Church World Service, Inc.

| Position Title: | Richmond Office Director |
| Reports To: | IRP Associate Director for Local Offices |
| Team: | Immigration and Refugee Program |
| Location: | Richmond, Virginia |
| Grade: | 5 |
| Starting Salary: | $52,000 |
| Status: | ☑ Exempt |

Primary Purpose:
The Richmond Office Director is responsible for the daily operations of the CWS/IRP office in Richmond, Virginia, providing oversight to programs including, but not limited to: Integration Assistance Services, Reception & Placement, Matching Grant, and State-funded Services. The Office Director promotes involvement of local congregations and community members; supervises staff; submits reports to CWS headquarters, its partners and other funding agencies; and represents CWS to those in the Richmond service area. This position directly reports to the CWS/IRP Associate Director for Local Offices at CWS New York.

Essential Duties:

♦ Coordinate the resettlement of refugees within the Richmond service area as well as the management of the various programs offered in the Richmond Office.

♦ Work with staff, volunteers, and community stakeholders to ensure that refugees, asylees, and entrants reach the goals of self-sufficiency and adjustment to life in the U.S. through the provision of information, services, and referrals.

♦ Engage judicatories, local faith communities, and national communions in partnership to encourage refugee co-sponsorship and support of the various programs in the office.

♦ Assist refugees and entrants in building ethnic and cultural support structures by connecting individuals and promoting organization of ethnic community groups.

♦ Promote teamwork, coordinate the workload of staff, delegate responsibilities, and hold staff accountable.

♦ Collaborate with CWS New York to address any unforeseen issues as they arise and mediate conflict as necessary.

♦ Perform an ongoing analysis of program needs in order to respond to the changing needs of refugees, local communities, and local and state officials, and make recommendations to the CWS New York.

♦ Develop grant proposals and cultivate other funding sources as deemed appropriate.
Monitor funding received from CWS and other sources to ensure responsible fiscal administration of programs.

Oversee management of direct client assistance and other funds disbursed.

Oversee the preparation of regular expense reports and reimbursement requests.

Assist in the completion of programmatic and financial reports for funding sources as required.

Conduct regular programmatic audits to ensure quality in service provision and fulfillment of documentation requirements.

Participate in meetings on the national, state, and local levels. Represent CWS/IRP in interactions with the local community and other refugee-related agencies.

Oversee the hiring, training, support and supervision of Richmond Office staff.

Work nights and weekends as necessary.

Perform other duties as requested.

**Qualifications:** Experience in program management, planning, and development required. Previous experience in staff supervision is essential. Superior written and oral communication skills are a must. The successful applicant must have experience working in a multi-cultural environment and must be sensitive to the cultural and linguistic needs of clients. Diplomacy skills are necessary, as is the ability to work cooperatively with a wide range of organizations, including other resettlement agencies and mutual assistance associations, as well as local, state, and federal government agencies. The applicant must demonstrate creativity and initiative, and must be able to handle multiple projects and responsibilities simultaneously.

**Education:** Bachelor's degree, or equivalent combination of education and work experience.

**Experience:** Previous work experience with refugee resettlement case management and direct social services required.

**Competencies:**

*Communications:* Listen carefully to assure clear understanding of instructions and requests. Communicate detailed and/or technical information clearly, in writing and orally. Ask appropriate questions in seeking explanations needed to perform job. Promote "transparency of information" by sharing relevant information with staff and other stakeholders. Understand staff roles and procedures and prepare standard reports to track job progress or activities. Anticipate constituent needs and interests and take proactive steps to respond to them. Understand and is able to use appropriate technology to communicate with others inside and outside CWS. Respect and maintain confidentiality of sensitive information within parameters defined by supervisor and/or CWS policy.

*Constituent Relationships:* Understand who stakeholders are and be responsive to their needs. Facilitate interactions and serve as a resource in relations with stakeholders. Recognize and be sensitive to issues of concern to stakeholders. Recognize and be sensitive to cultural, ethnic and religious issues.
Job Knowledge: Understand the mission and values of CWS and faith-based organizations and how they apply to their work and relationships with others. Understand the work performed and how it supports CWS in achieving its goals. Understand how to work multiculturally with sensitivity and integrity. Knows a broad range of information regarding specific program or department and use that knowledge to perform effectively and independently. Applies a depth of knowledge within area of responsibility to implement assigned activities. Able to use and willing to expand learning of applications or technology to perform job duties. Maintain and improve the skills and knowledge needed to be effective in performing job responsibilities. Interpret CWS’ policies and procedures for staff and stakeholders, keeping the “human” side in sight.

Leadership: Accept accountability for assigned activities and adapt work style to perform independently or within a team. Model behaviors that are consonant with the mission and values of CWS in work activities and relationships. Demonstrate sound judgment in performing all duties. Recognize and use individual strengths to enhance work performance. Recognize areas of weakness and seek assistance to improve performance. Take initiative within area of responsibility. Facilitate the use of skills and resources within CWS. Contribute ideas for implementing CWS’ vision and strategic plan.

Problem Solving: Identify problems in procedures that affect program work and recommend changes in systems or procedures to address them, then implement approved changes. Understand and apply knowledge of the context in which CWS works, including global trends, issues, and the ecumenical movement. Resolving problems and trying new ways of doing things. Know how and when to apply technical solutions to problems. Share results of problem solving experiences with others. Remain flexible in responding to organizational priorities.

