floor
Richmond, VA 23219-2901

SEALED PROPOSALS ARE TO BE MAILED OR HAND DELIVERED TO THE ABOVE ADDRESS.

Proposals for providing the services described herein will be received subject to the conditions cited herein until the proposal due date and time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION. DO NOT FAX OR E-MAIL.**

All inquiries for information should be directed to Brent Sutton: Phone: (804) 726-7928
Email: brent.sutton@dss.virginia.gov

In compliance with this Request for Proposals (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned Applicant agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation

_____ (Name of Organization)	_____ Date:
_____ (Address – Line 1)	_____ Signature:
_____ (Address – Line 2)	_____ Printed Name:
_____ ZIP Code:	_____ Title:
_____ Facsimile: ()	_____ Phone: ()
	_____ E-mail:

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. **Mandatory Pre-proposal Conference:** A mandatory pre-proposal conference will be held on June 13 from 10:30 am to 12:30 pm at the Virginia Department of Social Services, 801 East Main Street, Richmond, VA. See Section IX contained herein.

I. Purpose

The Virginia Department of Social Services (VDSS) Office of Newcomer Services (ONS) requests proposals from community-based organizations or non-profit agencies for provision of employment services and employability services, including English language training, to refugees and other eligible populations for services through the Virginia Refugee Resettlement Program (VRRP).

Funds for this Request for Proposals (RFP) are made available through the Refugee Social Services (RSS) Program and the Targeted Assistance Program (TAP), both of which are funded and administered at the federal level by the Office of Refugee Resettlement (ORR). ONS administers Virginia's allocation of RSS and TAP funds and desires to award sub-grants to those applicants that submit proposals for service delivery that best match the requirements of this RFP and provide the best value to the Commonwealth and constituents. Best value awards are based on evaluation criteria as stated in this solicitation (see Section VII. of this RFP). The federal CFDA number for these funds is 93.566.



II. Background Information

Under the Refugee Act of 1980, newly arrived refugees in the United States are resettled by national voluntary agencies (VOLAGS) through an agreement with the Department of State (DOS). VOLAGS receive federal funding from the DOS for reception and placement (R&P) services to refugees. R&P services cover initial resettlement costs including providing food and shelter, pocket money, orientation, assistance with applications and health screenings, and initial employability services.

The United States Department of Health and Human Services (DHHS), Office of Refugee Resettlement (ORR), funds states to provide cash and medical assistance, employment and training programs, and support services to employable refugees to ensure their early employment and economic independence shortly after arrival in the United States. The Virginia Office of Newcomer Services administers federally funded programs for refugees in Virginia. Currently, Refugee Cash Assistance (RCA), which is special cash assistance for needy refugees not eligible for cash assistance under Temporary Assistance to Needy Families (TANF) and Refugee Medical Assistance (RMA), special medical assistance for refugees who do not qualify for Medicaid, are available to refugees for a maximum of eight months after arrival.

Typically, refugees that arrive in Virginia subject to a 30 day reception and placement (R&P) period may be enrolled afterward in RSS and or TAP services. Other arrivals to Virginia, such as refugees moving into Virginia from other states, and those not subject to reception and placement, such as those receiving Special Immigrant Visas (SIVS), may be provided employment services immediately upon verification of their eligibility status for receiving refugee services.

Employment services for refugees are intended to reduce or eliminate refugee public assistance dependency through job placement. Refugee Social Services (RSS) funds are intended to serve refugees who have been in the U.S. less than sixty months (five years).

Services provided under both RSS and TAP funds are identical. However, applicants receiving TAP funds may wish to "target" services to refugees with specific barriers or vulnerabilities, as long as the Priority Order for Service Delivery is maintained. (See at V.F Priority Order for Service Delivery on page 15.)

A. Applicant Eligibility

Community-Based Organizations, Non-Profit Organizations, and Public Agencies with experience in providing a range of employment services along with other supportive services to refugees are invited to respond to this solicitation. All non-profit agencies must be incorporated in the State of Virginia and hold, or be in the process of securing, IRS tax status of 501(c) 3. All public agencies must include the Commonwealth of Virginia in their area of jurisdiction. **Applicants to this RFP must:**

1. have verifiable, successful experience operating a similar employment project within the past five years;
2. have a facility with capacity to reasonably and effectively provide services to diverse refugee populations. ONS reserves the right to inspect any facility or space in which services are rendered in order to verify its suitability; and
3. include in their proposal descriptions of previous experience that uniquely qualifies their organization to provide the proposed services.

B. Eligible Individuals to Be Served:

Individuals eligible for services under the federal Refugee Resettlement Program, applicable to Virginia, are those individuals that have been given official designation from the Department of State, Department of Homeland Security, or the Office of Refugee Resettlement. Individuals that can be served are: refugees, asylees, Cuban/Haitian entrants, Iraqis or Afghans with Special Immigrant Visa (SIV) status, certain Amerasians, unaccompanied refugee minors including Special Immigrant Juveniles, and victims of human trafficking and/or torture.

In order to be eligible to be served by the funds allocated in this RFP – RSS and TAP Programs – an individual must provide documentation that he or she has been given one of the official designations as indicated by their immigration status. When used in this RFP, the term "refugee" refers to anyone who possesses any of the statuses listed below:

- **Refugee** - a person who is outside his/her country of origin because of a well-founded fear of persecution due to race, religion, nationality, political opinion, or membership in a social group. Eligible participants hold the legal immigration status of a refugee, which is granted before their arrival in the United States,
- **Asylee** - a person who, either after arrival in the U.S. or at a border, demonstrated that he/she qualified under the "refugee" definition. Asylees do not enter the United States with the legal status of refugee, but rather apply for asylum after they have arrived. Asylum is adjudicated through immigration courts or judges. Once granted asylum, the individual is eligible for all services and support offered by VRRP.
- **Cuban / Haitian Entrant** – a person from Cuba or Haiti who has been admitted or paroled into the United States under P.L. 96-422 or obtained that immigration status after arrival.
- **Amerasian** – a person of American and Asian descent, especially one whose mother is Asian and whose father is American. Certain Amerasians from Vietnam are admitted into the United States as immigrants under the provisions of specific federal laws. These individuals were born in Vietnam after January 1, 1962, and before January 1, 1976, and were fathered by U.S. citizens. Eligible spouses, children, and parents or guardians also qualify for the program.
- **Iraqi or Afghan with special immigrant visa (SIV) status** – a person who was granted SIV status under Section 8120 of P.L. No. 111-118, Department of Defense Appropriations Act, 2010. An Afghan or Iraqi with SIV status is eligible for refugee and entitlement benefits for the same time period as refugees.

- **Victims of Human Trafficking** – a person who has been certified by the federal Office of Refugee Resettlement as a victim of a severe form of human trafficking under Public Law No. 106-386, Div. A, 114 Stat.1464 (2000). Victims of Trafficking are eligible for benefits and services to the same extent as refugees.

C. Period of Contract:

The initial contract period shall be federal fiscal year (FFY) 2013 beginning October 1, 2012 through September 30, 2013. Grants awarded as a result of this RFP may be renewed annually for up to four additional years, subject to the availability of funds and performance of the contractor.

D. Contract Funding:

The total amount of funds available under this RFP is \$1,773,000 in the two categories of:

RSS	\$1,538,000.00
TAP	\$ 235,000.00
TOTAL	\$ 1,773,000.00

The RSS funds available to Virginia through this RFP are Virginia's portion of ORR's allocations to states based on a three-year funding formula for refugee social services (RSS) that is derived from refugee arrival figures. RSS funds may be spent for the approved services for refugees that reside anywhere in Virginia. Targeted Assistance Grant (TAP) funds are based on a two-year funding formula that ranks and qualifies localities on various indicators. For this RFP, only the following Virginia localities qualify for TAP funds:

- Counties of Arlington and Fairfax; and
- Cities of Alexandria, Falls Church and Fairfax

TAP funds can be used to provide approved services to refugees that reside in those jurisdictions only.

III. Statement of Need

The domestic refugee resettlement program in the United States provides refugees the safety and security stipulated in the Refugee Act of 1980. Resettlement offices, through their Reception and Placement (R&P) Programs, provide newly arrived refugees with housing, food, access to health care, and orientation to life in America. From the first day of arrival, refugees must begin to adjust to American culture and begin to understand and access the services in communities in which they live. The provision of employment services is the key component in the resettlement process, but employment alone does not lead to successful resettlement.

Office of Newcomer Services regards successful refugee resettlement to be a continuum involving the efforts of many actors working cooperatively over a period of time which leads from refugees' initial arrival into Virginia, to self-sufficiency, and ideally citizenship and full participation in the communities in which they reside.

The Office of Newcomer Services, in conjunction with resettlement providers, has developed a time matrix to serve as a guide and representation of the federal funding period from date of arrival for respective types of service. (See **Appendix A "Federal Funding Time Table"**) The

Time Table also incorporates into the matrix the potential for non-federal funding sources as a part of the funding time continuum. This solicitation does not require matching funding. Nevertheless, all applicants must be mindful that non-federal funding sources, including in-kind and volunteer resources, are crucial if resettlement is to be successful at the local level.

The primary need this RFP meets is the provision of employment services and employability services, including English language training, that lead to employment as soon as possible after the eligible individual enters the contractor's caseload. Early employment leads to economic self-sufficiency for the family and increases the refugee's early integration into the community. Contractors that receive funds through this RFP will provide effective employment and employability services that are integrated into, and are a part of, cohesive and comprehensive resettlement services.

