COMMONWEALTH CATHOLIC CHARITIES

RFP CVS-15-038

VIRGINIA SERVICES TO OLDER ADULT REFUGEES
(SOAR)

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

Commonwealth Catholic Charities
(Name of Organization)

1601 Rolling Hills Drive
(Address – Line 1)

Richmond
(Address – Line 2)

Virginia ZIP Code:23229

Date: 12/10/2014

Signature: [Signature]

Printed Name: Joanne D. Nattrass

Title: Executive Director

Phone: (804) 285-5900

E-mail: joanne.nattrass@cccofva.org
# Proposal Checklist

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Revised 12/5/14
EXECUTIVE SUMMARY

The U.S Department of State statistics indicates that 7.3% of refugees who entered the U.S in 2012 were aged 55 and older. While refugee elders are a small population of resettled refugees, they are a highly diverse group and may also be geographically dispersed. During resettlement, the focus of integration planning is self-sufficiency and therefore on employable adults. Senior refugees often get overlooked because many come with long-term illnesses or disabilities and cannot work. Some are needed at home for child care. Often, refugee elders have little time to plan for advancing age and to acquire the skills and resources for dealing with it.

In 1996, Congress adopted strict limits on noncitizens’ eligibility for needs-tested benefits as part of welfare reform legislation, making refugees eligible for SSI benefits only during their first seven years in the U.S. If they do not become naturalized citizens after seven years, they lose these benefits. This has been an ongoing issue for senior refugees in Virginia and will remain as such.

Commonwealth Catholic Charities’ (CCC) Resettlement Program has 40 years of experience successfully resettling newcomers in the Commonwealth. The agency has provided specific services to senior refugees under the Services to Older Refugees (SOAR) grant for the past two years. CCC’s proposed comprehensive program is designed to provide an individual assessment of needs and challenges, connect older refugees with available community resources, and assist them in working toward naturalization. Through this grant, CCC proposes to serve newly arriving senior refugees and those who arrived within the past 10 years, to include Church World Services (CWS) clients in Richmond and Harrisonburg. CCC will partner with other local organizations in each of its three service areas of Hampton Roads, Richmond, and Roanoke to assist senior refugees in developing greater competencies, independence, and self sufficiency.
SUMMARY OF PAST ACCOMPLISHMENTS

CCC has successfully operated a SOAR grant for the previous two fiscal years with funding from the Office of Newcomer Services (ONS). In FY2014, 83 elderly refugees were served across the three service locations. Despite limited funding, the program was able to provide necessary services such as referral and access to medical and personal care, connections to social activities, English as Second Language (ESL) classes focused on long term civic goals and information sharing regarding various daily living skills topics such as community resources, home safety, etc. Sixty SOAR clients attended ESL classes and 23 elderly refugees received assistance with citizenship and naturalization. Some of these services were also made available to CWS clients in Richmond.

CCC resettled an unprecedented number of refugees in FY 2014. A total of 642 refugees were resettled, exceeding the initially projected number of 411. This was made possible because of CCC’s strong relationships with various service providers, collaboration with other social service agencies and efforts of the staff to identify and locate resources to support the refugee families. With the support of ONS, CCC placed 256 refugees in employment through Refugee Social Services (RSS), exceeding the goal of 200. The goal of 160 placements into full-time employment was exceeded by 25% for a total of 214. The 2014 average wage for full-time employment was $9.13 hour, nearly reaching the projected goal of $9.15.

DESCRIPTION OF PROPOSED PROGRAM

In many resettlement countries, aging is associated with increased vulnerability to poverty, poor health and social isolation. While resettled refugees may have to cope with many challenges, for senior refugees those challenges are often compounded. There may be reluctance
of employers to hire older refugees. Children and younger adults tend to learn the language of and adjust to the receiving society faster than seniors who have a tendency to become dependent on their families for basic tasks. Resettled older adult refugees are also vulnerable to social isolation. Families struggling with their own integration find it difficult to attend to the social needs of their older family members. Seniors frequently have difficulty accessing social and recreational programs due to language barriers, difficulties in using public transportation, etc. Further, without their traditional roles and authority, the older adult refugees may struggle to find alternate meaning and purpose to their lives. A comprehensive resettlement plan for older refugees should therefore be highly targeted, multifaceted and involve the entire family in the assessment and service process.

**SERVICE PLAN:** To implement the SOAR grant and meet expected outcomes, CCC shall designate a SOAR Project Manager (SPM) who will oversee program operations and provide supervision and support to three CCC SOAR Liaisons (SL) and Harrisonburg CWS staff delivering case management services. Resettlement plans for refugees aged 60 years and older will consider and include the following elements:

1. **Assessment:** SLs will contact any refugee over 60 within 30 days of arrival into CCC’s resettlement programs, as well as those arriving through CWS in Richmond and Harrisonburg to conduct an Intake assessment. SLs will also attempt to contact older refugees who arrived within the past 10 years, utilizing the Virginia Newcomer Information System (VNIS), reviewing SOAR participants from the past two years, and by contacting leaders in the ethnic communities. The Liaison will work in conjunction with the resettlement caseworker, the family and the health liaison to complete a comprehensive assessment of the needs of the older refugee in the family to develop a
plan. The SL will assess and identify any barriers that may inhibit or prevent active community engagement. Information will be provided to the family and older refugee regarding resources available in the community. Such information may include, but is not limited to, opportunities for networking with other senior refugees in the community, social activities that are inclusive of older people from different cultures and ethnicities, access to public or other means of transportation and linkages to community agencies that provide services to the aging population. The SL will engage and work with the family members to support the older refugees’ participation in any service or activity designed or recommended by CCC.

2. **Health**: Health needs of newly arriving older refugees are currently assessed through the local Health Departments (HD). The resettlement case worker coordinates scheduling and transportation to the initial health screenings. A health needs checklist will be completed at SOAR intake with referral and follow up to be made as needed. The SL will continue to assess the health of the older refugees on a periodic basis and work in coordination with the CCC health liaisons should any new health or medical issues arise. New arrivals receive routine health care services through Medicaid for eight months. During this time, the health liaison assists the family with scheduling medical appointments and accessing transportation to the health care provider. The SL will assist senior refugees past their initial eight months of Medicaid benefits to apply for benefits as needed. Through CCC’s current working relationships with the local Departments of Social Services in the three service areas of Richmond, Roanoke and Hampton Roads, the SL will assist in facilitating access to and participation in the array of services offered for aging
individuals, including health care benefits. CWS will emulate similar services in Harrisonburg.

3. **Income Support**: All newly arrived older refugees as well those who were resettled previously, will be enrolled in Supplemental Social Security Income where eligible. Attention will be directed towards sustainability of current income provisions. The SL will assess if the older refugee needs to be connected to special services that local Agencies on Aging provide, such as, Meals on Wheels, personal care, Alzheimer’s support, or adult day care. While it is typical for elderly refugees to not be employed, the Liaisons will assist them in accessing any employment programs that may be available in their local communities. While these may not necessarily provide a source of income, such activities promote the older refugee’s confidence and self-worth.

4. **Language Assistance and Training**: Language acquisition becomes particularly challenging as people age. CCC and its community partners, Blue Ridge Literacy in Roanoke, The Bridge, CDC in Richmond, and Peninsula Reads in Hampton Roads, will provide older refugees English as Second Language (ESL) classes a minimum of twice a week for 2 hours each time. The class sessions will be for 10 weeks and use highly graphic, literacy level texts, such as *The Basic Oxford Picture Dictionary, Monolingual and Citizenship, Passing the Test, Civics and Literacy*. The curriculum will be relevant to refugee seniors and will emphasize socialization and community connections. Volunteers and class aides will be available to provide more one on one support to accommodate differences in skill levels and abilities. Information presented will be “hands-on” and will be supplemented by written material for practice. Specific vocabulary pertaining to citizenship will also be included as older refugees typically need much more time to
prepare for their citizenship interviews and tests. Computer classes, taught by volunteers and designed especially for the elderly population will be offered through CCC. For computer literacy, a web based program such as the Northstar Digital Literacy Project will be utilized for hands on experiences. Classes will focus on increasing basic dexterity and typing skills so that the older refugees can access Internet and social media as a means of maintaining connections with distant family members. The SOAR Liaison will work with the family members to solicit their support in encouraging and enabling the seniors in their families to participate in these services.

5. Social and Recreational Support: As part of their initial assessment process, older refugees will receive an orientation on the lifestyle, beliefs, values and expectations for older adults in the receiving community. The SL will also work on assisting older refugees with hands on orientation such as being able to use telephones, use public transport, etc. To encourage access to programs for the seniors offered at public libraries, older refugees will be assisted in applying for membership. The Liaison will assist the refugees in connecting with other social programs like those offered through local Senior Community Centers (Senior Center of Greater Richmond; Anchor of Hope Community Center in Roanoke and the Hilton Senior Center in Newport News) such as health and fitness classes, arts and crafts, tours, trips and other opportunities. Local area YMCAs also offer programs of which older refugees can avail. In addition, seniors will also be connected to any social or recreational opportunities that local churches offer. CCC will match volunteers with older refugees to provide them one on one as well as group social interactions.
6. **Supporting Citizenship:** SOAR Liaisons will follow up with senior refugees resettled in previous years to ensure progress towards citizenship. Assistance in completing United States Citizenship and Immigration Services (USCIS) language waivers will be provided by CCC’s Board of Immigration Appeals (BIA) accredited immigration counselors to participants who qualify. In addition, CCC currently has a USCIS citizenship program in place in all three service locations in which the elderly refugees can participate. These services include assistance with naturalization paperwork and citizenship preparation classes.