Program Planning and Management: Anticipate work flow and take proactive steps to balance work priorities. Understand the desired outcome of assigned work and how it supports CWS’ work. Gather, analyze and make use of information and resources necessary to complete work. Set and communicate deadlines and priorities. Successfully balance multiple activities, in support of program or departmental goals. Manage contacts with internal and external stakeholders to ensure flow of information and coordination of efforts. Verify the accuracy and quality of own work and the work of others. Contribute ideas to effectively implement program plans and activities. Keep other informed of work progress and any problems encountered. Assist others to complete priority work, or step in to handle work in their absence.

Resource Building and Stewardship: Recognize resource building potential in all interactions and be responsive and professional in providing information. Promote CWS’ mission, programs and services with stakeholders to assure continued support. Use financial and material resources provided by CWS to their best advantage, including business equipment and supplies. Demonstrate concern for natural resources in carrying out work activities. Make the most of own time and resources to maximize stewardship to CWS. Respect one another and relationships with staff, supervisors and managers. Prepare reports on program status relative to budget and finances.

Teamwork: Understand what a team is and what it does. Demonstrate a willingness to work on a team. Understand own role on the team and how it fits in to the overall results

06.10.2013
to be produced. Promote effective interactions among team members and facilitate group discussion. Participates in identifying and establishing work needs and time lines for completion. Keep team leader and members informed of work status. Demonstrate awareness of what other teams do and how their work affects own team. Recognize and respect the importance of work performed by colleagues. Understand organizational priorities and is willing to set aside own tasks to assist others to complete high priority tasks.

Other Skills:
A high level of computer literacy is required, with proficiency in MS Office (Word, Excel, Access, PowerPoint) as well as internet and email applications.
Church World Service, Inc.

Position Title: Employment Specialist
Reports To: CWS Richmond Director
Team: Immigration and Refugee Program
Location: Richmond, Virginia
Status: Fulltime with benefits

Primary Purpose:
The employment specialist will provide employment core services to CWS clients in a timely, appropriate and effective manner ensuring their early employment and self-sufficiency.

Essential Duties:

♦ Assist clients with employment orientation, appointments, job development, transportation and interviews.
♦ Conduct comprehensive employment assessments on all employable CWS clients and prepare employment goals / objectives as part of the client’s Comprehensive Resettlement Plan.
♦ Follow up post interviews with clients and employers.
♦ Identify and develop partnerships and communication with local employers, job training programs, businesses and immigrant organizations to ensure broad employment opportunities for CWS clients.
♦ Update client cases by documenting in the case file section all employment activities.
♦ Serve as DSS liaison with regards to client enrollment in TANF/DSS for employment activities.
♦ Document employment activities in client files in VNIS and Pegasus databases.
♦ Responsible for VNIS database entry, accuracy and reporting.
♦ Provide employment services to clients enrolled in the Matching Grant Program including follow ups with clients and employers as outlined in the Matching Grant guidelines.
♦ Provide supervision and training of other employment staff as directed.
♦ Work with staff, volunteers, and community stakeholders to ensure that refugees, asylees, and entrants reach the goals of self-sufficiency and adjustment to life in the U.S. through the provision of employment information, services, and referrals.
♦ Oversee all employment programs such as Pre-Employment Job Search trainings and STEP to ensure effective implementation.
♦ Attend and participate in all staff meetings and training sessions.
♦ Work nights and weekends as necessary.
♦ Maintain confidentiality standards.
♦ Perform other duties as requested.
Employment Specialist

**Qualifications:** Superior written and oral communication skills are a must. The successful applicant must have experience working in a multi-cultural environment and must be sensitive to the cultural and linguistic needs of clients. Diplomacy skills are necessary, as is the ability to work cooperatively with a wide range of organizations, including other resettlement agencies, businesses, employers, and mutual assistance associations, as well as local, state, and federal government agencies. The applicant must demonstrate creativity and initiative, and must be able to handle multiple projects and responsibilities simultaneously.

**Education:** Bachelor’s degree, or equivalent combination of education and work experience.

**Experience:** Ability and interest in employment placement activities. Previous work experience with refugee resettlement services preferred.

**Competencies:**

*Communications:* Listen carefully to assure clear understanding of instructions and requests. Communicate detailed and/or technical information clearly, in writing and orally. Ask appropriate questions in seeking explanations needed to perform job. Promote “transparency of information” by sharing relevant information with staff and other stakeholders. Understand staff roles and procedures and prepare standard reports to track job progress or activities. Anticipate constituent needs and interests and take proactive steps to respond to them. Understand and is able to use appropriate technology to communicate with others inside and outside CWS. Respect and maintain confidentiality of sensitive information within parameters defined by supervisor and/or CWS policy.

*Constituent Relationships:* Understand who stakeholders are and be responsive to their needs. Facilitate interactions and serve as a resource in relations with stakeholders. Recognize and be sensitive to issues of concern to stakeholders. Recognize and be sensitive to cultural, ethnic and religious issues.