IV. Comprehensive Resettlement

A. Comprehensive Resettlement Plan

A guiding principle for refugee resettlement in Virginia is that refugees are best served by a community-based system of care that is comprehensive, coordinated, and responsive to the strengths and needs of eligible refugees and their families.

Successful resettlement requires that the physical and emotional well-being of refugees and their families are addressed in a positive way as services are being delivered. Successful resettlement also requires a comprehensive, planned approach that begins with case management that is carried out through management of a case plan. Office of Newcomer Services, with input from Virginia service providers, has developed a template that serves as a framework for case management. See **Appendix B, Comprehensive Resettlement Plan (CRP)**.

The CRP sets the framework for case-managed service delivery to refugees in the Commonwealth of Virginia. The CRP is both a comprehensive and integrated approach to the delivery of refugee employment services. Successful applicants must ensure that all core employment services, including English Language Training (ELT) and other employability services will be provided within the context of a comprehensive case management approach to service delivery.

Comprehensive case management requires that the service provider do the following:

1. Have established linkages with existing community service providers; a strategy for maintaining those linkages and creating additional linkages based on the client's service needs; and a mechanism for linking the client with other community service providers.
2. Develop, jointly with the client and with each family member a **Comprehensive Resettlement Plan (CRP)** that both describes the refugees' individual employment, English fluency, education, and health needs; and incorporates a method to measure and track progress in each area for that individual.

NOTE: The CRP must define the strategies needed to meet the goals of economic self-sufficiency and all benchmarks that will measure a refugee's progress toward self-sufficiency. **All service delivery plans submitted with applications to this solicitation must be consistent with the CRP template contained in the solicitation. Applicants**

awarded funds must incorporate this CRP as their primary casework form. ONS is refining and modifying the CRP template and the final version will be mandatory for use by all contractors beginning October 1, 2012.

B. Virginia Refugee Resettlement Model

The Virginia Refugee Resettlement Model is the framework for refugee resettlement in Virginia.

Virginia's refugee resettlement model is based on the guiding principles above that refugees are best served by a community-based system of care that is comprehensive, coordinated, and responsive to the strengths and needs of refugees and their families. Comprehensive case management connects the client with service agencies, organizations, and volunteers in the communities where the client lives and works.

Virginia's model of refugee resettlement originates from the purpose of the refugee resettlement program at the federal level, namely: promoting effective resettlement through attainment of economic self-sufficiency at the earliest time possible. The model is based on the following elements:

1. Long-term public assistance utilization is not an acceptable way of life in America, and is therefore not a resettlement option;
2. A refugee's early employment promotes his/her earliest economic self-sufficiency;
3. Refugee resettlement involves many services that may be provided concurrently, progressively, or successively, but always constituting a continuum of services beginning at the time of the refugee's arrival in the U.S. and continuing through self-sufficiency leading up to citizenship;
4. Language access is critical to the resettlement process and must be fostered by all who work in some way with refugees;
5. Services must be sensitive to cultural issues and must be implemented by a staff that, as closely as possible, mirrors the populations served;
6. Refugees are best served by linking them to service providers that are conveniently located in the communities where they live;
7. Coalitions of service providers ensure strong public/private partnerships and work to maximize resources;
8. Ongoing community dialogue regarding delivery of services to refugees is essential to provide local awareness of and input into the process to ensure adequate levels of local support for the resettlement effort;
9. Service providers must work in coordination with other agencies to maximize community resources and create a seamless service delivery system; and
10. Mutual assistance associations (refugee self-help groups) and ethnic organizations bring unique strengths and cultural knowledge to the resettlement process and should be included in the service network.

All service delivery plans submitted with applications to this solicitation must be consistent with the Virginia Model for Refugee Resettlement Model outlined here.

V. Desired Services

Part 400.140-400.156 of title 45 Refugee Social Services (RSS) of the Code of Federal Regulations enumerates those services that may be provided with RSS and TAP dollars. The services foster the idea of personal responsibility and promote the economic self-sufficiency of each refugee as soon as possible. For this reason, employment services that lead directly to employment are given first priority. (Reference Virginia Refugee Program Policy Manual @ www.dss.virginia.gov/family/ons for a more detailed description of refugee social services)

A. Scope

All proposals must describe a service model that specifically provides employment services designed to assist refugees in securing employment. The key program components of the model consist of employment services provided concurrently with English language training (ELT) to help refugees become employed. All services delivered will be to those refugees formally enrolled in employment services by the contractor, and subject to the refugee household's Comprehensive Resettlement Plan. Such refugees are considered to be a part of Refugee Social Services Employment Program (RSSEP) which entails all services provided through Refugee Social Services (RSS) and the Targeted Assistance Program (TAP).

The scope of services and the services provided are identical for both RSS and TAP services.

B. Case Management

1. Services

CM services consist of, but are not limited to outreach, linking refugees to available resources, advocacy, counseling/guidance, continuing assessment of the refugee and his/her families needs and/or problems and providing services accordingly, monitoring progress toward established goals and objectives, and ensuring that all services are provided and performed by the refugee.

CM services focus on removing barriers; social adjustment; strengthening, supporting and promoting employment; helping refugees with their permanent status adjustment, ID card and employment authorization card; providing transportation, translation and interpretation services; and linking and/or helping refugees with utilization of other community services in order for the refugee to achieve and maintain economic self-sufficiency, family stability or well-being, and community integration.

2. Case Manager

A case manager will be assigned to each refugee family or individual. Comprehensive case management requires that the service provider do the following:

- a. Have established linkages with existing community services providers; a strategy for maintaining those linkages and creating additional linkages based on the client's service needs; and a mechanism for linking the client with other community service providers.
- b. Develop, jointly with the client and with each family member, a Comprehensive Resettlement Plan (CRP) that describes both the refugees' overall needs for individual employment, English fluency, education, and health needs; and incorporates a method to measure and track progress in each area for that individual.
- c. Review the needs of all individuals in the refugee household to ensure that service considerations address the entire household, and thereby facilitate and encourage the strength and well-being of the family.
- d. Solicit input from all adult family members along the continuum of service delivery to bolster confidence and trust, assimilation into the community, and support sound-decision-making.

In addition, all case managers will a) utilize the CRP to guide the management process, and b) monitor all activities in relation to the fulfillment of the CRP. If a refugee has not achieved self-sufficiency after 12 months, a new CRP must be developed. The case manager, along with the refugee, identifies specialized, intensive services that will ensure independence and family stability as early as possible; and c) will maintain a case file for each refugee served and document services and assistance provided both in the case and in the Virginia Information Newcomer System (VNIS).

C. Core Employment Services (ES)

Employment services are to be provided concurrently with case management services with the express purpose of preparing refugees for employment. Preparation services should lead to job referrals that lead to job placements. After placement in a job, follow-up with the employee as well as the employer is important to ensure success on the job.

Employment services consist of the following: development of an individual employability plan for each employable adult, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.

- a. Development of an individual employability plan as part of the Comprehensive Resettlement Plan outlined in this RFP. The employability plan serves as the foundation and outline for all proposed services. The employability plan is specific in enumerating barriers and obstacles to employment. It must incorporate strategies to be used to address barriers and a schedule that includes goal dates.
- b. World of work and job orientation is the provision of employment-specific information and cross-cultural work experiences to individual refugees or groups of refugees. Topics center on familiarizing the refugee with the American workplace, and usually include: comparative work experiences, available employment services, finding a job and succeeding on the job. In Virginia, these services have often been termed "pre-employment training." Regardless of the term used, orientation to world of work must entail the activities described here

and utilize a written orientation curriculum.

- c. Job clubs and job workshops are designed as support activities for persons who need the guidance of a workshop leader to improve job-seeking skills. Workshops provide activities such as preparing job applications, resume writing, job seeking methods, interviewing techniques and other related job seeking skills.
- d. Job development includes activities conducted on behalf of a particular refugee that are designed to locate suitable job openings for the individual and/or market the individual to employers. Activities also expand the number of potential employers for placements of refugees in full-time and part-time employment. Examples of job development activities might include resume writing, labor market analysis, and employer and client training on cross cultural differences on the job. After placement, an essential activity is an employer contact to assess employer satisfaction with refugee employees and to determine if additional assistance from the provider agency would improve employer satisfaction.
- e. Referral to job opportunities is the act of bringing to the attention of an employer a participant who needs a job and/or informing the participant of a suitable opening with the employer. A job referral should provide complete information to the refugee about the job, including the type of work, wage, benefits, hours per week, and other requirements.
- f. Job search is a supervised process that teaches job seeking skills and techniques and requires participants to actively seek employment. Examples of job search activities might include assistance in identifying types of employment to target and employers to contact, assistance in completion of job applications, job interview skills training, and arrangement of transportation to interviews. During job search, participants may also be assisted with filling out applications and development of resumes.
- g. Job placement is an unduplicated placement in an unsubsidized job as a result of either: 1) a documented referral by the service provider made on behalf of an individual to the employer (direct agency placement), or 2) a specific employment service provided by the service provider, but for which no specific documented referral was made to the employer by the service provider (obtained placement).
- h. Job follow-up consists of services to each refugee placed in employment and are designed to ensure employment retention. Follow-up is made at designated times and intervals with both the employee and the employer. Follow up must be an integral component of each refugee's employability plan in order to establish degree of progress toward service objectives. It should be an interactive process with the refugee in order to obtain feedback that is meaningful toward the goal of adjusting the employability plan if necessary.