CWS in Harrisonburg will provide similar services to older refugee clients through a formal partnership with CCC. CCC’s SOAR Project Manager will provide CWS staff with needed support and direction in meeting the expected outcomes of the grant.

**DEVELOPMENT OF A RESOURCE HANDBOOK:** CCC’s SOAR staff will create a resource handbook for working with older refugees. The handbook will include a list of all service providers in each of the three service locations of Richmond, Roanoke and Hampton Roads. The handbook would provide best practice guidelines in assessing and meeting the needs of elderly refugees. The handbook and any accompanying documents will be made available to all other refugee resettlement programs in the Commonwealth.

**SERVICE POPULATION:** All newly arrived refugees who are 60 years or older will be automatically enrolled in the SOAR Project and will access any or all of the services described. In addition, the SOAR Liaisons will direct efforts in identifying older refugees who have arrived at least in the past ten years to encourage participation in any of the services. CCC shall establish partnerships with Church World Services to offer direct services through the grant to their
eligible clients in the Richmond location and to support a staff position to provide select services to older refugees resettled through their Harrisonburg location.

**STAFF RESPONSIBILITIES AND COMPETENCIES**: CCC’s resettlement program has a diverse and varied work force. Employees working with refugees represent various languages, ethnicities and cultures around the world equipping them with an inherent cultural competency. Many are refugees themselves and therefore are sensitive to the particular issues and challenges faced by the refugees, including an understanding of the role the elderly play in the refugee family and community.

The SOAR Project Manager shall be responsible to ensure enrollment and service delivery to eligible participants. The Manager shall coordinate monthly meetings with the SOAR Liaisons to assess such service delivery, identify barriers in outreach or collaboration and to measure progress towards outcomes. Ten (10%) of CCC’s Resettlement Education Supervisor’s time will be allocated to the SOAR grant as the Project Manager. This staff person has two years experience overseeing the previous SOAR grant and also coordinates and supervises the ESL and Citizenship programs in all three service locations.

Three part time (28 hours/week) staff will be hired as SOAR Liaisons, one at each of the three service locations. The SLs will be responsible for enrolling and assessing each newly arriving refugee over 60 for barriers to active engagement in their community; searching VNIS for qualifying past refugee arrivals; engaging family members in supporting the elderly refugee’s need to become more self sufficient; developing and maintaining a comprehensive resettlement plan for each client; and organizing transportation and interpretation for classes, activities, and events as needed.
USE OF VOLUNTEERS: CCC relies on a strong and well trained network of volunteers to assist staff in the delivery of a wide array of services. The SOAR Liaisons will recruit, screen, and train volunteers to help with assessments, home visits, transportation, social networking, and additional one on one tutoring as needed to supplement ESL classes. All volunteers will be trained on the needs of elderly refugees, challenges and barriers often encountered by that population, and ways to support the elderly in enhancing their dignity and self worth. Volunteers will also receive training on culturally competent mentoring and tutoring, promoting and encouraging civic engagement and accessing community resources. The Liaisons will provide ongoing oversight to the volunteers to ensure appropriate and adequate engagement with the older refugees.

DATA COLLECTION AND MANAGEMENT: CCC enters and maintains demographic and service information on each older refugee client in VNIS at the time of arrival and through the initial service period. Information is maintained on participation in services, including education and employment. This information is collected and reviewed for purpose of outcome measurements and target achievement. A case file is created and maintained on each refugee arrival by the program’s resettlement caseworker. The SOAR Liaisons will complete supplemental documentation on clients’ participation in the SOAR program to be retained in the case file. Documentation will include participation of the client in planned activities and programs, referrals to services, social activities etc.

PROGRAM EVALUATION: CCC engages actively in program evaluation and assessment through collection, review and application of outcome measures and indicators as part of Performance and Quality Improvement (PQI). For purposes of the SOAR program:
1. A SOAR Intake form will be completed on each client. The intake form will serve as a tool for the assessment of client needs, supports available, and challenges or barriers in accessing services. The SOAR Liaisons will develop a plan to address recommended services along with a target date for accomplishment and strategy to address challenges. Particular note will also be made of the enrollment date for SSI to track the timeline for potential loss of eligibility due to lack of citizenship.

2. A brief survey will be administered to each client at time of enrollment to obtain information on his/her own perception of social, emotional or family functioning. Questions would be geared towards assessing their involvement such as “How often do you get out of the house, visit with friends or go shopping, etc?” or “Do you have time for yourself?” Information gathered would be used to determine any additional social, recreational or other activity the individual may benefit from. The survey will be administered every six months during the time of the client’s enrollment in the SOAR program.

3. As part of the Virginia Community Capacity Initiative, CCC will discuss and solicit input from the groups on specific challenges faced by elderly refugees in their communities and resources available to eliminate those challenges.

4. CCC completes an evaluation on staff at 120 days from time of hire. This evaluation assesses the individual’s ability to perform the job as expected, their areas for growth and their strengths. Individualized goals are provided towards professional growth and development. In addition, all staff members of the agency receive an annual evaluation that documents progress towards goals, accomplishments, and contributions to the program and agency.
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<td>Elderly Refugees will participate in a dialogue and will be able to receive benefits</td>
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| Health literacy in English, vocabulary and oral proficiency will be 50% of students will use ENGLISH for students who use English
ESL class | Elderly Refugees will use English for students who use English
ESL class | Elderly Refugees will use English for students who use English
ESL class | Elderly Refugees will use English for students who use English
ESL class | Elderly Refugees will use English for students who use English
ESL class | Elderly Refugees will use English for students who use English
ESL class |

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High level outcome: Increase the number of refugees aged 60 and older participating in English language/culture training and services to improve employment and income opportunities.

Attachment A

OVERVIEW OF ACTIVITIES/OUTCOMES
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<td>Elderly refugees will receive necessary appointments made for health care needs.</td>
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**NOTE:** Outcome measures can include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.
| Outcome Measures | Qualitative & Quantitative Evaluation | HIGH LEVEL OUTCOME: Increase the amount of social engagement and perception of greater self-worth of refugees aged 60 and older.

SUBGRantee NAME Commonwealth Catholic Charities RFP # CVS-15-2038 FROM 01/05/2015 TO 09/30/2015

| Activities | Staff Responsible | Output | Questions Results from activity. Service frequency. Particpant numbers. Program produces. Beginning dates. What difference will the service make? Community Child, Adult, Family OR INTERIM OUTCOMES FOR SOAR Project

| 1. Elderly Refugees will participate in community activities that are planned part of the program. Services noted on plan and assessed and if needed will be increased. Additional services through SOAR Intake and SOAR 30 minutes at SOAR liaison.

| 2. Elderly Refugees will be connected to available services at area agencies on aging. Services, Virginia Cooperative Extension, parish nurses, YMCAs, and community agencies will reduce community barriers and allow community agencies will reduce effectiveness.

| 3. Elderly Refugees will complete the SOAR intake and again every 6 months.

| every 6 months, The SOAR intake and survey will take the family unit, activity level outside of the home and social confidence will increase in accordance with specific barriers and allow for additional services. In the survey, 100% of the enrolled clients will gain self-confidence.

| 30 minutes at SOAR Intake and SOAR months subsequenly.

| The survey will indicate an improvement in feelings of self-worth and self-confidence. Improvement in feelings of self-worth will indicate an increase in the survey clients that take the survey.

| 90% of the enrolled clients will attend monthly community events.

| 60% of the enrolled clients will attend monthly community events.

| Attendance at activities: What difference will the service make? Qualitative Results from activity. Community Child, Adult, Family OR INTERIM OUTCOMES FOR SOAR Project
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**Budget Summary - DSS Funds**

**Contractor Name:** Commonwealth Catholic Charities

**SOAR CVS-15-038**

**Attachment to Budget Summary**

**Contract Period:** From 01/01/2015 to 09/30/2015
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<tr>
<td>$13,085</td>
<td></td>
</tr>
<tr>
<td>$5,000</td>
<td></td>
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<tr>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>$750</td>
<td></td>
</tr>
<tr>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>$6,000</td>
<td></td>
</tr>
</tbody>
</table>

**Administrative Expenses**
- Indirect Expense Rate (as approved by USCCB) amounting to 15.1% of total spending for IT, finance/accounting, management and HR support.

**Interpretation Fees**
- Estimated fees for 150 hours of interpretation at $25/hour and translation of 50 pages of materials at $25/page.

**Instructional Materials**
- Estimated expense for instruction materials.

**Recruiting and Training**
- Estimated expense to recruit and train three staff and volunteers in Richmond, Roanoke and Hampton Roads.

**Hampton Roads**
- $6,000 paid to CWG to expand limited SOAR services into Hampton Roads.
- ESL/CIVICS sessions in Richmond, Roanoke and Newport News.
- Bridge CDC to conduct twice weekly, 2-hour classes for 2 ten-week sessions.
- $6,000 paid to Blue Ridge Literacy, Peninsula Reads and The Project Manager.