*Job Knowledge:* Understand the mission and values of CWS and faith-based organizations and how they apply to their work and relationships with others. Understand the work performed and how it supports CWS in achieving its goals. Understand how to work multi-culturally with sensitivity and integrity. Knows a broad range of information regarding specific program or department and use that knowledge to perform effectively and independently. Applies a depth of knowledge within area of responsibility to implement assigned activities. Able to use and willing to expand learning of applications or technology to perform job duties. Maintain and improve the skills and knowledge needed to be effective in performing job responsibilities. Interpret CWS’ policies and procedures for staff and stakeholders, keeping the “human” side in sight.

*Leadership:* Accept accountability for assigned activities and adapt work style to perform independently or within a team. Model behaviors that are consonant with the mission and values of CWS in work activities and relationships. Demonstrate sound judgment in performing all duties. Recognize and use individual strengths to enhance work performance. Recognize areas of weakness and seek assistance to improve performance. Take initiative within area of responsibility. Facilitate the use of skills and
resources within CWS. Contribute ideas for implementing CWS’ vision and strategic plan.

*Problem Solving:* Identify problems in procedures that affect program work and recommend changes in systems or procedures to address them, then implement approved changes. Understand and apply knowledge of the context in which CWS works, including global trends, issues, and the ecumenical movement, resolving problems and trying new ways of doing things. Know how and when to apply technical solutions to problems. Share results of problem solving experiences with others. Remain flexible in responding to organizational priorities.

*Program Planning and Management:* Anticipate work flow and take proactive steps to balance work priorities. Understand the desired outcome of assigned work and how it supports CWS’ work. Gather, analyze, and make use of information and resources necessary to complete work. Set and communicate deadlines and priorities. Successfully balance multiple activities, in support of program or departmental goals. Manage contacts with internal and external stakeholders to ensure flow of information and coordination of efforts. Verify the accuracy and quality of own work and the work of others. Contribute ideas to effectively implement program plans and activities. Keep other informed of work progress and any problems encountered. Assist others to complete priority work, or step in to handle work in their absence.

*Resource Building and Stewardship:* Recognize resource building potential in all interactions and be responsive and professional in providing information. Promote CWS’ mission, programs, and services with stakeholders to assure continued support. Use financial and material resources provided by CWS to their best advantage, including business equipment and supplies. Demonstrate concern for natural resources in carrying out work activities. Make the most of own time and resources to maximize stewardship to CWS. Respect one another and relationships with staff, supervisors, and managers. Prepare reports on program status relative to budget and finances.

*Teamwork:* Understand what a team is and what it does. Demonstrate a willingness to work on a team. Understand own role on the team and how it fits in to the overall results to be produced. Promote effective interactions among team members and facilitate group discussion. Participates in identifying and establishing work needs and time lines for completion. Keep team leader and members informed of work status. Demonstrate awareness of what other teams do and how their work affects own team. Recognize and respect the importance of work performed by colleagues. Understand organizational priorities and is willing to set aside own tasks to assist others to complete high priority tasks.

*Other Skills:* A high level of computer literacy is required, with proficiency in MS Office (Word, Excel, Access, PowerPoint) as well as internet and email applications.
Job Description

Position Title: ELT Specialist
Reports To: Director
Team: Immigration and Refugee Program
Location: Richmond, VA
Status: ☑ Non-Exempt ☐ Exempt
☐ Bargaining Unit ☑ Non-Bargaining Unit

CWS does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or veteran status in employment or in the provision of services.

Primary Purpose:
The ELT Specialist is responsible for directing and monitoring programs regarding ELT training and coordinate education to ensure client early employment and self-sufficiency. This position works closely with clients, CWS Employment Specialist, and CWS case workers to ensure successful English language acquisition.

Essential Duties:
- Lead ELT classes as needed for CWS Richmond new arrival clients.
- Coordinate volunteer and other agency ELT tutoring activities with new arrivals.
- Document ELT activities in clients’ case files in VNIS and Pegasus databases as required.
- Keep documentation of all ELT participants for use in volunteer logs, if applicable.
- Works with clients to remove any barriers to learning English and realize the goal of family self-sufficiency.
- Develop appropriate ELT curriculum that coincides with employment related language.

Common Duties:
- Advocates on behalf of refugees, and refugee-serving voluntary agencies.
- Keep informed about refugee and immigrant issues, and available services to clients, using current information to better identify and serve refugee clients.
- Attend and participate in all staff meetings and training sessions.
- Performs all duties in a culturally and linguistically appropriate manner.
- Undertakes other duties as assigned.
- Works varied hours.
Qualifications:

**Education:** High school education with some college experience a plus. Certified ELT instructor.

**Experience:** Ability and interest in ELT activities. Ability to provide culturally sensitive counseling and case management is required.

**Other skills:** Valid Driver’s license and transportation and clean driver’s record are required. Fluency in English is required. Must have superior written and verbal communication skills. Must be computer literate with proficiency in MS Office and internet applications.

Competencies:

**Communication**
Ensure effective exchanges of information with others. Examples of skills and behaviors include speaking to others respectfully; expressing ideas in a logical, organized way; sharing information appropriately; and clarity and conciseness in written communication.

**Relationships**
Ensure constructive and supportive interactions with others. Examples of skills and behaviors include being positive and supportive when working with others; sharing information and resources freely; resolving conflict constructively; and proactively working to remove obstacles to success for others.