D. Employability Services

Other services may also be provided in addition to the core employment services already mentioned. These include the following:

1. Employability assessment services including aptitude and skills testing;
2. On the job training when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training;
3. English language instruction with an emphasis on English as it relates to obtaining and retaining a job;
4. Vocational training including driver education and training when provided as an individual employability plan;
5. Skills recertification involves helping a refugee obtain necessary professional refresher training and other recertification services in order to qualify to practice his or her profession in the United States when such training meets the criteria for appropriate training in Title 45, section 400.81(b) of the Code of Federal Regulations;
6. Day care for children when necessary for participation in an employability service, for the acceptance or retention of employment, and also when necessary for participation in a service other than an employability service;
7. Transportation when necessary for participation in an employability service or for the acceptance or retention of employment. Also when necessary for participation in a service other than an employability service;
8. Translation and interpreter services when necessary in connection with employment or participation in an employability service, and also when necessary for a purpose other than in connection with employment or participation in an employability service;
9. Case management services (stand alone), as defined in 45 CFR 400.2, for refugees who are considered employable and for recipients of TANF who are considered employable, provided that such services are directed toward a refugee's attainment of employment and also when necessary for a purpose other than in connection with employment or participation in employability services; and,
10. Assistance in obtaining Employment Authorization Documents.

E. English Language Training (ELT) / English as a Second Language (ESL)

ELT/ESL services must be provided concurrently with employment services (ES). ELT/ESL instruction will be tied to the employment occupation objectives and will provide refugees the basic knowledge and literacy of vocational English that is necessary to obtain an entry-level job, maintain that job and compete for job advancement.

It is anticipated that the majority of newly arrived refugees will participate in ELT/ESL services. Therefore, each refugee's English language level, oral and written, must be determined utilizing a standardized assessment test identified by the Center for Applied Linguistics (CAL), Virginia Department of Education's (VDOE's) Office of Adult Education and Literacy, Comprehensive Adult Student Assessment System (CASAS), or a comparable organization. Applicants must use the National Reporting System (NRS) scoring scale for the six NRS literacy levels to describe levels of ESL functions for clients.

All formal ELT/ESL training provided to refugees must use a state or nationally recognized and/or accredited curriculum and must be taught by a credentialed or comparably certified instructor for ELT/ESL.

Note: ELT and ESL are used interchangeably and both acronyms are acceptable.

F. Priority Order for Service Delivery

For all clients provided either RSS or TAP services, services must be delivered in the following priority order:

1. All newly arriving refugees who have been in the United States for one year or less who apply for services;
2. Refugees on cash assistance (RCA), as well as refugees who are recipients of Temporary Assistance to Needy Families (TANF);
3. Unemployed refugees not on cash assistance; and
4. Employed refugees in need of services to retain employment, to attain job upgrades, or to attain economic independence.

In addition, all proposals must ensure that proposed programs will provide women the same opportunities as men to participate in all services funded under RSS and TAP.

G. Outcomes and Performance Measures

All proposed services to be delivered through this RFP are subject to outcomes and performance measures. Outcome goals are not simply targets; they are expectations of the measureable performance of service providers. All outcomes proposed by the applicant are subject to negotiation with ONS prior to the awarding of a contract.

1. Employment Services

A.1. Outcome Goals

There are five federally mandated outcome goals for the provision of Refugee Social Services and Target Assistance Program Social Services, as follows:

1. Number of employment placements (placement of refugees in jobs.) For calculation purposes, a goal of full-time job placements is also required.
2. Number of cash assistance terminations due to earnings.
3. Average hourly wage at placement into a full-time job.
4. Number of employment placements in which the refugee is employed at a any job on the 90th day after initial placement.
5. ~~Number of employment placements offering health benefits.~~

All applicants must submit proposed outcome goals for each of the five indicators using **Attachment A, Projected Employment Goals** (Applicants applying for both RSS and TAP funds must submit separate forms for each.)

A.2. Performance Standards

In addition to outcome goals, service providers are responsible for meeting performance standards for employment services and for English Language Training. The standards represent targets indicative of effective service delivery that are deemed by Office of Newcomer Services to be reasonable and achievable.

1. Number of job placements

Indicator (Outcome Goal)	Performance Standard
Number of refugees enrolled in employment services that are placed in a job	Minimum of 80%

2. Wage at Full-time Initial Job Placement

Indicator (Outcome Goal)	Performance Standard
Wage of initial full-time placement	Average of all FT placements \$9.50 for Northern Virginia
	Average of all FT placements \$9.15 for Outside Northern Virginia

3. Public Assistance Terminations

Indicator (Outcome Goal)	Performance Standard
The number of work-eligible individuals receiving Refugee Cash Assistance (RCA) that are able to leave RCA due to placement in a job t	75% of RCA enrollees terminated from RCA within (4) months due to employment

4. Full Time Jobs with Health Benefits

Indicator (Outcome Goal)	Performance Standard
Number of full-time placements in which the employee is offered health benefits within 6 months of employment	70% of all full-time placements offer health benefits

5. Full-time Jobs with Health Benefits

Indicator (Outcome Goal)	Performance Standard
Number of all job placements in which the employee is employed at any job after (6) months	75% of all placements

6. English Language Training (ELT) Performance Standards

A. ELT/ESL Assessment

Performance Indicator	Performance Standard
Number of refugees enrolled in employment services that receive an English language assessment.	100% of all RSS and TAP recipients enrolled in employment services will be assessed using a state or nationally recognized/accredited ELT assessment tool.

B. Enrolled in ELT/ESL formal training

Performance Indicator	Performance Standard
Number of refugees enrolled in employment services and enrolled in ELT training.	75% of all refugees enrolled in employment services and enrolled in a state or nationally recognized or accredited ELT/ESL training must successfully complete, at least, one level of the accredited curriculum.

H. VNIS and Service Data Requirements

The Virginia Newcomer Information System (VNIS) is administered by ONS and is the chief means for capturing information on refugees. Data captured by VNIS includes refugee demographics, public benefits, employment activities, support services, and training.

Collected data is used to prepare required federal reports, assist ONS in supervision and monitoring of contracts, and evaluating the effectiveness of service delivery.

All applicants that receive funds will be required to enter into VNIS information on clients served and services rendered. All applicants awarded funds will be responsible for timely data entry and management of refugee and service data and they must participate in trainings and user-acceptance testing activities.

I. Staff Qualifications

Proposed staff must possess the linguistic and cultural competence to serve refugees and their families, and also have sufficient training and experience in their respective field. Proposed staffing levels and hours committed to RSS and TAP funded services must be sufficient for effective and uninterrupted service delivery



VI. Proposal Preparation & Submission Instructions

A. General Instructions

Public and private, non-profit incorporated agencies and other organizations located within the Commonwealth of Virginia are welcome to apply for RSS and TAP funds.

In order to be considered for selection, applicants must submit a complete response to this RFP. Failure to submit all requested information may result in the purchasing agency requiring prompt submission of missing information and/or be given a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are

those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

1. Submittal of Proposals

Sealed proposals must be received at the Virginia Department of Social Services, Office of Newcomer Services, by 4:00 p.m., June 29, 2012.

Applicants must submit only one proposal, including one narrative, even if they are applying for both RSS and TAP.

Respondents are to submit one (1) paper copy of their proposal that contains original ink signatures of the applicant's authorized representative on all forms that require signature proposal. The proposal must be in either a loose-leaf or a soft three (3) ring binder (not to exceed 1½ inches in width) and not bound. **In addition, respondents are to submit one copy of the entire proposal on CD. The CD should be clearly marked with the respondent's name and RFP No. CVS-12-089.**

Proposals are to be addressed as follows:

**Virginia Department of Social Services
Office of Newcomer Services
801 East Main Street
Richmond, Virginia 23219**

Attention: Brent Sutton

The applicant's name and return address must appear on the envelope. Proposals will be received only at the address shown above, and must be received prior to the time indicated. Any proposal received at or after said time and/or date or at a place other than the stated address, cannot be considered and **WILL NOT BE ACCEPTED**. No telegraphic, e-mail, or facsimile proposals will be considered.

All proposals, whether delivered by an employee of the applicant, U.S. Postal Service, courier or package delivery service must be received and time stamped at the stated address prior to the time designated. The VDSS' time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

~~It is the responsibility of the applicant to clearly identify information in their proposal responses that they consider to be confidential under the Virginia Freedom of Information ACT (FOIA). To the extent that the Commonwealth agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.~~

All other information regarding the proposal responses will be held as confidential until such time as the Review Committee has completed its evaluation and, or if, an award has been made. Applicants will receive e-mailed award/non-award notification(s), which will include the name of the applicant(s) to be awarded this project. In addition, award information will be posted on the state Social Services website <http://www.dss.virginia.gov/form/grants/index.html>.

2. Term/Termination/Renewal

- a) This RFP will apply for up to (5) years.
- b) The term of the contract awarded under this RFP will be twelve (12) months.
- c) The contract will be subject to termination by either party upon thirty (30) days advance, written notice of intent to terminate.
- d) By mutual agreement, this contract may be renewed for an additional four (4) twelve (12)-month periods. Renewals will be based on these conditions:
 - i. ONS receives additional federal and state funding to extend program operations. If additional funding becomes available, the list of contractors produced from this RFP may be relied upon for selection of additional contractors;
 - ii. The Contractor's project has achieved demonstrable success by meeting all of the Contract's project performance outcomes and benchmarks;
 - iii. ONS continues to need the services purchased under this RFP.
- e) Total funds requested in the proposal must be based on the proposed project from October 1, 2012 through September 30, 2013.