**TRAVEL**
- Estimated cost of travel for mileage reimbursement at $0.50 per mile for 2.5 FTEs in three locations and limited overnight accommodations for 2.5 FTEs in three locations.

*Awarded funds cannot be used to supplant existing funds.*

Attachment B: Budget Summary
## Employee Benefits

<table>
<thead>
<tr>
<th>Amount Requested from DSS</th>
<th>Amount</th>
<th>Annual Cost</th>
<th>% of Rate</th>
<th>Staff Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>$44,945</td>
<td></td>
<td></td>
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<tr>
<td>$235</td>
<td>$235</td>
<td>$23.5</td>
<td>100%</td>
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</table>

## Salaries

<table>
<thead>
<tr>
<th>Salary</th>
<th>Amount</th>
<th>Annual</th>
<th>% of Time</th>
<th>Hours Per Week</th>
<th>Staff Position</th>
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</thead>
<tbody>
<tr>
<td>4. SOAR Project Manager (SpM) - Hampton Roads</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5.</td>
<td>$59,900</td>
<td>$40,170</td>
<td>200%</td>
<td>10</td>
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</tr>
<tr>
<td>5.</td>
<td>$57,940</td>
<td>$31,380</td>
<td>100%</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>$61,380</td>
<td>$31,380</td>
<td>100%</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>$61,380</td>
<td>$31,380</td>
<td>100%</td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

## Contractor Name: Commonwealth Catholic Charities

Attachment B 2
<table>
<thead>
<tr>
<th>Program</th>
<th>Estimated Cost</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumable Supplies</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>$1,300</td>
<td></td>
</tr>
<tr>
<td>Estimated utility costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.35 FTEs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$2,100</td>
<td></td>
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<tr>
<td>Rent</td>
<td>$3,600</td>
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</tr>
<tr>
<td>Rent and Utilities Total</td>
<td></td>
<td></td>
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<tr>
<td>Postage Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed OSS Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Period: From 01/05/2015 To 09/30/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Budget - Other Proposed Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment B3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>-------------</td>
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<tr>
<td>Roads</td>
<td>$3,900</td>
<td>Estimated expense for the following instructional training (specific) - Recurring and Contractual</td>
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<tr>
<td></td>
<td>$7750</td>
<td>Limited SOAR services to Harrisonburg clients</td>
</tr>
<tr>
<td></td>
<td>$6,000</td>
<td>Fee paid to CWS in Harrisonburg to provide ESL/Civics sessions in Richmond, Roanoke and Hampton two weekly, 2 hour classes for 2 ten week ESL/Civics reads and the Bridge, CDC to conduct twice per month Peninsula reads to Blue Ridge Literacy, Peninsula</td>
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<tr>
<td></td>
<td>$33,675</td>
<td>Client fund</td>
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<td></td>
<td></td>
<td>Professional fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td>Program</td>
<td>$5,000</td>
<td>Estimated travel for client related services calculated at $0.50/mile</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative</td>
</tr>
<tr>
<td></td>
<td>$1,000</td>
<td>Manager to monitor service locations limited travel accommodations for SOAR Program</td>
</tr>
<tr>
<td></td>
<td>$6,000</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Proposed DSS Funds</td>
<td>(How costs were determined)</td>
<td></td>
</tr>
<tr>
<td>Justification</td>
<td></td>
<td></td>
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</table>

**ITEMIZED BUDGET - OTHER PROPOSED EXPENSES**

**ATTACHMENT B 3**
<table>
<thead>
<tr>
<th>Total Amount Requested From DSS: $100,000</th>
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</thead>
<tbody>
<tr>
<td><strong>$13,985</strong></td>
</tr>
<tr>
<td>Resource Support (capped at 15.05%)</td>
</tr>
<tr>
<td>Finance/Accounting, Management and Human</td>
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<tr>
<td>Amounting to 15.15% of total spending for IT,</td>
</tr>
<tr>
<td><strong>$5,000</strong></td>
</tr>
<tr>
<td>Pages of translation fees at $25 per page</td>
</tr>
<tr>
<td>Interpretation for classes at $25 per hour and 60</td>
</tr>
<tr>
<td>Estimated fees associated with 150 hours of</td>
</tr>
<tr>
<td>Citizenship, Passing the Test, Civics and Literacy</td>
</tr>
<tr>
<td>Oxford Picture Dictionary, Monolingual and</td>
</tr>
<tr>
<td>materials, among other materials: The Basic</td>
</tr>
</tbody>
</table>

Attachment B 3
Commonwealth Catholic Charities
Budget Narrative RFP CVS -15-038

Commonwealth Catholic Charities' proposed budget for the Virginia Services to Older Adult Refugees (SOAR) Grant for a period of 9 months from January 5, 2015 to September 30, 2015 is $100,000.

A. PERSONNEL
The agency’s budget reflects a staff complement of 3 part time SOAR Liaisons to provide direct services to refugees aged 60 and older as outlined in the proposal. The Liaisons will be responsible for enrollment of refugees into the program; assessment of needs of the refugees and connecting them to various community resources including health, mental health, employment and social services; recruitment and training of volunteers to provide ancillary support; engagement of family members to ensure active participation of the older adult in services and programs; and gathering of data to assess outcomes and results. The Project Manager will be responsible in providing supervision and oversight to the liaisons and to staff in partner organizations. The Manager will also be responsible in ensuring adequate service delivery and generating reports as required.

B. BENEFITS
Benefits include the following: payroll related taxes, Medical benefit (including Life and Disability insurance), retirement contribution and 403B match requirements. The payroll taxes were computed at 8.44% using the most recent payroll distribution. Healthcare expenses were computed based on the current enrollment of full time staff.

C. RENT AND UTILITIES/ CONSUMABLE SUPPLIES
These expenses (communication, occupancy, utilities) were determined based on allocated costs to the number of FTEs proposed for the grant. Communication include voice, data etc

D. TRAVEL
Travel for client related services such as transporting clients to service provider appointments, meetings in the home with the family etc were estimated at $0.50/mile. Some travel costs were also built in for the Project Manager to visit the other service locations (Roanoke, Richmond, and Harrisonburg)

E. OTHER EXPENSES
As part of a formal partnership, $6000 will be provided to CWS in Harrisonburg to support a staff time in providing some select services outlined in the proposal to refugees aged 60 and older resettled in that area. CWS will offer ESL classes, referrals to services, intake assessments etc as outlined in the work plan. Further, an additional $6000 will be distributed between three literacy organizations (Blue Ridge Literacy, Peninsula Reads, and The Bridge) to conduct weekly ESL/Civics sessions that specifically address older refugees. CCC will purchase instructional materials as indicated in the proposal to structure delivery of services. Interpretation costs are also built in to ensure active participation and effective service.
December 10, 2014

RE: Fiscal letter from Executive Director

The financial records and supporting data for Commonwealth Catholic Charities ("the Agency") are located at 1601 Rolling Hills Drive, Richmond Virginia, under the supervision of Richard Ciofani, Chief Financial Officer. The Agency is subject to an annual audit in accordance with accounting principles generally accepted in the United States of America and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. The Agency has engaged Dixon Hughes Goodman LLP, Independent Auditors to conduct the annual audits.

The results of the most recent annual audit indicate, among other things, that the Agency, in management’s opinion, has the financial resources to manage contracts and grants awarded by the Commonwealth of Virginia.

Respectfully,

[Signature]

Joanne D. Nattrass
Executive Director
Agency Board of Directors Roster
2015

Executive Committee

Chair: Kathleen (Kate) M. McCauley
Vice Chair: Mary Margaret Kastelberg
Treasurer: James (Jim) K. Dill
Secretary: Cliona Mary Robb
Regional Advisory Committee Richmond: Paula Allocca
Regional Advisory Committee Roanoke: Charles (Chuck) G. Marlowe
Past Chair: Patrick F. Heinen

Directory

Paula Allocca
Manakin-Sabot, VA
Nurse Practitioner
Bon Secours Richmond Community Hospital
& Memorial Regional Medical Center

Joseph Boisineau
Midlothian, VA
Retired, Dispute Resolution Specialist
Department of Agriculture &Consumer Services

Gerald D. Brittle
Richmond, VA
Director, Project Management, Business/Creative Writing
Global Access

Richard Derrico
Bent Mountain, VA
Attorney
Copenhaver, Ellett & Derrico

James K. Dill
Richmond, VA
Executive Director
The Virginia College Fund

Douglas W. Farley
Richmond, VA
Vice President, Supply Chain Management
Sentara Healthcare