**Job Knowledge**
Utilize and apply job related knowledge to complete job tasks at a level that meets or exceeds expectations. Examples of skills and behaviors include utilizing job knowledge to solve problems or develop new approaches; maintaining or enhancing skills through continuing education; and taking on projects that will develop or enhance skills.

**Teamwork**
Work effectively and contribute as a member of a team. Examples of skills and behaviors include supporting other team members by sharing information; covering the work of others during absences, vacations etc.; and actively participating in developing ideas for ways to increase team effectiveness.

**Problem Solving**
Analyze information and develop solutions to challenges that arise during the course of performing a job. Examples of skills and behaviors include researching and collecting facts; defining the issues and the parties affected; formulating options/solutions for addressing the problem; and engendering support for and implementing the solution.

**Operational Leadership**
Successfully lead a group to achieve operational goals. Examples of skills and behaviors include priority setting; timely decision making; planning and organizing; delegation; and managing and measuring work.

**Building and Leading Effective Teams**
Earn the respect of team members, create strong morale and spirit on the team and utilize the unique skills of all team members. Examples of skills and behaviors include managing diverse
relationships; flexibility; being open and receptive; running effective team meetings; and exhibiting integrity and trustworthiness.

**Strategic Leadership**
Accurately anticipate future consequences and trends and translate them into the fulfillment of workable strategies and plans. Examples of skills and behaviors include problem solving; dealing with ambiguity, creativity; innovation management and business acumen.
Position Title: Resettlement and Placement Caseworker  
Supervisor: Richmond CWS IRP Director  
Status: Full Time, salary with benefits  

Purpose:  
This employee will provide orientation and ongoing case management services to our clients in a timely, appropriate and effective manner ensuring their early employment and self-sufficiency.  

Qualifications:  
Education: University degree in Human Services preferred.  
Experience:  
The successful candidate must have a minimum of one year's previous work experience in refugee or immigrant-related services, providing familiarity with U.S. refugee and/or immigration issues and terminology. Experience working with churches or church-based organizations is preferred. A background in case management or social work is desirable.  

Competencies:  
Communications: Listen carefully to assure clear understanding of instructions and requests. Communicate detailed and/or technical information clearly, in writing and orally. Ask appropriate questions in seeking explanations needed to perform job. Promote "transparency of information" by sharing relevant information with staff and other stakeholders. Understand staff roles and procedures and prepare standard reports to track job progress or activities. Anticipate constituent needs and interests and take proactive steps to respond to them. Understand and is able to use appropriate technology to communicate with others inside and outside CWS. Respect and maintain confidentiality of sensitive information within parameters defined by supervisor and/or CWS policy.  
Constituent Relationships: Understand who stakeholders are and be responsive to their needs. Facilitate interactions and serve as a resource in relations with stakeholders. Recognize and be sensitive to issues of concern to stakeholders. Recognize and be sensitive to cultural, ethnic and religious issues.
Job Knowledge: Understand the mission and values of the CWS IRP and faith-based organizations and how they apply to their work and relationships with others. Understand the work performed and how it supports CWS IRP in achieving its goals. Understand how to work multicultural with sensitivity and integrity. Knows a broad range of information regarding specific program or department and use that knowledge to perform effectively and independently. Applies a depth of knowledge within an area of responsibility to implement assigned activities. Willing to expand and use learning of applications or technology to perform job duties. Maintain and improve the skills and knowledge needed to be effective in performing job responsibilities. Interpret CWS’s policies and procedures for staff and stakeholders, keeping the “human” side in sight.

Leadership: Accept accountability for assigned activities and adapt work style to perform independently or within a team. Model behaviors that are consonant with the mission and values of CWS IRP in work activities and relationships. Demonstrate sound judgment in performing all duties. Recognize and use individual strengths to enhance work performance. Recognize areas of weakness and seek assistance to improve performance. Take initiative within area of responsibility. Facilitate the use of skills and resources within the CWS IRP. Contribute ideas for implementing CWS IRP’s vision and strategic plan.

Problem Solving: Identify problems in procedures that affect program work and recommend changes in systems or procedures to address them, then implement approved changes. Understand and apply knowledge of the context in which CWS IRP works, including global trends, issues, and the ecumenical movement. Exercise creativity in resolving problems and trying new ways of doing things. Know how and when to apply technical solutions to problems. Share results of problem solving experiences with others. Remain flexible in responding to organizational priorities.

Program Planning and Management: Anticipate work flow and take proactive steps to balance work priorities. Understand the desired outcome of assigned work and how it supports CWS IRP’s work. Gather, analyze and make use of information and resources necessary to complete work. Set and communicate deadlines and priorities. Successfully balance multiple activities, in support of program or departmental goals. Manage contacts with internal and external stakeholders to ensure flow of information and coordination of efforts. Verify the accuracy and quality of own work and the work of others. Contribute ideas to effectively implement program plans and activities. Keep other informed of work progress and any problems encountered. Assist others to complete priority work, or step in to handle work in their absence.

Resource Building and Stewardship: Recognize resource building potential in all interactions and be responsive and professional in providing information. Promote CWS IRP’s mission, programs and services with stakeholders to assure continued support. Use financial and material resources provided by CWS IRP to their best advantage, including business equipment and supplies. Demonstrate concern for natural resources in carrying out work activities. Make the most of own time and resources to maximize stewardship to CWS IRP. Respect one another and relationships with staff, supervisors and
managers. Prepare reports on program status relative to budget and finances.