3. Funding Level

Responding agencies are advised to request levels of funding which will maximize their effectiveness for each proposed project.

NOTE: ONS reserves the right to recommend awards that are less than the funds requested.

4. Eligibility for Services

All persons provided services must belong to one of the groups identified in Section II B of this solicitation: Eligible Individuals to Be Served. Service providers have the responsibility to ensure that all persons provided services possess and present documentation, and that verification of documentation is kept on file.

5. Basis of Funding

~~Applicants applying for RSS and TAP funds must only submit one proposal for both programs; however two separate budget requests, one for RSS and one for TAP, must be submitted, as well as two separate proposed employment outcome goals, one for RSS and one for TAP.~~

Each proposal received, will be evaluated by a Review Committee based on the Specific Rating Criteria for the service proposed contained herein. Proposals that are substantially incomplete **WILL NOT BE** considered.

Funding awards are not final until approved by the Commonwealth of Virginia's State Refugee Coordinator.

6. Proposal Format

- i. Proposals are to be straightforward, clear, concise and responsive to the information requested.
- ii. In order for proposals to be considered complete, respondents must provide all information requested.
- iii. Proposals must be prepared in the format provided by VDSS' ONS with this RFP. Proposals must be printed, one side only, on white 8 ½ inch by 11 inch paper. Margins are to be 1 inch at top, bottom, left, and right. The font must be at least 12-point type in "Times New Roman" or equivalent font. Lines shall be doubled-spaced.
- iv. Each respondent must submit one (1) original proposal with original signatures on the COMPLIANCE COVER SHEET. The original must be clearly marked "ORIGINAL." All original signatures must be signed in blue ink.

B. Specific Proposal Instructions

Proposals must be thorough, clear and logical so that VDSS Review Committee may properly evaluate and score your proposal in relation the services that will be provided. Applicants are required to submit the following items as a complete proposal in the following order:

The RFP Compliance Cover Sheet (**Attachment A**) must be the cover page of all submitted proposal. This form must have the original signature (in BLUE ink) of the applicant's authorized representative. The applicant is responsible for reviewing the entire RFP to ensure that all requirements of the RFP are complete.

After the Compliance Cover Sheet, all proposals will be organized and submitted in the following order:

1. Proposal Narrative, no longer than 20 pages in length, numbered consecutively, and to consist of:
 - a. One page executive summary
 - b. Summary of past accomplishments
 - c. Description of proposed program
 - d. Description of program evaluation
2. Proposal Budget
3. Proposed Outcome Goals
4. All other required Attachments

1. Proposal Narrative Contents

Applicants must propose a well-designed program plan with a clear and compelling justification for the requested funds. The narrative must include the following:

a. Executive Summary – Organizational Capacity

Provide a one page overview of the proposed program, the organization's ability to carry out the proposed program, anticipated results, and the current and projected issues of refugee resettlement in Virginia. The Executive Summary is not included in the page number limitation.

b. Summary of Past Accomplishments – Organizational Capacity

If the organization currently receives ONS funds, provide a clear description of the accomplishments achieved to date in relation to the performance measures required by the grant that covers the current cycle.

c. Description of Proposed Program - Need for Services Proposed

Provide a work/service plan that is clear, concise, and gives evidence that it is thought out and well planned. Enough detail should be included to provide a picture of what services are proposed and what service strategies and approaches will be used. The plan must be consistent with the service priorities stated in this RFP, and include:

- i. The work/service plan must describe the methods and approaches by which the applicant documents and manages service delivery. The applicant must demonstrate the existence of community relationships and links to organizations that are part of a continuum of resettlement services that support and leads to a comprehensive approach to resettlement. Specific organizations should be named, including local departments of social services, local departments of health, one stop employment centers, and schools. Structured linkages, such as memorandum of agreement, that accompany the proposal should be referenced in the narrative
- ii. The work/service plan must establish a direct relationship between the services to be offered and justification for the staff identified in the applicant's proposal.
- iii. Applicants must describe how client and program data is currently collected, managed and used. All applicants awarded funds will be linked to the Virginia Newcomer Information System (VNIS), a statewide computer-based refugee data management system. Each applicant will be required to demonstrate that it has the computer and staffing capacity to be part of VNIS.
- iv. Applicants should briefly describe any volunteer support required in the delivery of services, and provide supporting documentation that matches the narrative.
- v. The proposal must show that the applicant's staff reflects the ethnic background of the population served. Applicants should describe how they

balance the expertise of current staff with new staff hired to serve newly arriving refugee groups.

- vi. Proposed programs must demonstrate (with description) that formal arrangements between the service providers and the local departments of social services are in place and in operation to ensure that refugees who are enrolled in TANF are referred to the resettlement provider for employment services and are subject to case management that is a workable arrangement among the two entities. The working arrangement must include a method for recovery of TANF case information sufficient for reporting to ONS. Proposals should provide any documents (e.g., letters, MOU's) that indicate these relationships.
- vii. Proposed work/service plan must describe linkages with local health care providers who can assist in meeting the health needs of refugees, particularly those refugees who would not otherwise be able to become self-sufficient.
- viii. **Program Evaluation**

Applicants must describe procedures for routinely and thoroughly assessing proposed program performance.

Applicants must include an evaluation plan that indicates how the service provider will determine the degree of success of the proposed service plan. This evaluation plan will be consistent with the performance measures used, and should include the following:

- Staff performance assessment;
- Method for analyzing results that must include such elements as surveys and focus groups for refugee clients, employers, volunteers, and an overall description of internal monitoring activities; and
- Tools used to evaluate the efficacy of the services.

2. Proposed Budget

All expenses included in the proposal must be allowable under federal and state regulations, must be reasonable and necessary, and apply directly to the program.

~~Funds cannot be used to supplant existing funds.~~

The proposal budget must be entered and submitted on the following forms;

- Budget Summary – DSS Funds (**Attachment B1**)
- Budget Detail -- Salaries and Employee Benefits (**Attachments B2**)
- Budget -- Other Proposed Expenses (**Attachments B3**)

Budget Information must be entered for all proposed staff positions noted in the proposal. Applicants must provide justification for all positions, and all positions must be consistent with work activities and the delivery of services in the proposal. Funds that are being requested for salaries must describe what is included in employee benefits.

Applicants applying for RSS and TAP funds must complete and submit separate budgets for each.

3 Proposed Outcome Goals

Applicants must submit proposed outcomes for Employment Services by entering them on **Attachment A**. Applicants applying for RSS and TAP funds must submit outcomes for each on separate forms.

4. Required Attachments

All of the attachments listed herein must accompany the proposal. They must be clearly headed, numbered as shown, and submitted in numerical order.

- 1) Agency organizational chart. If the applicant's refugee program is a sub-division or separate unit in the organization, the level of detail should be sufficient to denote the program's internal lines of authority and responsibilities as well as ties to the organization at large
- 2) List of the current members of the Board of Directors of the applicant's agency
- 3) Letter(s) of Support and copies of Interagency Agreements Letters of Support as well as Interagency Agreements should provide evidence of interaction between the applicant and other agencies in the community. If the project is dependent on another agency for successful implementation of the proposed services, the nature and extent of the agreement must be described in the documentation.
- 4) Job descriptions for all positions entered in the proposed RSS and TAP budgets. The descriptions should be accompanied by a list of all staff positions, denoting their experience, bilingual and bicultural capabilities, and educational qualifications.
- 5) Descriptions of volunteer responsibilities if volunteers lend support to the services offered. The descriptions should be accompanied by denoting the position(s) responsible for recruiting and managing volunteers and a brief description of recruitment and training activities.
- 6) A copy of the applicant's confidentiality policy must be submitted by each applicant providing direct services.
- 7) Program Assurances Statement (**Attachment C**) Signature required.
- 8) Federal Assurances form (**Attachment D**) Signature required.
- 9) Federal Certifications (**Attachment E**)
- 10) Completed W-9 Request for Taxpayer Identification Number(s) and Certification -- (**Attachment F**) Signature required.
- 11) Completed and signed FFATA Sub-recipient Data Form (**Attachment G**).
- 12) State Corporation Form (**Attachment H**) Signature required.
- 13) If the applicant agency is a private non-profit agency, the following is required at the time the proposal is submitted:

- A copy of the **applicant's Certificate of Incorporation** or Certificate of Authority from the State Corporation Commission
- A copy of **IRS form(s) certifying that the applicant is exempted from federal income tax payment** under Section 501(c)(3) of the IRS code.

- 14) **Attachment J, "Proposal Checklist"** should be used in organizing all documents and materials submitted with the application. **A completed Attachment J must be submitted and placed at the end of all other documents.**

VII. Evaluation & Award Criteria

A. Evaluation Criteria

All proposals for either/both RSS/TAP will be reviewed and evaluated by a Review Committee. The Review Committee will be composed of individual community members that may or may not have expertise or experience in the professional services described herein. The Review Committee will review and rank each proposal and make programmatic and budgetary recommendations for sub-grant awards.