Randal (Randy) J. Gatzke
Roanoke, VA
Accountant
Cherry, Bekaert & Holland, LLP

Patrick F. Heinen
Richmond, VA
Attorney
Spinella, Owings & Shaia, PC

Melanie L. Jorgensen
Jonesville, VA
Retired
Attorney
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Margaret Kastelberg</td>
<td>Director of Investment Research</td>
</tr>
<tr>
<td></td>
<td>Alpha Wealth Advisors</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Michael Kozak</td>
<td>Senior Assistant County Attorney</td>
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<td></td>
<td>Chesterfield County</td>
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<td></td>
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<tr>
<td>Tulinh Le</td>
<td>Director of Pharmacy Services</td>
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<td></td>
<td>St. Francis Medical Center</td>
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<tr>
<td>Lynneleigh Maloney</td>
<td>Director Administration and Operations</td>
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<td></td>
<td>Owens &amp; Minor</td>
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<tr>
<td>Charles (Chuck) G. Marlowe</td>
<td>Retired</td>
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<td></td>
<td>ITT Industries</td>
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<tr>
<td>Kathleen M. McCauley</td>
<td>Attorney</td>
</tr>
<tr>
<td></td>
<td>Moran Reeves &amp; Conn, P.C.</td>
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<td></td>
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<tr>
<td>Michael Metzger</td>
<td>Business Intermediary</td>
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<td></td>
<td>Murphy Business &amp; Financial Corporation</td>
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<tr>
<td>Benjamin Miles</td>
<td>Retired</td>
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<tr>
<td></td>
<td>Radio Broadcasting</td>
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<td></td>
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<tr>
<td>Monica B. Molony</td>
<td>Paralegal</td>
</tr>
<tr>
<td></td>
<td>Estate &amp; Trust Planning &amp; Administration</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cliona Mary Robb</td>
<td>Attorney</td>
</tr>
<tr>
<td></td>
<td>Christian &amp; Barton, LLP</td>
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<td></td>
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<tr>
<td>Laura Sanchez del Solar</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>REDC Center for Women’s Enterprise</td>
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<td></td>
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<tr>
<td>Benjamin Scafidi</td>
<td>Retired, Director of Development</td>
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<td></td>
<td>Commonwealth Catholic Charities</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Sinclair</td>
<td>IT Consultant/Owner</td>
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<tr>
<td></td>
<td>Technology Solutions Group, LLC</td>
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<tr>
<td>David Whitehead</td>
<td>Physician/Assistant Clinical Professor</td>
</tr>
<tr>
<td></td>
<td>Virginia Commonwealth University</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Williams</td>
<td>Deacon</td>
</tr>
<tr>
<td></td>
<td>Cathedral of the Sacred Heart</td>
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<td></td>
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</tr>
<tr>
<td>Joanne D. Nattrass</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td>Commonwealth Catholic Charities</td>
</tr>
</tbody>
</table>
December 10, 2014

Joanne Nattrass
Executive Director
Commonwealth Catholic Charities
1601 Rolling Hills Drive
Richmond, Virginia 23229

Dear Mrs. Nattrass:

I am writing in support of your application for grant funding to serve older adult refugees through the Office of Newcomer Services. We are in agreement to partner with you and provide the following services in Harrisonburg: 1) A staff person who will be assigned to provide 21 hours per month to assess and refer newly arrived refugees over the age of 60 to appropriate services; 2) outreach to identify previous arrivals over the age of 60 and provide assessments and referrals to appropriate services; 3) as needed life skills classes; 4) assist those needing ESL/Civics classes to enroll in classes at Skyline Literacy, and; 5) refer those needing immigration services to the CWS Immigration Counselor for assistance in applying for citizenship and fee waivers when needed. In Richmond, CWS will refer new clients over the age of 60 and a list of previous arrivals to the Commonwealth Catholic Charities SOAR Liaison for services.

Sincerely,

Joseph Roberson
Deputy for Operations
Church World Service
Memorandum of Agreement

Between

The Bridge, CDC and Commonwealth Catholic Charities

Protocols and Procedures

Services rendered by The Bridge, CDC

- The Bridge, CDC will provide ESL classes for 2 hours, twice per week for 3 - 10 week sessions from period of grant notification until 9-30-15
- Multilevel teaching materials with a Civics focus
- Classroom space
- Monthly attendance
- Phone contact if a student suddenly stops attending class

Provided by CCC

- BEST Literacy Language Assessments
- CCC will pay 35% deposit 30 days prior to start of service, remainder within 30 days after start

Conditions

- Students can enter class any time during the 10 week period
- This memorandum maybe terminated if The Bridge CDC cannot secure classroom space that it deems feasible.
- The period of this Memorandum of Agreement shall be from period of grant notification to September 30, 2015. Depending on need, the Memorandum may be extended.
- Early termination of this Memorandum requires a 30 day notice from either party.
  - Either party may terminate this memorandum if classroom space, deemed feasible by The Bridge CDC, cannot be secured within 30 days after the target start date of classes.

Joanne D. Natrass
Executive Director
Commonwealth Catholic Charities

Terrell Pollard
Executive Director
The Bridge CDC
Memorandum of Agreement

Between

Blue Ridge Literacy and Commonwealth Catholic Charities

Protocols and Procedures

Services rendered by Blue Ridge Literacy

- ESL classes for 2 hours, twice per week for 3 - 10 week sessions from period of grant notification until 9-30-15
- Multilevel teaching materials with a Civics focus
- Classroom space
- Monthly attendance
- Phone contact if a student suddenly stops attending class

Provided by CCC

- BEST Literacy Language Assessments
- CCC will pay 35% deposit 30 days prior to start of service, remainder within 30 days after start

Conditions

- Students can enter class any time during the 10 week period

The period of this Memorandum of Agreement shall be from period of grant notification to September 30, 2015. Depending on need, the 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

W. Russell Merritt, Jr.
Executive Director
Blue Ridge Literacy
Memorandum of Agreement

between

PENINSULA READS and Commonwealth Catholic Charities

Protocols and Procedures

Services rendered by PENINSULA READS

- Provide ESL classes for 2 hours, twice per week for 2 - 10 week sessions from period of grant notification until 9-30-15
- Multilevel teaching materials with a Civics focus
- Classroom space
- Monthly attendance
- Phone contact if a student suddenly stops attending class

Provided by CCC

- BEST Literacy Language Assessments
- CCC will pay 35% deposit 30 days prior to start of service, remainder within 30 days after start

Conditions

- Students can enter class any time during the 10 week period

The period of this Memorandum of Agreement shall be from period of grant notification to September 30, 2015. Depending on need, the 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

Paula L. Bazemore

Executive Director

Commonwealth Catholic Charities

PENINSULA READS
December 8, 2014

Susan Smith
Resettlement Education Supervisor
Commonwealth Catholic Charities
12284 Warwick Blvd., Suite 1-A
Newport News, VA 23606

Dear Ms. Smith;

The Peninsula Health District is pleased to write this letter of support for Commonwealth Catholic Charities, Refugee Resettlement, to receive grant funding for the Office of Newcomer Services to promote health care follow-up for the elderly refugee population after their initial health screening. The District currently provides Initial Health Screenings, and Interpreter and Translation Services in support of elderly refugees and has worked collaboratively with the Commonwealth Catholic Charities Refugee Resettlement program.

The staff of Commonwealth Catholic Charities have been responsive and professional as we have worked together to help the refugee populations in Newport News and Hampton. We look forward to continuing to work with them towards the goal of helping elderly refugees achieve financial self sufficiency and a healthier lifestyle here in the U.S. Commonwealth Catholic Charities offers so much to our refugee population who come to the U.S. with so little and who strive to become our next citizens. Additional staff and services for the elderly population will help this group learn civics based English, access appropriate SSI benefits, oversee appropriate health care services and be more active in the Hampton Roads community.

The Peninsula Health District and Commonwealth Catholic Charities share a commitment to the newcomer population here in Hampton Roads and look forward to continuing our relationship.

Sincerely,

Nzinga Peule-Hekima, MD, Director
Peninsula Health District
Interim Director, Hampton Health District
December 2, 2014

Commonwealth Catholic Charities
Refugee Resettlement
12284 Warwick Boulevard
Suite 1-A
Newport News, VA 23606

To Whom It May Concern:

I am pleased to write this letter of support for Commonwealth Catholic Charities, Refugee Resettlement to receive funding for support of the elderly refugee population. Newport News Department of Human Services (NNDHS) has worked collaboratively with the Commonwealth Catholic Charities Refugee Resettlement Services office to ensure refugee newcomers are accessing the supportive services they need during the resettlement process.

The staff of CCC have been responsive and professional, as we have worked together to help the refugee population in Newport become self-sufficient. We look forward to continuing to work with them towards the goal of helping our elderly refugees achieve financial self-sufficiency and a healthier lifestyle. Additional staff and services for the elderly population will help this group learn Civics based English, access appropriate SSI benefits, oversee appropriate health care services and be more active in the Hampton Roads community as they work towards their Citizenship.

CCC Refugee Resettlement has worked with NNDHS and provided information on incoming refugee groups in a prompt and professional manner. The CCC staff has supported our work together and this grant will enhance the services they are already providing to this group of refugees.

We have a shared commitment to the newcomer population here in Hampton Roads and look forward to continuing our relationship together.

Respectfully,

Jennifer Howell
Senior Employment Services Worker
Emila Stambol  
Resettlement Services  
Commonwealth Catholic Charities  
1512 Willow Lawn Drive  
P.O. Box 6565  
Richmond, Va. 23230.0565

December 2, 2014

Dear Ms. Stambol:

On behalf of the Henrico County Division of Fire, it is my pleasure to write another letter of support for Resettlement Services - Commonwealth Catholic Charities [CCC].

As a Community Services Firefighter, it is my job to educate members of our community about the risks we face every day - whenever possible. Although most of my educational messages relate to Fire Prevention, there are other risks that deserve attention. We need to prevent brain injuries due to falls, accidental drowning / poisoning / electrocution, etc.