**Teamwork:** Understand what a team is and what it does. Demonstrate a willingness to work on a team. Understand own role on the team and how it fits in to the overall results to be produced. Promote effective interactions among team members and facilitate group discussion. Participate in identifying and establishing work needs and time lines for completion. Keep team leader and members informed of work status. Demonstrate awareness of what other teams do and how their work affects own team. Recognize and respect the importance of work performed by colleagues. Understand organizational priorities and is willing to set aside own tasks to assist others to complete high priority tasks.

**Essential Duties:**

1. Provides cultural and program orientation and information to newly arrived clients, including rights and responsibilities, and federal and local services.
2. Secures housing for clients that is decent, safe, and sanitary.
3. Furnishes apartments with donated beds, sofas, tables, chairs, refrigerators, etc. in preparation for arrival of new clients.
4. Arranges for furniture delivery and set-up for clients’ apartments upon arrival.
5. Meets new arrivals at airport; transports clients to new apartment.
6. Provides on-going case management to clients according to the terms of the Cooperative Agreement with CWS and ONS.
7. Assists clients in obtaining Social Security cards and other necessary documentation.
8. Provides referrals and appointments to social service providers and government agencies to enhance refugees’ employability.
9. Provides/arranges language interpretation as needed in the resettlement process.
10. Transports clients to various appointments to fulfill service requirements.
11. Coordinates volunteer involvement with other staff.
12. Ensures Comprehensive Resettlement Plan is written with each client. Counsel and assist clients in accomplishment of their goals outlined in CRP.
13. Requests payments for direct client assistance & emergency assistance as needed.
14. Conducts home visits to clients as required, paying special attention to cases that include minors.
15. Ensures that clients are referred to and attend ESL classes.
16. Coordinate job interviews and orientation sessions with Employment Specialist.
17. Write 30 day reports for R&P clients.
18. Maintains an orderly case file for each case and fulfills programmatic documentation requirements.
19. Assists the Richmond CWS IRP director in preparation of required reports.
20. Performs other related duties as requested.
21. Works evening/weekend hours on occasion as required, often on short notice.

July, 2013
Church World Service, Inc.
Position Opening Announcement

Position Title: Accounting Assistant (part-time 15 hours per week)
Reports To: Director CWS IRP Harrisonburg Office
Team: Immigration and Refugee Program
Location: Harrisonburg, VA
Grade: 2
Starting Salary: $10,998 - $11,801 (based on working 15 hours per week)
($14.10 to $15.13 per hour)
Status: ☑ Non-Exempt ☐ Exempt
☐ Bargaining Unit ☑ Non-Bargaining Unit
Send Resume to: Human Resources Manager
hr-cws@churchworldservice.org

Deadline: 10/04/2013

Primary Purpose:
Provide accounting and financial support for the CWS Harrisonburg VA Immigration and Refugee Program (IRP) office.

Essential Duties:
- Review, process and record all local disbursements and enter necessary information into Quickbooks.
- Collect monthly expense reports for Director's approval and submit to CWS NY for processing.
- Prepare monthly credit card statement reconciliations.
- Review, process and submit vendor invoices to CWS NY for processing.
- Prepare monthly USG grant reimbursement requests and submit to CWS NY Headquarters for processing.
- Receive, document and process all incoming funds and donations and submit to CWS Service Center for processing.
- Manage inventory records and account for all bulk items purchased (transportation, household items, etc.) to ensure that all items are recorded in client account records.

Qualifications:

Education:
Accounting degree or advanced education/experience in an accounting or finance related field.

Experience:
Minimum of three (3) years work experience in accounting or finance.

Rev. 9/17/13
Communications: Able to communicate thoroughly and with self-confidence a broad range of information relating to program or department.
Communicate detailed and/or technical information clearly, in writing and orally.
Constituent Relationships: Coordinate specific program activities with counterparts and include them in planning.

Job Knowledge: Understand general business practices that support individual and program performance.

Leadership: Accept accountability for assigned activities and adapt work style to perform independently or within a team.

Problem Solving: Determine the scope of problems, gather all necessary information, analyze impact on other areas.

Resource Building and Stewardship: Understand stewardship role in working within budget and monitoring finances. Prepare reports on program status relative to budget and finances.

Teamwork: Network with other teams to discuss activities.

Other Skills:
Strong computer skills including proficiency in MS Office (Outlook, Excel, Word and Access), Quickbooks, and internet applications.

Ability to work in a multi-cultural environment.

Ability to give close attention to detail.

Other Skills:
Strong computer skills including proficiency in MS Office (Outlook, Excel, Word and Access), Quickbooks, and internet applications.

Ability to work in a multi-cultural environment.