NOTE: To be considered for funding, proposals must first meet the stated objectives of the RFP as specified in **Section III, Statement of Need**. Proposals must also meet all requirements as outlined in **Section VI, Proposal Preparation & Submission Instructions**, of this RFP. All Proposals will be previewed by ONS and any proposals that do not adequately satisfy the objectives or aforementioned requirements may be deemed not responsive and eliminated from consideration.

All contacts during the evaluation phase shall be through the Virginia Department of Social Services, Office of Newcomer Services' only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the Review Committee may result in disqualification of Proposer. The Review Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the scope of work or scheduled terms of projected service delivery timeline / commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Office of Newcomer Services' requirements as set forth in this RFP.

The following Evaluation Criteria will be used in ranking and determining the quality of proposals. Proposals will be evaluated using the best value acquisition procedure. Using the best value acquisition methodology, the evaluation will be adjectival and rated according to the following descriptions:

RATING	DESCRIPTION – The proposed project:
Exceptional	Exceeds requirements and demonstrates an exceptional understanding of goals and objectives. One or more major strengths exist. No significant weaknesses exist.
Acceptable	Demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.
Marginal	Demonstrates a fair understanding of the goals and objectives of the procurement. Some weaknesses have been found that may outweigh any strong points that exist. Weaknesses will be difficult to correct.
Unacceptable	Applicant's proposal fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

The Purchasing Agency reserves the right to consider areas served when making awards.

The criteria are listed in the order of importance.

1. Description of Proposed Project

- a. Work Plan goals and objectives are consistent with goals and objectives set forth in Section III, Statement of Needs and Section V, Services, in RFP;
- b. Work Plan specifies services to be provided and uses measurable outcomes;
- c. Work Plan time frames for project planning and implementation are reasonable;
- d. Work Plan services/activities reflect interagency coordination between disciplines identified in RFP;
- e. Specifies who (staff/volunteers) will provide the services and provides for appropriate and qualified personnel to implement project; and
- f. Specifies target population and projected number of refugees to be served.
- g. The Work plan provides evidences that it is consistent with the Virginia Refugee Model for Resettlement.

2. Description of Applicant Agency Demonstrates Capability to Carry Out Proposed Project

- a. The purpose and mission of the agency are described and are compatible with the focus of the RFP. Describes purpose and goals of the agency.
- b. Adequacy of agency programs, activities, staffing and organizational structure to support proposed project.
- c. Specifies geographic service area (multiple localities are preferred)
- d. Demonstrates effective use of community services.
- e. Letters of support exhibit confidence that agency can carry out the proposed project; necessary interagency agreements are present.
- f. There is evidence to show that relationships, partnerships and collaboration with other organizations mentioned in the RFP already exist, and the service plan demonstrates their value to the service delivery plan.

3. Project Evaluation Plan Measures the Degree of Success in Accomplishing Project Goals and Objectives

- a. The evaluation methodology is clearly described
- b. The methodology measures quantity and quality of services, and success in accomplishing goals/objectives
- c. Evaluation plan includes process and outcome evaluation methods
- d. The evaluation plan includes a method for ongoing review
- e. Record-keeping and data collection plans are specific and appropriate, acknowledging the required use of the VNIS system.

4. Budget

- a. Proposed costs are reasonable and consistent with proposed activities and services.
- b. All costs to the proposed project are clearly explained and match the proposed budget.
- c. The budget is within a reasonable range for the proposed number of refugees to be served and the number of localities where service occurs.
- d. The applicant demonstrates the ability to maintain records and administer the proposed project with fiscal accountability through management and quality control measures outlined in the proposal.
- e. Other resources, including volunteer and in-kind, are clearly identified.

5. Need for Services Established

- a. The proposal clearly defines the problem and population to be served.
- b. The proposal utilizes statistics and provides information to document and quantify the need.
- c. The proposal includes desired results of the project and quantifies its impact.
- d. The proposal identifies existing resources and ensures that unnecessary duplication will not occur.
- e. Letters from community agencies indicate the proposed project will have widespread support.

6. Content Adequacy

- a. The proposed project is concise and complete.
- b. The proposed prospect is realistic in scope.
- c. The proposed project reflects an awareness and use of best practices and provides a good rationale for the selected approach relative to the problems cited
- d. The proposed project reflects integration and balance between all proposal components including the work plan, activities/outcomes, budget, subcontracts, and other required attachments
- e. The comprehensive resettlement plan is shown to be central to service delivery

B. Best Value Award(s)

Selection shall be made to two or more applicant(s) deemed to be fully qualified and best suited among those submitting best value proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the applicant(s) whose proposal(s) represent the most advantageous and best offer. Awards will be made on a best value basis to the applicant(s) which, in its opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359 D). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the applicant's offer as negotiated.



VIII. Reporting & Delivery Requirements

The sub-grantee shall produce the following reports of activities and services:

- A) Trimester Performance Report (TPR) Narrative and Statistical Reports are due to ONS according to the following schedule:

Trimester	Time Period	Due Date
First Trimester	October 1 – January 31	February 12
Second Trimester	February 1 – May 31	June 12
Third Trimester	June 1 – September 30	October 12

NOTE: If the due date falls on a Saturday or Sunday, the report is due on the Monday following the due date.

The TPR shall include the following:

1. Detailed description of activities and an assessment of the progress of the project compared to the activities/goal plan;
2. A statistical report on progress to goals. This report is generated by the Virginia Newcomer Information System (VNIS). To ensure the accuracy of these reports, each sub-grantee is responsible for and shall reconcile internally generated reports against the VNIS generated report;
3. Any gaps in services or barriers to the progress of the project, with proposed solutions;
4. An explanation of any deviations from the CRP;
5. Any changes in staffing;
6. Identification of any particularly successful or unsuccessful project activities or components;
7. Copies of any materials that have been developed under the contract (Materials produced under this contract must bear a statement that the project was supported by the Virginia Office of Newcomer Services – Virginia Department of Social Services).

- B) Monthly Statistical Report (MSR) is due to ONS on the 10th of the succeeding month. On the MSR sub-grantees will record arrival activity for the previous month, along with new client registrations and number of confirmed job placements. The MSR ensures that sub-grantees are timely in recording this key data in the VNIS data base and allows ONS to provide feedback on trends to the refugee network.
- C) A Final Program Report shall be made to the purchasing agency within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of project activities and services over the contract period. It shall be in the same format as trimester narrative reports and shall include:
1. An overall quantitative and qualitative evaluation of the project including an assessment of whether the project's goals and objectives were met;
 2. Any problems or delays that were encountered and how they were resolved;
 3. An assessment of the project's effectiveness and the value to the client/community;
 4. Efforts that have been made to continue the program past the grant period;
 5. Statistical information on refugees served; and
 6. Copies of any materials that were developed under the contract.

D) Annual Services Plan (ASP)

In the event that the sub-grantee is a refugee resettlement agency, a pre-formatted Annual Services Plan must be forwarded to ONS. Data recorded in the Plan consists of planned RSS /TAP expenditures and total participants by major employment services categories. The due date for this report will be October 15 of each year the sub-grantee is awarded funds.

E) Other Reports

1. A document may be required by the purchasing agency for the purpose of disseminating a report on any portions of projects that have been successful in a manner useful to other agencies or organizations in setting up a similar project. The purchasing agency will assist the sub-grantee in determining what information shall be included after receiving the final report.
2. In the event that the sub-grantee encounters significant deviations in program structure or otherwise encounters events that affect service delivery, the sub-grantee will file a written report with the purchasing agency within seven (7) days of the occurrence ~~indicating significant deviations from anticipated progress and/or~~ problems associated with the delivery of services as agreed to by the purchasing agency and the contractor. Such report shall identify the deviations and/or problems, whether anticipated or actual, the effects of such on the performance under this contract, and a proposed plan for resolution.
3. The sub-grantee agrees to provide any additional reports that the Purchasing Agency may request by written notice to the contractor. If, because of extenuating circumstances, a contractor cannot meet a report due date, a request for extension must be submitted in writing to the State Refugee Coordinator prior to the report's due date. In addition to written reports, the contractor will meet with the State Refugee Coordinator at least quarterly to review written reports and to discuss areas of concern.

IX. PREPROPOSAL CONFERENCE

MANDATORY PRE-PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held on June 13, 2012 from 10:30 am to 12:30 pm at the Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those applicants who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:45 PM. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation. Pre-registration is requested by June 6, 2012.

X. GENERAL TERMS & CONDITIONS

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act, and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin, and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided. However, if the faith-based organization segregates public funds into separate accounts, only the accounts and

projects funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

In every contract over \$10,000, the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of Item #1 above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, applicants certify that their proposals are made without collusion or fraud; that they have not offered or received any kickbacks or inducements from any other applicant, supplier, manufacturer or subcontractor in connection with their proposal; and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, applicants certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their proposals, applicants certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal. However,

the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. **CLARIFICATION OF TERMS:** If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the representative whose name appears on the face of the solicitation no later than (5) five working days before the due date. Any revisions to the solicitation will be made only by addendum, issued by the contract officer/buyer for this solicitation.

J. **PAYMENT:**

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time-and-material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges that appear to be unreasonable will be researched and challenged and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges that are not in dispute (*Code of Virginia, § 2.2-4363*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition of the award shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions, Commonwealth of Virginia *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM, AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF APPLICANTS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods, and the applicant shall furnish to the Commonwealth all such information and data for this purpose, as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the applicant's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such applicant fails to satisfy the Commonwealth that such applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be

agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract, at any time, by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties, in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.