I know that most of the risks we face can be reduced when they are identified and discussed. Opportunities to meet with people, and to discuss threats, are crucial to successfully minimizing or preventing them. Because of cultural differences, the individuals in the resettlement program at CCC represent a special, “high risk” group, one that I really appreciate having access to. They are even more vulnerable to being injured or killed in preventable accidents than the general population.

In conclusion, and because Resettlement Services provides me with an opportunity to meet with these clients, I fully support their efforts as they seek external funding to support their programs. I support their mission to assist newcomers as they attempt to safely resettle in our community.

Very Sincerely,

Jonathan E. Reinmuth  
Community Services Firefighter
Betsy Hale:

New Life Fellowship is a church primarily for refugees making a new life in America. Our purpose is to teach those new to America what Christians believe...who God is, who Jesus is and who the Holy Spirit is. We want to share the good things the Bible teaches with parents and their children.

The first step in fulfilling this purpose is to reach out to meet and build relationships with the refugee community. Our experience is that attracting small children is easy – they run to their classes and cry if they miss the bus. But getting the elderly to get on a crowded bus or van is a bigger challenge.

Reaching adults is a longer process. We have taught civics classes and the citizenship process for many hours over a two year period. But partnering with Commonwealth Catholic Charities to provide brief outings for older refugees to just have fun together has been more successful and a great benefit to the community and elderly who are usually home bound.

The visits to local farms, the hat party at the Jefferson Center, the visit to gardens at Virginia Western Community College and the farmers market and butterfly exhibit have taught them new things about their city and community and created interest in doing more. In fact, their adult children have called and sent emails to us thanking us for getting their parents and grandparents out for a day of fun that the look forward to. They love to be together talking about their past lives in Bhutan, they find lots of reasons to laugh and feel light hearted. They say these are bright spots in their otherwise boring lives.
Transportation is critical to our success and we have easy access to large vans to carry the people. The SOAR grant provides money for gas for the vans. The grant also pays for interpreters because language is a real barrier for the older refugees.

We hope to partner with Catholic Charities for more events in the coming year.

Sincerely,

Jim and Diana Martin
New Life Fellowship
December 2, 2014

Commonwealth Catholic Charities
Refugee Resettlement
12284 Warwick Boulevard
Suite 1-A
Newport News, VA 23606

To Whom It May Concern:

I am pleased to write this letter of support for Commonwealth Catholic Charities, Refugee Resettlement to receive funding for support of the elderly refugee population. Newport News Department of Human Services (NNDHS) has worked collaboratively with the Commonwealth Catholic Charities Refugee Resettlement Services office to ensure refugee newcomers are accessing the supportive services they need during the resettlement process.

The staff of CCC have been responsive and professional, as we have worked together to help the refugee population in Newport become self-sufficient. We look forward to continuing to work with them towards the goal of helping our elderly refugees achieve financial self sufficiency and a healthier lifestyle. Additional staff and services for the elderly population will help this group learn Civics based English, access appropriate SSI benefits, oversee appropriate health care services and be more active in the Hampton Roads community as they work towards their Citizenship.

CCC Refugee Resettlement has worked with NNDHS and provided information on incoming refugee groups in a prompt and professional manner. The CCC staff has supported our work together and this grant will enhance the services they are already providing to this group of refugees.

We have a shared commitment to the newcomer population here in Hampton Roads and look forward to continuing our relationship together.

Respectfully,

Jennifer Howell
Senior Employment Services Worker
COMMONWEALTH CATHOLIC CHARITIES

JOB DESCRIPTION

SOAR (SERVICES TO OLDER ADULT REFUGEES) LIAISON

Reports to: Resettlement Education Supervisor

Summary: This position is responsible for implementation of the local SOAR grant for elderly refugee clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs SOAR Intake for all new refugees over 60.
- Locates, screens and performs SOAR Intake for all older adult refugees searched through VNIS located in the service area.
- Updates client Comprehensive Resettlement Plan to reflect current goals.
- Enters case notes into client file.
- Assesses new students for English Language skills.
- Oversees ESL attendance
- Meets with elderly and, if possible, at least one support family member monthly.
- Plans and designs a schedule for Health and Computer literacy classes.
- Researches local Agency on Aging, Senior Community Centers, libraries, parish nurses and other community resources for appropriate services for elderly.
- Researches local health care providers, including specialists, for referrals.
- Recruits and screens volunteers to support the SOAR program.
- Interviews students and volunteers to make appropriate matches for tutoring relationships.
- Provides frequent follow-up, observation and support to volunteers.
- Implements funding grant objectives
- Maintains appropriate records and submits reports as required.
- Monitors older adult refugee progress and assess progress towards outcome of Citizenship and appropriate health care.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Utilizes a basic knowledge of Microsoft Office applications.

Education and Experience: High School Diploma and 1-2 years of related experience.

Work Environment: The work environment is favorable.

Direct Reports: None
**Commonwealth Catholic Charities**  
**Job Description**

**JOB #502: Resettlement Education Supervisor**

| EXEMPT: Yes | PROGRAM: Resettlement Services |
| SHIFT: Day | LEVEL: 7 |
| REPORTS TO: Division Director | SALARY: $38,177 - $60,368 |
| PREPARED: 9/2013 |

**SUMMARY:** This position is responsible for direct supervision and development of the educational programs in all resettlement offices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide supervision and evaluation of the education staff.
- Develop and implement service standards, goals, and objectives in assigned program locations.
- Develop and monitor procedures in compliance with agency, state, and federal requirements.
- Promote staff professional growth.
- Facilitate education program staff meetings and schedule individual supervision on a regular basis.
- Attend and participate in all other appropriate staff meetings, community meetings, and conferences as required.
- Responsible for the quality of education program case record documentation, both manually and electronically. Records should be in compliance with required laws and accrediting bodies, as well as agency policies and procedures. Documentation should be completed accurately and timely.
- Prepare for audits and inspections by outside agencies and authorized individuals by ensuring supervised staff have required documentation completed and filed appropriately.
- Coordinate and supervise the program's overall Performance Quality Improvement (PQI) activities, including monthly chart audits/reports for PQI purposes.
- Administer program budget and ensure program operates consistently within established budget.
- Communicate openly with Director to ensure program, Agency, grants, budgets, and personnel requirements are accomplished.
- Act as liaison between the Agency and education funders.
- Prepare monthly and quarterly reports as required.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Utilizes a basic knowledge of Microsoft Office applications.

**EDUCATION** and/or **EXPERIENCE:** Bachelor's Degree in a related field of study required with four years of experience. One year of supervisory experience is required.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** Education Specialist, Education Assistant
COMMONWEALTH CATHOLIC CHARITIES

JOB DESCRIPTION

SOAR (Services to Older Adult Refugees) VOLUNTEER

Reports to: SOAR Liaison

Summary: The purpose of this position is to support services provided to older refugee clients

Essential Duties and Responsibilities include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist SOAR Liaison is setting up appointments as needed for older refugees
- Assist in teaching ESL and Computer education classes to promote basic skills in older refugees.
- Assist in identifying resources in the community to meet needs of clients.
- Assist in transportation of clients to appointments and meetings as needed.
- Assist in setting up social activities and connections for older refugees and enabling participation.
- Demonstrates sensitivity to the service population’s cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, and oral skills.
- Utilizes a basic knowledge of Microsoft Office applications.
COMMONWEALTH CATHOLIC CHARITIES

CONFIDENTIALITY POLICY

Section 110 of Commonwealth Catholic Charities' Personnel Policy Manual states: "It is the policy of CCC to protect all agency business and client matters by only releasing information to others with a clear right to know. Client files and information are the property of CCC and may not be shared unless authorization has been given and documented by the client or approved by Executive staff."

All clients are required to sign the Authorization for Release/Exchange of Information at intake or beginning of service provision. The document and the conditions of release of information is explained to the client. The client's rights and responsibilities are also reviewed and documented.

CCC staff and volunteers are required to sign a confidentiality and non-disclosure agreement at the time of hire.
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 it agrees to:

1. Utilize the ONS Comprehensive Resettlement Plan (CRP) or a comparable alternative for older adult refugees age 60 and older, if it proposes to provide support services under the Services to Older Adult Refugees (SOAR) sections of this RFP.

2. 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, D – 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
Attachment C

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]  [Executive Director]  [11/10/2014]

Virginia Office of Newcomer Services
November 2014
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. §§4725-4763) 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.

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).


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

[Signature]

APPLICANT ORGANIZATION
Commonwealth Catholic Charities

TITLE
Executive Director

DATE SUBMITTED
12/10/2014
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.

Joande J. Mattess
Executive Director
10/10/2014
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).

[Signature]
Joanne D. Nairn
Executive Director
10/10/2017
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.