Ability to give close attention to detail.
<table>
<thead>
<tr>
<th>Name of Board Member</th>
<th>Title</th>
<th>Address</th>
<th>Phone Number</th>
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<td>Ms. Laura Roberts</td>
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</table>
June 23, 2015

Paul Steele
CWS Richmond Refugee Resettlement Program
3314 N. Parham Rd
Richmond, Virginia 23294

Dear Mr. Steele,

I am writing on behalf of Tuckahoe YMCA’s support of CWS Richmond’s refugee resettlement program. The YMCA has partnered with CWS Richmond to find ways to assist refugees in this area. Paul Steele, the CWS Richmond director joined the YMCA’s Social Responsibility Committee and has been an active participant with this group of volunteers. The YMCA has developed a tutoring program for elementary age school children and this past year tutored 17 students. In partnership with CWS Richmond the YMCA has initiated a special membership drive for refugees and the CWS caseworkers have been significant in helping this initiative get started.

Just this past week, the YMCA hosted World Refugee Day which was a wonderful success. Again, this event took place because of our relationship with CWS Richmond and many other organizations helping with the refugee population in Richmond area. For these reasons and more, I write to support CWS Richmond’s request for Application to be funded as a service provider by the Office of Newcomer Services.

Tuckahoe YMCA appreciates the work as a resettlement provider and the services they provide to refugees in our area. As a local non-profit agency, we have collaborated with CWS Richmond in providing certain services which are helpful to our new neighbors in becoming better integrated into their communities.

Therefore, this agency strongly supports the application of CWS Richmond for funding as a service provider for their refugee resettlement program. Continued funding of this program will allow our community to continue to provide quality and critical services to refugees coming to our area.

Respectfully yours,

Mary Gentry Roberts
Group Vice President
YMCA of Greater Richmond
Paul Steele  
CWS Richmond Refugee Resettlement Program  
3314 N. Parham Rd  
Richmond, Virginia 23294

Dear Mr. Steele,  

June 24, 2015

As an agent for Long and Foster, as a volunteer and member of Staples Mill Road Baptist church, I am writing this letter in support of CWS Richmond's refugee resettlement program. I have partnered with CWS Richmond in several ways to assist refugees in this area. I have coordinated the gathering and storage of donated furniture and household items that refugees need in order to set up their apartments, and arranged various volunteers to transport refugees to medical appointments. Additionally, I was able to arrange for a donated POD unit for CWS Richmond's office so they can store the furniture and items. As a result of my relationship with CWS Richmond, my church, Staples Mill Road Baptist has organized and implemented a conversational English language Club that meets weekly to assist refugees with improving their English language skills.

The mission of our church and our volunteers is to reach out to these new Americans and engage them in ways that will enhance their resettlement process. Our group provides transportation support, advising refugees on cultural matters and situations that are often unfamiliar to them and working to build long-term trusting relationships with CWS Richmond clients that we help.

As a volunteer I appreciate CWS Richmond's work as a resettlement provider and the services they provide to refugees to our area. I have collaborated with CWS Richmond in providing services which are helpful to our new neighbors in becoming better integrated into their communities.

Therefore, I strongly support the application of CWS Richmond for funding as a service provider for their refugee resettlement program. Continued funding of this program will allow our community to continue to provide quality and critical services to refugees coming to our area.

Respectfully yours,

Dave Fogg  
Realtor
June 23, 2015

Holly L. Saunders  
Senior Account Executive  
Aerotek, Inc.  
One Holland Place  
2235 Staples Mill Road  
Richmond, Va. 23230

Dear Mr. Steele,

I write at this time in support of CWS Richmond’s request for Application to be funded as a service provider by the Office of Newcomer Services for the CWS Richmond Refugee Resettlement Program. Aerotek, Inc. has partnered with CWS Richmond in a job placement capacity since 2013, allowing us the chance to employ hundreds of refugees in full time, stable work while growing our Richmond Operation and our client base because of the exceptional work of the employees. We have worked together to create opportunities for a lot of deserving candidates, and have found a true partner in CWS in their ability to consult and coach potential candidates in their job search. Additionally, we have partnered with CWS as part of the Refugee Dialogue Group and it has been a true pleasure to do so.

Aerotek, Inc. appreciates the work of CWS Richmond as a resettlement provider and the services they have provided to refugees to our area. Their work in Richmond is quite frankly, an inspiration to my office staff and to me as an employer in this area for the past 15 years. As it often is in life, the work of a few can inspire the futures of many. I believe CWS is doing just that, allowing candidates to live a full life with gainful employment and an opportunity to support their families in our area. Additionally, the candidates we have placed our truly giving back to this area in their ability to perform the functions of their new roles, and I believe that the guidance, advice, and offerings of CWS is the reason for their success.

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

Therefore, this agency supports the application of CWS Richmond for funding as a service provider for their refugee resettlement program. Continued funding of this program will allow our community to continue to provide quality and critical services to refugees coming to our area.

Respectfully yours,

Holly L. Saunders

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Aerotek.com  
888-AEROTEK  
An Allegis Group Company
June 24, 2015

Paul Steele  
CWS Richmond Refugee Resettlement Program  
3314 N. Parham Rd  
Richmond, Virginia 23294

Dear Mr. Steele,

I am writing in support of CWS Richmond’s request for Application to be funded as a service provider by the Office of Newcomer Services for the CWS Richmond Refugee Resettlement Program. Over the last three years, the Henrico Health Department has worked closely with the staff of CWS Richmond’s Refugee Resettlement Office. We have appreciated their work as a resettlement provider and the services they have provided to refugees to our area. As a local public services agency, we have collaborated with CWS Richmond in providing the health screenings and medical referrals necessary to assist our new neighbors in becoming settled in our community. The staff of this department and the case workers of CWS Richmond have established a strong and professional relationship that equates to excellent services for CWS clients.