- R. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- S. **NONDISCRIMINATION OF CONTRACTORS:** An applicant, bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment, or because the applicant, bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternate provider.
- T. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available, or which may hereafter become available, for the purpose of this agreement.

a. held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the sub-grantee, in writing, as to those charges which it considers unreasonable and the basis for the determination. A sub-grantee may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, § 2.2-4363*).

- U. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, subgrantees shall state bid/offer prices in US dollars.

- V. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

XI. SPECIAL TERMS AND CONDITIONS

- A. **SMOKE FREE ENVIRONMENT:** By signing this contract, the sub-grantee certifies to the Commonwealth that it will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
- The Contractor agrees that it will require the language of this certification be included in any sub awards (subcontracts or purchase orders), which contain provisions for children's services so that the provisions will be binding upon each subcontractor or vendor.
- B. **RENEWAL OF CONTRACT** This contract may be renewed by the Commonwealth upon written agreement of both parties for four (4) successive one year periods, under the terms of the original contract, and at a reasonable time prior to the expiration.
- C. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. **CHANGES TO CONTRACT** No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. Deviations from the approved line-item budget of more than \$500.00 in any line item require that the sub-grantee submit a budget modification request in writing to the attention of the Virginia State Refugee Coordinator. The request must include a proposed modified budget, accompanied by a description of the modification and a justification/rationale for the proposed changes. The letter must be submitted at least thirty (30) calendar days prior to the intended effective date. The deadline for receipt of budget requests is August 1. No budget requests will be considered after that date.

- E. **SUBCONTRACTING** No portion of the work shall be subcontracted without prior written consent of the Commonwealth. In the event that the sub-grantee desires to subcontract some part of the work specified herein, the sub-grantee shall furnish the VDSS the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract
- F. **FISCAL ADMINISTRATION:** These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
- F.1 A contract will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of a sub-grant award. Upon approval of the contract, the sub-grantee will be reimbursed for expenses on a monthly basis according to the terms of the contract. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements on a monthly basis to the Department of Social Services for reimbursement. SEE RFPSECTION 7- Method of Payment for instructions on submission. The sub-grantee should allow 30 days from the time expenditure statements are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected. The contractor will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.
- F.2 The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. The sub-grantee shall comply with time and effort reporting as required by the Federal Office of Management and Budget (OMB) 2 CFR Part 225 (formerly OMB Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments). All employees paid in whole or in part from grant funds should prepare a timesheet indicating the hours worked on each specific project for each pay period. Based on these timesheets and hourly payroll cost for each employee, a statement indicating the distribution of payroll charges should be prepared and placed in the appropriate files and shall be made available for inspection when required by the State.
- F.3 All revenue from the sale of products derived through activities performed pursuant to this sub-grant shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
- F.4 ~~If the sub-grantee fails to correctly provide any services and/or reports as specified in~~ The terms and conditions of the contract, and in the time period specified, the purchasing agency may withhold payment of expenditures until said services and/or reports are provided. All services provided by the sub-grantee pursuant to this contractor shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The contractor shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.
- F.5 The sub-grantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Department of Social Services.
- G. **AUDIT:** The sub grantee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full

access to and the right to examine any of said materials during said period. The sub grantee shall forward annually to the Department a copy of the organization's most recent audit.

The sub-grantee further agrees to comply with the audit and reporting requirements defined by the Federal Office of Management and Budget (OMB) circular A-128, "Audits of State and Local Governments" or the single Audit Act and OMB circular A-133 as applicable.

A Sub-grantee who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of the portion of the audit that affects the program shall be submitted to the Commonwealth of Virginia. The audit report shall be submitted no later than one (1) year from the end of the previous contract period, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter summarizing audit findings must be submitted with the audit report. If there are no audit findings, a letter indicating no findings shall be submitted. The copy of the portion of the audit findings or letter indicating no findings shall be sent to:

Virginia Department of Social Services
Office of Newcomer Services
801 East Main Street, 15th Floor
Richmond, Virginia 23219-2901

H. **CONFIDENTIALITY:** The sub-grantee assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Sub-grantees who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Sub-grantees shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Sub-grantees and their employees working on this project may be required to sign a confidentiality statement.

I. **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

I.1 Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the sub-grantee in the performance of its obligations under this sub-grant shall be the exclusive property of VDSS and all such materials shall be remitted to VDSS upon completion, termination or cancellation of this sub-grant. The applicant shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the sub-grantee's obligations under this sub-grant without the prior written consent of the purchasing agency.

I.2 Any materials produced under this sub-grant must bear a statement that the project was supported by the purchasing agency and identify the title of the funding source. The sub-grantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the sub-grantee or by any sub-grantee describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

"This project was supported by Department of Social Services (VDSS) RFP# xxxcxx, with funds made available to Virginia from the Office of Refugee Resettlement /U.S. Department of Health and Human Services. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official

position or policies of VDSS or the U.S. Department of Justice/U.S. Department of Health and Human Services."

I.3 The sub-grantee also agrees that one copy of any such publication will be submitted to VDSS to be placed on file and distributed as appropriate to other potential applicants or interested parties. VDSS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

J. PRIME SUBGRANTEE RESPONSIBILITIES During the performance of this contract, the Contractor shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the Commonwealth. The Contractor shall be responsible for all its own insurance and federal, state, local, and social security taxes.

J.1 If approval is granted by the VDSS to sub-contract any portion of this contract the Sub-grantee shall be responsible for completely supervising and directing the work under this award and all subcontractors that he/she may utilize, using his best skill and attention. Subcontractors who perform work under this sub-grant shall be responsible to the prime Sub-grantee. The Sub-grantee agrees that it is as fully responsible for the acts and omissions of its subcontractors and of persons employed by them as it is for the acts and omissions of its own employees.

K. EQUIPMENT: Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the contract. The Sub-grantee shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include, but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the Sub-grantee during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.

K.1 If the VDSS permits the sub-grantee to purchase real property or equipment with grant funds, VDSS retains a residual financial interest, enabling the Department to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).

K.2 Total requests for equipment costs in excess of \$1000 require prior approval from the State Refugee Coordinator.

L. OBLIGATION OF APPLICANT: By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

M. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:	Name of Applicant	Due Date	Time
	Street or Box Number	RFP No.	
	City, State, Zip Code	RFP Title	

Name of Contract/Purchase Officer or Buyer

The envelope should be addressed as directed on RFP Cover Page Application Form of the solicitation.

The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

N. BUSINESS HOURS AND ACCESSIBILITY FOR CLIENTS

Each office location at which contractor's conduct service delivery will have clearly posted and advertised normal business hours. The general public must have accessibility to the common/waiting areas during advertised business hours. Waiting areas are never to be left unattended during normal business hours. Main office doors accessible to the public are not to be locked during normal business hours. In the rare event of an unexpected or unanticipated closing, the contractor must clearly post signs directing individuals to a contact phone number. Each office location at which contractor's conduct service delivery should have clearly posted and/or advertised public contact telephone number(s). Except in exceptional circumstances, callers must be able to talk directly to a staff person or volunteer representing the agency at all times during normal business hours. If a phone tree or call routing option is offered, the system must allow the caller to leave a message. If an automated message system is used, it must provide up-to-date information. Contractors are expected to check the system periodically to ensure that calls can be routed.

O. COMMUNICATION PROTOCOL:

Media – Public Relations - Community Outreach

When communicating with and/or releasing information to the media regarding refugee resettlement and refugee services, the contractor shall:

- O.1 Inform the media contact that it (the Contractor) is under contract with ONS to provide employment services to refugees
- O.2 Inform ONS within one hour, if feasible, or by 9:00 a.m. of the following business day that the contractor has been contacted by and/or provided information to the media
- O.3 Inform ONS of any public resettlement-related event, program (includes television and radio shows and webcasts), workshop, and/or visitation where the Contractor is a host/sponsor, representative, partner and/or participant

Responsiveness to ONS

Contractors are expected to be reachable by phone and e-mail during normal business hours and are expected to respond to ONS e-mails and phone messages in a timely fashion – replying within one business day is considered reasonable. Failure to reply in a timely manner may result in sanctions and/or corrective actions. When directors are away from their office for extended periods, they must contact the State Refugee Coordinator and indicate a primary agency contact during their absence.

P. DIFFICULT CASE PROTOCOL: Each service provider under contract with the Office of Newcomer Services, Virginia Department of Social Services, must make an assurance to follow a protocol that addresses difficult and non-typical situations with clients, that is, those cases in which the following occur:

- P1. A client is disruptive and non-compliant beyond reasonable expectations;
- P2. A client threatens the safety and well-being of any person charged with providing services or assisting the client; and/or
- P3. A client's medical condition or behavior is such that it could lead to or present an immediate threat or danger to the community.

If any of these situations exists, the service provider is to notify the Family Stabilization Specialist at Commonwealth Catholic Charities at 804-545-5948, of the situation and follow through with any guidance or consultation given by that individual.

The Virginia Office of Newcomer Services State Refugee Coordinator must be notified by telephone at the earliest possible determination of case difficulty.

Subsequently, the service provider must forward to the State Refugee Coordinator the following information:

1. Identification of client(s), including name(s), alien number(s) and address
2. Assurance that client's(s)' confidentiality will be maintained
3. Description of the problem and/or incident with brief summary notes that includes events and dates
4. Intervention strategy (ies) that are being used to resolve the problem or incident including utilization of the existing network of service providers (by name), including the family stabilization specialist and other community partners (by name) in its resolution.