[Signature]

Joanne D. Matrass
Executive Director
10/10/2021
Form W-9
Commonwealth of Virginia
Substitute W-9 Form
Revised July 2014

Request for Taxpayer Identification Number and Certification

Social Security Number (SSN)

Employer Identification Number (EIN)

5 4 0 5 0 5 8 7 7

Dun & Bradstreet Universal Numbering System (DUNS) (see instructions)

0 5 7 8 7 6 7 8 1

Legal Name:

Business Name: Commonwealth Catholic Charities

Entity Type

- Individual
- Sole Proprietorship
- Partnership
- Trust
- Estate
- Government
- Non-Profit

Entity Classification

- Corporation
- S-Corporation
- C-Corporation
- Disregarded Entity
- Limited Liability Company
- Partnership

Exemptions (see instructions)

- Professional Services
- Medical Services
- Political Subdivision
- Legal Services
- Real Estate Agent
- Joint Venture
- VA Local Government
- Tax Exempt Organization
- Federal Government
- OTH Government
- VA State Agency
- Other

Exempt payee code (if any): 1

(from backup withholding)

Exemption from FATCA reporting code (if any): A

Contact Information

Legal Address: 1601 Rolling Hills Drive

City: Richmond State: VA Zip Code: 23229

Remittance Address: 1601 Rolling Hills Drive

City: Richmond State: VA Zip Code: 23229

Name: Richard Ciofani, CFO

Email Address: richard.ciofani@cccsofva.org

Business Phone: (804) 545-5913

Fax Number: (804) 285-9130

Mobile Phone:

Alternate Phone: (804) 285-5900

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 later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 instructions titled Certification

Printed Name: JOANNE NATTRASS

Authorized U.S. Signature: [Signature]

Date: 10/10/2014
# FFATA Subrecipient Required Data

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

For VDSS Use Only – To be completed by Program Unit

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<td>CFDA</td>
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<td>Subaward Number</td>
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To be completed by Subawardee

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<td>Data Universal Numbering System (DUNS) number – 9 digits</td>
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| 7. | Are you registered in the System for Award Management (SAM)?  
If Yes, continue to question 8. If No, please go to question 9. | X Yes |
| 8. | Is your registration in SAM current and active?  
If Yes, enter expiration date.  
If No, continue to question 9. | X Yes  
Expiration Date: May 14, 2015  
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? | X No  
Yes |
| 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.) | Yes  
No |
If Yes, please go to question 12. If No, please continue to question 11.

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)*

| 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: |  |

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

| 12. Awardee Street Address 1 | 1601 Rolling Hills Drive |
| 13. Street Address 2 |  |
| 14. City | Richmond |
| 15. State | Virginia |
| 16. Zip + 4 | 23229+5011 |
| 17. Congressional District | 7 |
| 18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1 | 1601 Rolling Hills Drive |
| 19. POP Street Address 2 |  |
| 20. POP City | Richmond |
| 21. POP State | Virginia |
| 22. POP Zip + 4 | 23229+5011 |
| 23. POP Congressional District | 7 |

System for Award Management website: [https://www.sam.gov](https://www.sam.gov)

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

[Signature]

Name

[Signature]

Executive Director

Title

[Signature]

Date

Division of Finance

FFATA Reporting Unit

Updated 3/11/13
032-06-0611-01-eng
Virginia State Corporation Commission (SCC) registration information. The bidder:

X is a corporation or other business entity with the following SCC identification number: 0095527-8 -OR-

☐ 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 bidder 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 bidder’s out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder’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 bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

[Signature]  [Title]  [Date]
Commonwealth of Virginia

DEPARTMENT OF THE
State Corporation Commission

J. A. W. Atkinson, Clerk of the State Corporation Commission, do hereby certify that the foregoing is a true copy of certificate of incorporation of

BUREAU OF CATHOLIC CHARITIES

issued by this Department and certified for record to the Secretary of the Commonwealth on the 6th day of October, 1923.

I FURTHER CERTIFY, That the original has been duly returned to this office and is now filed and preserved as a permanent record.

In Testimony Whereof, I hereto set my hand and affix the Official Seal of the State Corporation Commission, at Richmond this 9th day of April, 1923.

WALTER W. ATKINSON
Clerk of the Commission
Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Date: June 4, 2014

United States Conference of Catholic Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your May 19, 2014, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the Official Catholic Directory for 2014, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the Official Catholic Directory for 2014 are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

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

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included
in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

[Signature]

Tamera Ripperda
Director, Exempt Organizations
The Official Catholic Directory

Anno Domini

2014

Published Annually by

P.J. Kennedy & Sons
Diocese of Richmond
(Dioecesis Richmondensis)

Established in 1820
Square Miles 36.71
Comprises the State of Virginia, with the counties of Arlington, Clarke, Culpeper, Frederick, King George, Loudoun, Madison, Northumberland, Orange, Page, Prince William, Rappahannock, Richmond, Salem, Stafford, Warren and Westmoreland.

For legal titles of parishes and diocesan offices consult the Chancery Office.

<table>
<thead>
<tr>
<th>Personnel</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop</td>
<td>1</td>
</tr>
<tr>
<td>Priests</td>
<td>85</td>
</tr>
<tr>
<td>Religious Brothers</td>
<td>8</td>
</tr>
<tr>
<td>Religious Sisters</td>
<td>61</td>
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<tr>
<td>Religious: Discalced Friars</td>
<td>154</td>
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<tr>
<td>Religious: Discalced Carmelites</td>
<td>30</td>
</tr>
<tr>
<td>Canonical Visitors in Diocese</td>
<td>194</td>
</tr>
<tr>
<td>Total Priests in Diocese</td>
<td>36</td>
</tr>
<tr>
<td>Ordiinations: Diocesan Priests</td>
<td>1</td>
</tr>
<tr>
<td>Ordiinations: Transitional Deacons</td>
<td>1</td>
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<tr>
<td>Ordiinations: Permanent Deacons</td>
<td>138</td>
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<tr>
<td>Ordiinations: Permanent Priests</td>
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<tr>
<td>Total Ordinations</td>
<td>147</td>
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<tr>
<td>Parishes</td>
<td>148</td>
</tr>
<tr>
<td>Parishes: Parishes with Resident Pastor:</td>
<td>93</td>
</tr>
<tr>
<td>Parishes: Parishes without Resident Pastor:</td>
<td>10</td>
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<tr>
<td>Mission Stations</td>
<td>5</td>
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<td>Total Parishes</td>
<td>145</td>
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<tr>
<td>Pastoral Centers</td>
<td>1</td>
</tr>
<tr>
<td>Professional Ministry Personnel</td>
<td>1</td>
</tr>
</tbody>
</table>


Central Administrative Offices
Unless otherwise indicated all Diocesan Offices are located at: 7800 Carrollton Ln., Richmond, VA 23224.
Tel: 804-359-8561; Fax: 804-359-8159

Vice Chancellor—Rev. David L. Newton, Ph.D.
Vice Chancellor—Rev. Thomas T. Calhoun, Ph.D.
General Counsel—Rev. Richard J. Culver, J.C.L.
Office Manager—Mr. David J. Maguire

Statistical Overview

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welfare</td>
<td>12</td>
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<tr>
<td>Catholic Hospitals</td>
<td>10</td>
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<tr>
<td>Total Asylums</td>
<td>704,000</td>
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<tr>
<td>Homes for the Aged</td>
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<td>Day Care Centers</td>
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<td>Specialized Schools</td>
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<tr>
<td>Total Asylums</td>
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<tr>
<td>Special Centers for Social Services</td>
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<td>Total Asylums</td>
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<tr>
<td>Residential Care of Disabled</td>
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<tr>
<td>Total Asylums</td>
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</tr>
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<td>Total Asylums</td>
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<td>Other Institutions</td>
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<td>Total Asylums</td>
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<td>Educational</td>
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<td>Diocesan Students in Other Seminaries</td>
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<tr>
<td>Total Seminarians</td>
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<td>Total Diocesan Students</td>
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<td>Total Students</td>
<td>899</td>
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<tr>
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<tr>
<td>Total Diocesan Students</td>
<td>23</td>
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<tr>
<td>Total Students</td>
<td>6,822</td>
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<tr>
<td>Elementary Schools and Parish Schools</td>
<td>12</td>
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<tr>
<td>Elementary Students</td>
<td>56</td>
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<td>Total Students</td>
<td>146</td>
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<tr>
<td>Catholic High Schools</td>
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<tr>
<td>Total Students</td>
<td>251</td>
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<tr>
<td>Catholic Students</td>
<td>13</td>
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<tr>
<td>Total Students</td>
<td>272</td>
</tr>
</tbody>
</table>

Catholic Diocese of Richmond Pastoral Center | 7800
Carrollton Lane, Richmond, VA 23224 Tel: 804-359-8561
Fax: 804-359-8159

Web: www.richmonddiocese.org
Email: owdwards@richmonddiocese.org

Special Assistant and Advisor to the Bishop
Anne C. Edwardis, 7800 Carrollton Ln., Richmond, VA 23224. Tel: 804-359-8581

Chancellor—Dean John H. Thomas, Jr.
Carrollton Ln., Richmond, VA 23224. Tel: 804-359-8581
Fax: 804-359-8159

Vice Chancellor—Rev. David L. Newton, Ph.D.
7800 Carrollton Ln., Richmond, VA 23224. Tel: 804-359-8159

Dioscorian Tribunal Civil Officium—Rev. Thomas T. Calhoun, Ph.D.
7800 Carrollton Ln., Richmond, VA 23224. Tel: 804-359-8159
Fax: 804-359-8159