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

Therefore, the Henrico Health Department strongly supports the application of CWS Richmond for funding as a service provider for their refugee resettlement program. Continued funding of this program will allow our community to continue to provide quality and critical services to refugees coming to our area.

Respectfully yours,

Susan Fischer Davis, MD  
Medical Director
June 25, 2015

Paul Steele
CWS Richmond Refugee Resettlement Program
3314 N. Parham Rd
Richmond, Virginia 23294

Dear Mr. Steele,

Stoney Ridge Apartments has worked with CWS Richmond’s Refugee Resettlement Program for over two years providing apartment housing for your refugee clients. We have appreciated the opportunity to assist these new arrivals coming to Richmond by renting units to them. As a leasing office administrator, I have come to know several of your staff on a friendly and professional basis including Dave Canavan, Fran Cassell, Chandra Chhetri and Firas Sabti.

We have appreciated the work of CWS Richmond as a resettlement provider and the services they have provided to refugees to our area. As a local housing business, we have collaborated with CWS in providing necessary services to assist our new neighbors in becoming settled in their new community and in becoming self-sufficient.

Therefore, StoneyRidge Apartments supports CWS Richmond’s proposal application for RSS funding from the state Office of Newcomer Services. The grant will help this program to continue to provide quality and important services to refugees.

Respectfully yours,

[Signature]
Yoangelia Fernandez
Memorandum of Agreement
Between
Commonwealth Catholic Charities and Church World Service Richmond Office

Protocols and Procedures:

Referral Mechanism

- The Richmond Education Specialist or assistant of Commonwealth Catholic Charities (CCC) will inform a designated Intake Coordinator at Church World Service (CWS), via e-mail, of all new NIELT classes 10 business days prior the beginning date. This will include dates of classes, agenda and special presentations planned.

- CWS staff will fax/email referral information about their prospective ESL students, including the refugee bio, within five business days of receiving the class schedule. If additional students arrive after this time, their information may be sent until Friday noon of the week prior to class beginning. Students who miss the first three days of classes will not be able to register for the current class but may be registered for the next NIELT class.

Location and Services

- The CCC Education Department will provide English Language Classes to newcomers for four consecutive weeks at the Richmond CCC office. Students must attend 4-5 hours per day. Classes will consist of: Computer ESL Class, Multi-Level English Language Class, Community Presentations, and Pre Employment Class.

- CCC NIELT class curriculum includes, but is not limited to: alphabet, greetings, basic conversation, personal and classroom information, numbers (oral and written), classroom commands, telling time, shapes and colors, days of the week, appointment cards, personal calendaring, months, money, bills and coins, counting money, check writing, shopping, supermarket, fruits, vegetables, clothing, making change, addressing an envelope, banking, price tags and labels, prescription labels, holidays, ordinal numbers. Classes are taught on two levels of instruction based on pre-test score and prior education with additional curriculum for more advanced students. In addition, there will be one hour spent each day on computer ESL training and Community Resource presentations will be provided.

Tracking Mechanism

- Students who are absent without CWS Case Manager/CCC Education Specialist prior permission will be given an unexcused absence. On the second unexcused absence the ES will give a warning letter to the client with a copy to the CWS Intake Coordinator. Students must attend 60 plus hours in order to receive a certificate of completion. Opportunities to "make up" missed class time must be arranged with the Education Specialist.
• CWS Intake coordinator will receive scanned copies of student information (attendance records, certificate, and competency sheet) within three business days after the course has ended.

Responsibilities of CCC and CWS

• On the first day of class, the CCC Education Specialist will conduct an intake and will administer a Best Literacy Pre-Test to CWS students at the Richmond CCC office.

• CWS staff is responsible for informing the CCC education staff of job interviews, health appointments, school enrollment appointments, social service appointments, Social Security enrollment appointments, or job placement whenever the appointment interferes with class time for all students that are currently attending NIELT. If the notice is not prior to absence, it will be considered unexcused.

• When students complete the NIELT, CCC will present them with a Certificate of Completion and a referral to ESL classes in the community. For students that are seeking post secondary education or GED, the CCC Education Specialist will provide necessary information for the student. If the student desires more information about their education, an appointment with the CCC Education Specialist may be made.

• CWS staff is responsible to provide social security numbers of the students who attended and completed NIELT within three business days after class completion. This information will be input in the National Reporting System for Adult Education Programs (NRS), to comply with grant requirements of the Virginia Department of Education.

The period of this Memorandum of Agreement shall be from October 1, 2014 to September 30, 2015. Depending on need, this Memorandum may be extended. Early termination of this Memorandum requires a 30 day notice from either party.

Joanne D. Nattrass  
Executive Director  
Commonwealth Catholic Charities

Joseph Roberson, Deputy Director of Operations  
Church World Service

10/29/14
CONFIDENTIALITY AGREEMENT

Refugees are people who have endured the loss of their homeland, their way of life and their dignity. They may have suffered great tragedies or have been victims of persecution or torture. They have come to this country to rebuild their lives in keeping with their culture and individual nature. They have a right to recover their privacy and to determine when and how their stories might be shared with others.