Q. SUB-CRANTEE MONITORING: Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations. The VDSS may monitor and evaluate the sub-grantee's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the sub-grantee's services or operations, audit reports, and other mechanisms deemed appropriate by the VDSS. The sub-grantee shall furnish the VDSS on request information regarding payments claimed for services under this contract. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the VDSS, its authorized agents, and/or Federal personnel. Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the sub-grantee, the sub-grantee shall reimburse the VDSS upon demand.

R. ATTENDANCE: Directors of agencies/programs having contracts with the Department of Social Services assure that they will participate in regularly scheduled meetings of refugee service providers with the State Refugee Coordinator. Attendance at such meetings will be mandatory. Three excused absences are permitted within a contract period. If allowable absences are exceeded, this will result in the review of the contract and may result in the termination of the contract.

S. FEDERAL AWARD INFORMATION: Sub-recipient of federal awards must be informed of the Catalog of Federal Domestic Assistance (CFDA) number, grant name and number, grant year and federal awarding agency. The information will become part of the contract.

CFDA Number:

Federal Grant Name:

Federal Grant Award Year:

Federal Grant Number:

Federal Grant Awarding Agency:

T. SUPPLANTATION OF FUNDS: The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for [insert name of program initiative (i.e. child abuse prevention services and activities)].

XII. METHOD OF PAYMENT

The contractor shall be paid on a cost reimbursable basis.

Actual expenditures shall be invoiced pursuant to approved line-item budget categories in the Program Budget.

The invoice period shall be monthly. The contractor shall invoice the purchasing agency each month on forms supplied by the purchasing agency and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the sub-grantee fails to submit monthly expenditure statements/request for funds and a financial report for such services within thirty (30) calendar days after the close of the month in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds.

Payments will be made via direct deposit (electronic data interchange – EDI). Upon award, sub-grantees must complete the Vendor Electronic Payment Information Form and the EDI Payment Agreement for Vendors. These can be found at www.doa.virginia.gov/

All invoices submitted by the Contractor must contain the contract number, the FIN number, and then be submitted to:

Virginia Department of Social Services
Office of Newcomer Services
801 East Main Street
Richmond, VA 23219-2901

XIII. Definitions and Terms

Alien: Any person who is not a citizen or a national of the U.S.

Asylum: Protected status given to non-citizens who are in the U.S. or at a border and demonstrate that they qualify under the refugee definition. A person granted asylum is referred to as an "asylee," or more generally as a "refugee."

Economic Self Sufficiency: The ability of a refugee or the refugee's family unit to earn an income that will be self-supporting without any dependence on public cash assistance.

Employment Authorization Document (EAD): An Immigration and Naturalization Service (INS) issued document required for asylees and other immigrants in order for them to be authorized to work in the United States.

Immigrant: An alien who is lawfully granted the privilege of residing permanently in the U.S. (See also Permanent Resident Alien for more details about this term).

Medicaid: A medical assistance program established under Title XIX of the Federal Social Security Act to enable states to provide medical care to public assistance recipients and medically needy persons: i.e. persons of low income who can meet their maintenance

needs but have insufficient income to provide the cost of medical care. The program is financed by state and federal funds.

Non-citizen: Any person who is not a citizen of the U.S., regardless of his/her specific immigration status.

Office of Newcomer Services (ONS): The office within the Department of Social Services responsible for the administration, development, and supervision of the Refugee Resettlement Program in the state of Virginia.

Office of Refugee Resettlement (ORR): The agency within the federal Department of Health and Human Services responsible for refugee resettlement services throughout the United States. It is the source of the 100 percent federal funding to states for the Refugee Medical Assistance (RMA), Refugee Cash Assistance (RCA), Refugee Social Services (RSS), Matching Grant (MG), Targeted Assistance, and Discretionary Grant programs.

Permanent Resident Alien: An alien admitted to the United States as a lawful permanent resident. Permanent residents are also commonly referred to as immigrants; however, the Immigration and Nationality Act (INA) broadly defines an immigrant as any alien in the United States, except one legally admitted under specific nonimmigrant categories (INA section 101(a) (15)). An illegal alien who entered the United States without inspection, for example, would be strictly defined as an immigrant under the INA but is not a permanent resident alien. Lawful permanent residents are legally accorded the privilege of residing permanently in the United States. They may be issued immigrant visas by the Department of State overseas or adjusted to permanent resident status by the Immigration and Naturalization Service in the United States.

Reception and Placement (R&P): The first phase of the resettlement process after a refugee arrives in the United States. Each refugee is assigned to an American private voluntary agency that, working under a cooperative agreement with the Department of State, provides sponsorship and initial resettlement services during the first three months following the refugee's arrival. These services include housing, essential furnishings, food and other basic necessities, clothing, and additional orientation to life in America.

Refugee: A person who is outside his/her country of origin because of a well-founded fear of persecution due to race, religion, nationality, political opinion, or membership in a social group. Eligible participants hold the legal immigration status of a refugee, which is granted before their arrival in the United States.

Refugee Act of 1980 (Public Law 96-212): The legislation that created the refugee resettlement program to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency as quickly as possible after arrival in the United States.

Refugee Cash Assistance (RCA): Special cash assistance for needy refugees who do not qualify for cash assistance under the TANF or Supplemental Security Income (SSI) programs. Refugee individuals or families must meet the income and resource eligibility standards applied to the TANF program. Currently, RCA provides cash payments for a maximum of 8 months. The full cost of the RCA program is paid from federal funds.

Refugee Medical Assistance (RMA): Special medical assistance for needy refugees who do not qualify for Medicaid or FAMIS. Refugees who are eligible for RCA are also eligible for RMA. This assistance is provided in the same manner as Medicaid, but all funds are provided by the federal government. Program eligibility is restricted by a time limitation, which depends on the availability of appropriated funds. Refugees not receiving RCA may

be eligible for RMA if their income is slightly above that required for cash assistance eligibility and if they incur medical expenses which bring their net income down to the Medicaid eligibility level.

Refugee Social Services (RSS): Services provided to refugees in order to assist in general adjustment and especially to promote rapid achievement of self-sufficiency. Priority services include employment counseling, English language training, job placement and vocational training. Other support services include orientation, translation and interpretation, social adjustment counseling, transportation, and day care.

State Refugee Coordinator: The individual designated to be responsible for the administration and coordination of public and private resources in refugee resettlement in the state of Virginia.

Targeted Assistance Program (TAP): An Office of Refugee Resettlement program that funds employment and other services for refugees and entrants who reside in areas of high need. These areas are defined as counties or contiguous county areas where, because of factors such as unusually large refugee or entrant populations, high refugee or entrant concentrations in relation to the overall population, and high use of public assistance, there exists a need for supplementation of other available service resources to help the local refugee or entrant population obtain employment with less than one year's participation in the program.

Temporary Assistance to Needy Families (TANF): A program that provides temporary financial assistance to eligible families with children. The family receives a monthly cash payment to meet their basic needs. To be eligible, a family must be financially needy and must meet certain other requirements.

Virginia Newcomer Information System (VNIS): A computer program/network that captures information (demographic, public assistance benefits, employment activities, support services, and training) on each refugee receiving services through contract service providers. The data collected is used to prepare required federal reports, assist the Office of Newcomer Services in the supervision and monitoring of contractors, and evaluate the effectiveness of the program. In addition, VNIS generates statistics that are requested by legislators, other state agencies, and the public-at-large.

Voluntary Resettlement Agency (VOLAG): One of the ten national non-profit organizations (voluntary agencies) that enter into a cooperative agreement with the Bureau of Population, Refugees, and Migration of the Department of State to provide basic reception and placement services to refugees/entrants. Affiliates of seven of the national VOLAGs resettle refugees in Virginia: Church World Services, Episcopal Migration Ministries, Ethiopian Community Development Council, Hebrew Immigrant Aid Society, International Rescue Committee, Lutheran Immigration and Refugee Service, and the United States Catholic Conference.

VOLAG Affiliate: A local branch of the national voluntary agency that implements the provisions of the cooperative agreement within an established area.

Virginia Refugee Resettlement Program (VRRP): The term used to refer to the overall program of refugee services available in Virginia: cash and medical assistance, social services, TAP, and discretionary grants.

ADDENDUMS

CVS-12-089



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

May 29, 2012

Addendum No. 1 to all Offerors:

Request for Proposals: CVS-12-0089
Titled: Virginia Refugee Resettlement Program
Dated: May 25, 2012
Proposals Due: 4:00 pm, June 29, 2012
Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:

The purpose of this addendum is to correct information relating to the date and time of the mandatory pre-proposal conference:

1. **Reference RFP, Page 29, Section IX:** First Paragraph, first sentence. Delete the words "June 12, 2012 from 1:30 PM to 3:30 PM" and replace with the words "June 13, 2012 from 10:30 AM to 12:30 PM."
2. **Reference RFP, Page 29, Section IX:** Second Paragraph, fourth sentence. Delete the sentence in its entirety and replace with "No one will be admitted after 10:45 AM."