Judicial Vicar—Rev. R. F. Parker, J.C.L.
Adjunct Judicial Vicar—Rev. Michael H. J.C.L.
Parochial Vicar—Rev. John Maguire, Ph.D.
Rev. George E. Ball, J.C.L., T.M.
Rev. Kevin J. O’Keefe, Ph.D.
Rev. John D. Starn, J.C.D.
Defenders of the Bond—Deacon John S. J.D., J. Michael Fitzpatrick, J.C.L.
Ecumenical Notaries—Rev. Daniel F. Garandella, R.C.P., Mrs. Kathleen M. Murray
Rev. Gregory A. Mengel, J.C.L.
Rev. Propagation of the Faith—Deacon Terry A. Young
Rev. for the Causes of Saints—Rev. J. Scott C.J.D.
Rev. for Clergy—Rev. Mark J. Kelly, R.M., R.C.P.
Rev. Michael H. J.C.L.
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Rev. for Clergy—Rev. Mark J. Kelly, R.M., R.C.P.
Combined
Financial Statements
Years Ended
September 30, 2013 and 2012

Commonwealth Catholic Charities

Audit Report

Dixon Hughes Goodman
Certified Public Accountants and Advisors
Commonwealth Catholic Charities

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Independent Auditors' Report

Board of Directors and Senior Management
Commonwealth Catholic Charities

Report on the Combined Financial Statements

We have audited the accompanying combined financial statements of Commonwealth Catholic Charities (a nonprofit organization) and Commonwealth Human Services Foundation, which comprise the combined statement of financial position as of September 30, 2013 and 2012, and the related combined statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these combined financial statements based on our audits. We conducted our audit 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 combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Commonwealth Catholic Charities and Commonwealth Human Services Foundation as of September 30, 2013 and 2012, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.
Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the basic combined financial statements as a whole. The accompanying schedule of expenditures of federal awards on page 22, as required by Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, is presented for purposes of additional analysis and is not a required part of the basic combined financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic combined financial statements or to the basic combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic combined financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 2, 2014, on our consideration of Commonwealth Catholic Charities and Commonwealth Human Services Foundation’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Commonwealth Catholic Charities and Commonwealth Human Services Foundation’s internal control over financial reporting and compliance.

Dixon Hughes Goodman LLP

Richmond, Virginia
January 2, 2014
Commonwealth Catholic Charities

Combined Statements of Financial Position

<table>
<thead>
<tr>
<th>September 30,</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$ 704,854</td>
<td>$ 1,177,032</td>
</tr>
<tr>
<td>Receivables - net</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program and other</td>
<td>1,396,100</td>
<td>1,658,912</td>
</tr>
<tr>
<td>Contributions receivable</td>
<td>113,012</td>
<td>134,460</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>30,594</td>
<td>57,017</td>
</tr>
<tr>
<td>Investments</td>
<td>4,694,064</td>
<td>4,146,533</td>
</tr>
<tr>
<td>Property and equipment - net</td>
<td>1,217,529</td>
<td>643,991</td>
</tr>
<tr>
<td>Other assets</td>
<td>20,284</td>
<td>20,116</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$ 8,176,437</td>
<td>$ 7,838,061</td>
</tr>
</tbody>
</table>

| **Liabilities and Net Assets** |          |          |
| Liabilities |          |          |
| Accounts payable | $ 244,499 | $ 390,539 |
| Accrued expenses | 899,648   | 662,525   |
| Funds held for others | 381,508   | 639,799   |
| **Total Liabilities** | $ 1,525,655 | $ 1,692,863 |

| Net assets |          |          |
| Unrestricted | 1,796,298 | 1,730,441 |
| Temporarily restricted | 2,097,154 | 1,657,427 |
| Permanently restricted | 2,757,330 | 2,757,330 |
| **Total Net Assets** | $ 6,650,782 | $ 6,145,198 |

| **Total** | $ 8,176,437 | $ 7,838,061 |

The accompanying notes are an integral part of these combined financial statements.
Commonwealth Catholic Charities

Combined Statement of Activities

Year Ended September 30, 2013

<table>
<thead>
<tr>
<th>Revenues and other support</th>
<th>Unrestricted</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Eliminations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monetary contributions</td>
<td>$ 213,605</td>
<td>$ 50,852</td>
<td>-</td>
<td>-</td>
<td>$ 264,457</td>
</tr>
<tr>
<td>United Way allocation and donor designated contributions</td>
<td>15,339</td>
<td>271,385</td>
<td>-</td>
<td>-</td>
<td>286,724</td>
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<tr>
<td>Catholic Diocese of Richmond and Catholic churches</td>
<td>209,043</td>
<td>228,918</td>
<td>-</td>
<td>-</td>
<td>437,961</td>
</tr>
<tr>
<td>Foundation grants</td>
<td>290,231</td>
<td>304,030</td>
<td>-</td>
<td>(132,747)</td>
<td>461,514</td>
</tr>
<tr>
<td>Special events - net of $84,446 of related expenses</td>
<td>107,288</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>107,288</td>
</tr>
<tr>
<td>Non-monetary contributions</td>
<td>333,673</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>333,673</td>
</tr>
<tr>
<td><strong>Total public support</strong></td>
<td>1,169,179</td>
<td>855,185</td>
<td>-</td>
<td>(132,747)</td>
<td>1,891,617</td>
</tr>
</tbody>
</table>

| Program service fees, including government contracts and grants | 11,635,757 | 75,198 | - | - | 11,710,955 |

| Revenues and other income: |              |                        |                        |              |       |
| Investment income - including realized gains, net | 59,515 | 157,080 | - | - | 216,595 |
| Unrealized gains on investments | 47,239 | 275,584 | - | - | 322,823 |
| Other | 2,036 | - | - | - | 2,036 |
| **Total revenues and other income** | 108,790 | 432,664 | - | - | 541,454 |

| Net assets released from restrictions | 923,320 | (923,320) | - | - |          |

| **Total revenues and other support** | 13,837,046 | 439,727 | - | (132,747) | 14,144,026 |

| Expenses |              |                        |                        |              |       |
| Program services: |              |                        |                        |              |       |
| Safety Net services | 2,227,419 | - | - | - | 2,227,419 |
| Counseling services | 679,885 | - | - | - | 679,885 |
| Children services | 6,251,204 | - | - | - | 6,251,204 |
| Resettlement services | 2,628,485 | - | - | - | 2,628,485 |
| Other programs | 282,743 | - | - | - | 282,743 |
| **Total program services** | 12,069,736 | - | - | - | 12,069,736 |

| Support services: |              |                        |                        |              |       |
| Development | 430,991 | - | - | - | 430,991 |
| Management and general | 1,270,462 | - | - | (132,747) | 1,137,715 |
| **Total support services** | 1,701,453 | - | - | (132,747) | 1,568,706 |

| **Total expenses** | 13,771,189 | - | - | (132,747) | 13,638,442 |

| Change in net assets | 65,857 | 439,727 | - | - | 505,584 |

| Net assets - beginning of year | 1,730,441 | 1,657,427 | 2,757,330 | - | 6,145,198 |

| Net assets - end of year | $ 1,796,298 | $ 2,097,154 | $ 2,757,330 | - | $ 6,650,782 |

The accompanying notes are an integral part of these combined financial statements.
### Combined Statement of Activities

**Year Ended September 30, 2012**

<table>
<thead>
<tr>
<th>Revenues and other support</th>
<th>Unrestricted</th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Eliminations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monetary contributions</td>
<td>$224,158</td>
<td>$85,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$309,158</td>
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<tr>
<td>United Way allocation and donor designated contributions</td>
<td>7,389</td>
<td>322,603</td>
<td>-</td>
<td>-</td>
<td>329,992</td>
</tr>
<tr>
<td>Catholic Diocese of Richmond and Catholic churches</td>
<td>231,362</td>
<td>273,092</td>
<td>-</td>
<td>-</td>
<td>506,454</td>
</tr>
<tr>
<td>Foundation grants</td>
<td>299,967</td>
<td>221,974</td>
<td>- (121,844)</td>
<td>400,097</td>
<td></td>
</tr>
<tr>
<td>Special events - net of $122,031 of related expenses</td>
<td>35,601</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>35,601</td>
</tr>
<tr>
<td>Non-monetary contributions</td>
<td>381,257</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>381,257</td>
</tr>
<tr>
<td><strong>Total public support</strong></td>
<td>1,179,734</td>
<td>904,669</td>
<td>- (121,844)</td>
<td>1,962,559</td>
<td></td>
</tr>
<tr>
<td><strong>Program service fees, including government contracts and grants</strong></td>
<td>11,914,302</td>
<td>(1,117)</td>
<td>-</td>
<td>-</td>
<td>11,913,185</td>
</tr>
<tr>
<td><strong>Revenues and other income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income - including realized gains, net</td>
<td>93,932</td>
<td>41,778</td>
<td>-</td>
<td>-</td>
<td>135,710</td>
</tr>
<tr>
<td>Unrealized gains on investments</td>
<td>294,602</td>
<td>103,817</td>
<td>-</td>
<td>-</td>
<td>398,419</td>
</tr>
<tr>
<td>Other</td>
<td>26,889</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>26,889</td>
</tr>
<tr>
<td><strong>Total revenues and other income</strong></td>
<td>415,423</td>
<td>145,595</td>
<td>-</td>
<td>-</td>
<td>561,018</td>
</tr>
<tr>
<td><strong>Net assets released from restrictions</strong></td>
<td>946,892</td>
<td>(946,892)</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total revenues and other support</strong></td>
<td>14,456,351</td>
<td>102,255</td>
<td>- (121,844)</td>
<td>14,436,762</td>
<td></td>
</tr>
</tbody>
</table>