I understand that all information shared with me by a refugee client, CWS staff member and/or is contained in the client case file is strictly confidential. I agree to respect this confidentiality and not discuss the information with anyone not bound by this duty of confidentiality. I understand that information about a client will not be shared with other agencies or individuals, including family, friends, or acquaintances without the explicit knowledge and consent of the client.

Volunteers who work with the refugee program agree to:
1. Safeguard the confidentiality of the refugees by not making their names, stories and personal circumstances public in any fashion without their consent. This includes, but is not limited to, the use of photographs and information in news stories for church bulletins, corporate newsletters or local newspapers. Many refugees are happy to share their stories in the media, but please be sure to ask them first.
2. Respect the need for personal space and privacy of refugee clients by not requesting information that is not necessary for the execution of the case plan and share information with other authorized (those who are bound by confidentiality) persons on a need to know basis only.
3. Always ask the refugees with whom you are working for permission to share information about their case (Remember: just because news is “good” (e.g. pregnancy) doesn’t mean you have the right to share it without permission. Always ask!)

I have read these policies and understand the refugee's right to privacy and confidentiality. I agree to fully abide by these policies.

Volunteer's Signature ___________________________ Date __________

CWS Staff Signature ___________________________ Date __________

Immigration and Refugee Program
Durham and Greensboro Office
112 S. Duke Street, Suite 4B – Durham, NC 27701 – Tel (919) 680-4310 – Fax (919) 680-4320
620 S. Elm Street, Suite 315 – Greensboro, NC 27406 – Tel (336) 617-0381 – Fax (336) 617-0654
www.churchworldservice.org
Form C, (3 pages)

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 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:

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]

**James Hughson**

Executive Director CWS VA

Title

June 30, 2015

Date
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:

(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.
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 (2 U.S.C. §§4728-4783) 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 1685-1688), 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. §§250 dd-3 and 250 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 Acquisation Policies Act of 1970 (P.L. 81-646) 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. §§1501-1503 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 1975, 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
(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. §4810 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  Deputy for Operations

APPLICANT ORGANIZATION  DATE SUBMITTED
Church World Service, Inc  6.29.15

Standard Form 424B (Rev. 7-97) Back
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Church World Service, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required):
☐ Individual/sole proprietor
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Exempt payee

Limited liability company. Enter the tax classification (C=Corporation, S=S corporation, P=partnership)

☐ Other (see instructions)

Address (number, street, and apt., if any, or suite no.)
28606 Phillips St., P.O. Box 968
Elkhart, IN 46515

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the number given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of U.S. person

Date

1/16/13

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
## Form G (2 pages)

**FFATA Subrecipient Required Data**

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

<table>
<thead>
<tr>
<th>For VDSS Use Only – To be completed by Program Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federal Award Identifier Number (FAIN)</td>
</tr>
<tr>
<td>2. Award Title</td>
</tr>
<tr>
<td>3. CFDA</td>
</tr>
<tr>
<td>4. Subaward Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed by Sub awardee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Sub awardee Legal Name</td>
</tr>
<tr>
<td>Church World Service, Inc.</td>
</tr>
<tr>
<td>6. Data Universal Numbering System (DUNS) number – 9 digits</td>
</tr>
<tr>
<td>006096754</td>
</tr>
<tr>
<td>7. Are you registered in the System for Award Management (SAM)?</td>
</tr>
<tr>
<td>If Yes, continue to question 8. If No, please go to question 9.</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>8. Is your registration in SAM current and active?</td>
</tr>
<tr>
<td>Expiration Date: 4.1.2016</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>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; <strong>AND</strong> (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?</td>
</tr>
<tr>
<td>If Yes, continue to question 10. If No, please go to question 12.</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
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/execomp.htm.)

If Yes, please go to question 12. If No, please continue to question 11.

☐ Yes  ☐ No

11. List the names and total compensation of the top five highly compensated officers.

   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)

   Note: State and local governments are exempt from reporting executive compensation.

   Officer 1 Name: __________________
   Officer 1 Compensation: __________________
   Officer 2 Name: __________________
   Officer 2 Compensation: __________________
   Officer 3 Name: __________________
   Officer 3 Compensation: __________________
   Officer 4 Name: __________________
   Officer 4 Compensation: __________________
   Officer 5 Name: __________________
   Officer 5 Compensation: __________________

12. Awardee Street Address 1 475 Riverside Dr.
13. Street Address 2  Suite 700
14. City New York
15. State NY
16. Zip + 4 10115-0073
17. Congressional District NY-010
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1 3314 N. Parham Rd.
19. POP Street Address 2  Suite B
20. POP City Richmond
21. POP State VA
22. POP Zip + 4 23294-4152
23. POP Congressional District VA-007


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

Name: Joseph Roberson, Deputy for Operations Date: 6.29.1
Form H

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

The Offeror, Church World Service:
(Agency Name)

☐ Is a corporation or other business entity with the following SCC identification number:

☐ Is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**NOTE** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☑

Authorized Signature:   

6/29/15

Date

Chief Financial Officer

Title
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
DIN:
17053104037040
Contact Person:
MANOHAR RAMACHANDRAN
Contact Telephone Number:
(677) 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)
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 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.

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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
Director, Exempt Organizations

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