Note: A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

Robert Earley, Contract Officer

CWS IRA

Name of Firm

Robert Earley, Director

Signature and Title

6/26/12

Date

Virginia Office of Newcomer Services

RFP CVS 12-089

Complete List of Corrected Items
June 12, 2012

<u>Page</u>	<u>Correction</u>
Events Page	PM was omitted from time of 12:30 at second bullet
Attachment E	Title should read "Assurances – non construction"
Attachment F	Form is not labeled Attachment F
Attachment H	Full title is "State Corporation Commission" form
Attachment J	Proposal Checklist Attachment J has been revised and a new document provided. The previous document should be discarded.
Attachment K	Eliminated
Page 6	Last entry on page should read "on page 15".
Page 11	Website link is incorrect. The correct link is: www.dss.virginia.gov/family/ons
Page 12	In the 5 th paragraph there is a misplaced "and" (now deleted)
Page 12	Third paragraph at C. Core Employment Services (ES) at a. First line should read "Development of an individual employability "plan" (not plans).
Page 13	Last paragraph, first sentence. Verb should be "is" instead of "are"
Page 14	At E. English Language Training , second paragraph, the words "and CASAS" should be added. "Therefore all refugees' English language level oral and written must be determined utilizing a standardized assessment test identified by the Center for Applied Linguistics (CAL), Virginia Department of Education's (DOE) Office of Adult Education and Literacy, "and CASAS", or a comparable organization. Applicants must use the National Reporting System (NRS) scoring scale for the six literacy levels to describe levels of ESL functions for clients."
Page 16	A paragraph is added at A2, Performance Standards , immediately prior to the first table.

	<p>"In addition to outcome goals, service providers are held to both employment services and ELT performance standards. The standards represent targets that are deemed by Office of Newcomer Services to be reasonable and achievable."</p>
Page 16	<p>Each of the left hand boxes for employment performance standards has been re-labeled "Outcome Goal"</p>
Page 18	<p>In fourth paragraph there is a misplaced "at."</p>
Page 18	<p>Incorrect website address. Replace with: www.dss.virginia.gov/form/grants/index.html</p>
Page 19	<p>At 4. Eligibility for Services "All persons provided services must belong to one of the groups identified in Section II B of this solicitation."</p>
Page 19	<p>Paragraph two under 5. Basis of Funding has been revised to read as follows: "Awards of funding will be based on the Review Committee's scoring of the proposal, references, and ONS' previous experience with the respondent agency."</p>
Page 20	<p>At B. Specific Proposal Instructions, first paragraph, previous wording is replaced by new wording, as follows:</p> <p>"Proposals must be thorough, clear and logical so that VDSS Review Committee may properly evaluate and score your proposal in relation the services that will be provided. Applicants are required to submit the following items as a complete proposal in the following order:</p> <p><u>The RFP Compliance Cover Sheet (Attachment A)</u> must be the cover page of the submitted proposal. This form must have the original signature (in BLUE ink) of the applicant's authorized representative. The applicant is responsible for reviewing the entire RFP to ensure that all requirements of the RFP are complete.</p> <p>After the Compliance Cover Sheet, all proposals will be submitted in the following order:</p> <ol style="list-style-type: none"> 1. <u>Proposal Narrative</u>, no more than 20 pages in length, numbered consecutively, and to consist of: <ol style="list-style-type: none"> a. One page executive summary b. Summary of past accomplishments c. Description of proposed program d. Program Evaluation

Attachment I

**Mandatory Pre-Proposal Conference
June 13, 2012
Virginia Department of Social Services
801 East Main Street
Richmond, VA 23219**

A mandatory pre-proposal conference will be held on June 13 from 10:30 AM to 12:30 PM at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. **Proposals will be accepted only from those applicants who are represented at this pre-proposal conference.** Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 1:45.

Please fill in the information below and e-mail it to brent.sutton@dss.virginia.gov by June 6, 2012.

Agency: __VCC RRP (Church World Service Immigration and Refugee Program)__

Email: __vsokolyuk@churchworldservice.org__

Phone: __540-433-7942, cell 540-421-9359__

Address: __250 East Elizabeth Street, Sui 109 Harrisonburg, VA 22802__

List all who will attend:

Name: __Viktor Sokolyuk__

Name: _____

Name: _____

Name: _____

ATTACHMENT J Revised

Proposal Checklist

Description	Included	Not Included
Compliance Cover Sheet (Signed) (Page 5)		
Completed Application Checklist (Attachment J, this page)		
One page unnumbered Executive Summary		
Description of Proposed Project (Narrative – 20 Page Maximum)		
Proposed Employment Outcome Goals (Attachment A)		
Budget Forms (Attachments B1, B2, B3)		
Budget Narrative attached to Budget		
Fiscal Letter from Agency Head		
Organizational Chart		
Job Descriptions		
Description of Volunteer Responsibilities		
List of Current Board Members (non-profit applicants only)		
Letters of Support and Interagency Agreements		
Copy of Confidentiality Policy		
Program Assurances (Attachment C) signed		
Signed Assurance, Non-construction Programs (Attachment D) signed		
Certification Regarding Lobbying, Debarment, and Drug free Workplace (Attachment E)		
W-9 Form (Attachment F)		
FFATA Sub-Recipient Data Form (Attachment G)		
State Corporation Form (Attachment H) signed		
501 c3 Certification from the IRS (non-profit applicants only)		
Copy of most recent Audit		
One complete copy of the RFP (pages 1-43) (Attached to Original Only)		
Copies of Addenda		
Pre-Proposal Conference Form (Attachment I)		

ATTACHMENT L

CVS-12-089

Client name: _____

Please select one answer for each question regarding the Refugee Orientation

1. Where did your Refugee Orientation take place?

- Your apartment
- The Resettlement Office
- Did not have an orientation

2. As a refugee you can qualify for your green card after:

- One year
- Three years
- Five years

3. What is the first thing to do in the case of a medical emergency?

- Call a case worker
- Dial 911
- Go to a neighbor's apartment for help

4. If you decide to move from your apartment, you must fill out which of the documents below?

- I-385 form
- AR - 11 form
- I-94
- None of these

5. How long does the resettlement office have to complete your R&P Core services?

- One year
- 30 days
- Six months

6. Check 3 of the core services refugees receive during the R&P period.

- Referral to ESL Classes
- Obtaining a Driver's license
- Transportation to your place of worship
- Help with finding a Job
- Health Screening appointments

7. Personal financial budgeting was explained at the orientation

- Yes
- No

8. One of the most important parts of being a responsible parent is:

- Letting your children ride bicycles
- Buying them toys
- Watching them and supervising them at all times

9. Who is responsible for signing your rental lease agreement?

- U. S. Government
- Resettlement Office
- Refugee Family

What is the amount of your monthly rent? \$ _____ (please fill in on the line).

10. Please list any other topics / subjects that you remember at your orientation:

Signed _____ Date _____

Thank you for your participation in this questionnaire.

ATTACHMENT M

CVS-12-089

Follow up Questionnaire

Six months / one year (circle which time period)

Client Name _____ Date _____

EMPLOYMENT

1. Are you employed? Yes _____ No _____
2. Are you working full-time? Yes _____ No _____ what pay rate/amount? _____
3. If working, have you received any pay raises or promotions? If yes, explain

4. Is your income enough to support yourself / your family? Yes _____ No _____
5. Do you or your family receive any type of government funding? Yes _____ No _____
6. Would you consider yourself / your family as self-sufficient? Yes _____ No _____

Additional Comments

CIVIC ENGAGEMENT

1. Do you or a member of your family attend school? Yes _____ No _____
2. If this is a public school for children 18 years or under, have you joined the PTA? Yes _____ No _____
3. Do you or any members of your family participate in community sports? Yes _____ No _____
What sport _____ Where _____
4. Are any members of your family involved in community groups or organizations? Yes _____ No _____
Which ones? _____
5. Do you / your family attend / belong to a church or religious group? Yes _____ No _____
Do you attend on a regular basis? Yes _____ No _____

Additional comments

Caseworker _____

EMPLOYMENT SURVEY

30 days _____ 90 days _____

Client Name _____ Date _____

EMPLOYMENT

1. Are you or someone in your family currently working and earning a paycheck? Yes _____ No _____

2. What is the name of the company?

3. Are you working full-time? Yes _____ No _____ what pay rate/amount? _____

4. If working, have you received any pay raises or promotions? If yes, explain

4. Are you getting enough income to support yourself / your family? Yes _____ No _____

5. Do you or your family receive any type of government funding? Yes _____ No _____

Additional Comments

Employment Coordinator _____ Date _____

ATTACHMENT N

CVS-12-089

Premier tenant training Outline

1. Rent Payments
 - Pay on time
 - What if rent is late
 - What if cannot pay rent
 - Budgeting
2. Terms of the Lease
 - Abide by conditions and know what is in the agreement
 - Know rules for terminating lease
 - Consequences
3. Respect for the Property
 - Keep apartment clean
 - Maintain supervision of children
 - Respect common areas
 - Ensure guests respect property
 - Clean up after yourself
 - Avoid causing damage to the property
4. Follow the Rules
 - Complex Rules
 - Noise Levels
 - Neighborhood laws
 - Parking (if you have a car)
5. Relationship with Landlord
 - Always be polite and respectful
 - Allow landlord access to unit with proper notice
6. Landlord Notifications
 - Communicate all issues with landlord in writing
 - Be patient with rental office about repairs
 - Keep copies/record for yourself
7. Relationships with Neighbors
 - Be friendly and courteous
 - Establish a good relationship
 - Resolve disputes without landlord intervention
 - Keep noise low to respect neighbors (especially at night)
8. Other Situations
 - Do not congregate in large groups
 - Do not loiter around the complex
 - Native traditions / habits / behaviors