**Expenses**

| Program services:                          |              |                        |                        |              |           |
| Safety Net services                        | 1,632,951    | -                      | -                      | -            | 1,632,951 |
| Counseling services                        | 593,463      | -                      | -                      | -            | 593,463   |
| Children services                          | 6,806,101    | -                      | -                      | -            | 6,806,101 |
| Resettlement services                      | 2,859,071    | -                      | -                      | -            | 2,859,071 |
| Other programs                             | 427,327      | -                      | -                      | -            | 427,327   |
| **Total program services**                 | 12,318,913   | -                      | -                      | -            | 12,318,913|

| Support services:                          |              |                        |                        |              |           |
| Development                                | 597,183      | -                      | -                      | -            | 597,183   |
| Management and general                     | 1,305,183    | - (121,844)            | 1,183,339              | -            |           |
| **Total support services**                 | 1,902,366    | - (121,844)            | 1,780,522              | -            |           |
| **Total expenses**                         | 14,221,279   | - (121,844)            | 14,099,435             | -            |           |

**Change in net assets**

| 235,072                                    | 102,255      | -                      | -            | 337,327     |

**Net assets - beginning of year**

| 1,495,369                                  | 1,555,172    | 2,757,330              | -            | 5,807,871   |

**Net assets - end of year**

| $1,730,441                                 | $1,657,427   | $2,757,330             | -            | $6,145,198  |

*The accompanying notes are an integral part of these combined financial statements.*
# Commonwealth Catholic Charities

## Combined Statement of Functional Expenses

### Year Ended September 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>Program Services</th>
<th>Support Services</th>
<th>Total Program and Support Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Safety Net</td>
<td>Counseling</td>
<td>Children</td>
</tr>
<tr>
<td>Compensation</td>
<td>$799,573</td>
<td>$463,222</td>
<td>$2,013,282</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>194,561</td>
<td>114,968</td>
<td>559,093</td>
</tr>
<tr>
<td>Direct financial assistance</td>
<td>1,020,599</td>
<td>717</td>
<td>382,547</td>
</tr>
<tr>
<td>Purchase of service</td>
<td>-</td>
<td>-</td>
<td>2,705,765</td>
</tr>
<tr>
<td>Professional fees</td>
<td>20,132</td>
<td>7,723</td>
<td>38,111</td>
</tr>
<tr>
<td>Transportation</td>
<td>28,081</td>
<td>9,596</td>
<td>162,692</td>
</tr>
<tr>
<td>Occupancy and related expenses</td>
<td>64,637</td>
<td>36,283</td>
<td>147,829</td>
</tr>
<tr>
<td>Operating and administrative expenses</td>
<td>92,141</td>
<td>42,131</td>
<td>204,428</td>
</tr>
<tr>
<td>Contribution from the Foundation</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>7,695</td>
<td>5,245</td>
<td>37,466</td>
</tr>
</tbody>
</table>

$2,227,419 $679,885 $6,251,204 $2,628,485 $282,743 $12,069,736 $430,991 $1,270,462 $1,701,453 $132,747 $13,638,442

The accompanying notes are an integral part of these combined financial statements.
Commonwealth Catholic Charities

Combined Statement of Functional Expenses

Year Ended September 30, 2012

<table>
<thead>
<tr>
<th></th>
<th>Program Services</th>
<th>Support Services</th>
<th>Total Program and Support Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Safety Net Services</td>
<td>Counseling Services</td>
<td>Children Services</td>
</tr>
<tr>
<td>Compensation</td>
<td>$ 677,364</td>
<td>$ 413,743</td>
<td>$ 2,041,099</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>169,595</td>
<td>101,147</td>
<td>586,008</td>
</tr>
<tr>
<td>Direct financial assistance</td>
<td>597,753</td>
<td>402</td>
<td>341,232</td>
</tr>
<tr>
<td>Purchase of service</td>
<td>-</td>
<td>-</td>
<td>3,234,780</td>
</tr>
<tr>
<td>Professional fees</td>
<td>15,761</td>
<td>3,792</td>
<td>37,742</td>
</tr>
<tr>
<td>Transportation</td>
<td>21,322</td>
<td>7,829</td>
<td>174,043</td>
</tr>
<tr>
<td>Occupancy and related expenses</td>
<td>85,685</td>
<td>32,475</td>
<td>205,052</td>
</tr>
<tr>
<td>Operating and administrative expenses</td>
<td>56,834</td>
<td>30,850</td>
<td>144,482</td>
</tr>
<tr>
<td>Contribution from the Foundation</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>8,633</td>
<td>3,225</td>
<td>41,663</td>
</tr>
</tbody>
</table>

$ 1,632,951 $ 593,463 $ 6,806,101 $ 2,859,071 $ 427,327 $ 12,318,913 $ 597,183 $ 1,305,183 $ 1,902,366 $ (121,844) $ 14,099,415

The accompanying notes are an integral part of these combined financial statements.
Commonwealth Catholic Charities

Combined Statements of Cash Flows

<table>
<thead>
<tr>
<th>Years Ended September 30,</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash flows from operating activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in net assets</td>
<td>$ 505,584</td>
<td>$ 337,327</td>
</tr>
<tr>
<td>Adjustments to reconcile to net cash from operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>92,748</td>
<td>101,122</td>
</tr>
<tr>
<td>Unrealized gains on investments</td>
<td>(322,824)</td>
<td>(398,419)</td>
</tr>
<tr>
<td>Realized gains on investments</td>
<td>(119,711)</td>
<td>(40,734)</td>
</tr>
<tr>
<td>Change in assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables - programs and other</td>
<td>262,812</td>
<td>(55,260)</td>
</tr>
<tr>
<td>Receivables - contributions receivable</td>
<td>21,448</td>
<td>(33,427)</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>26,423</td>
<td>(43,383)</td>
</tr>
<tr>
<td>Other assets</td>
<td>(168)</td>
<td>(598)</td>
</tr>
<tr>
<td>Accounts payable</td>
<td>(146,040)</td>
<td>(10,484)</td>
</tr>
<tr>
<td>Accrued expenses</td>
<td>237,123</td>
<td>18,371</td>
</tr>
<tr>
<td>Funds held for others</td>
<td>(258,291)</td>
<td>236,293</td>
</tr>
<tr>
<td>Net cash from operating activities</td>
<td>299,104</td>
<td>110,808</td>
</tr>
</tbody>
</table>

Cash flows from investing activities

| Purchase of property and equipment | (666,286) | (134,552) |
| Purchase of investments           | (104,996) | (92,771) |
| Net cash from investing activities | (771,282) | (227,323) |

Change in cash and cash equivalents | (472,178) | (116,515) |

Cash and cash equivalents - beginning of year | 1,177,032 | 1,293,547 |

Cash and cash equivalents - end of year | $ 704,854 | $ 1,177,032 |

The accompanying notes are an integral part of these combined financial statements.
Commonwealth Catholic Charities

Notes to Combined Financial Statements

September 30, 2013 and 2012

1. Organization and Nature of Activities

Commonwealth Catholic Charities and Commonwealth Human Services Foundation (collectively, the Organization) were established under the laws of the Commonwealth of Virginia to operate a social services organization. It is the mission of the Organization to provide quality, compassionate human services to all people, especially the most vulnerable, regardless of faith. The Organization's vision is to empower individuals, strengthen families and build community through faith and service.

The Organization primarily provides services through its offices located in Central, Southwestern and Hampton Roads communities in Virginia.

The Organization is supported by donor contributions, grants and United Way Services organizations. The Organization also provides services to various governmental agencies, third party payers and individuals. Grants and contracts from governmental agencies for services provided during fiscal years 2013 and 2012 represented approximately 40.8% and 38.8% of the Organization's total revenues, respectively.

The accompanying combined financial statements include the resources and financial activities of Commonwealth Catholic Charities and Commonwealth Human Services Foundation (Foundation), a public charity. The Foundation was established to conduct and support financial development.

2. Summary of Significant Accounting Policies

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The combining financial statements report amounts separately by class of assets as follows:

Unrestricted net assets impose no restriction on the Organization as to their use or purpose. Such net assets are expended for purposes deemed appropriate for operating purposes.

Temporarily restricted net assets are those whose use by the Organization has been limited by donors to a specific time period or purpose.

Permanently restricted net assets consist of endowment fund investments to be held indefinitely, the income from which may be expended to support the activities of the Organization.

Cash and Cash Equivalents

The Organization's definition of cash equivalents includes items such as short-term, highly liquid investments with maturities of three months or less at the date of acquisition. Cash and cash equivalents designated for investment purposes are reported with investments.
Recognition of Contributions and Grants

Contributions and grants are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions and grants that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the fiscal period in which the contribution or grant is recognized. All other donor-restricted contributions and grants are reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified as unrestricted.

The Organization uses the reserve method of accounting for bad debts for financial reporting and contractual write-offs. The reserve for doubtful accounts and contractual write-offs at September 30, 2013 and 2012 was $127,042 and $112,500, respectively.

Property and Equipment

Purchased property and equipment are stated at cost. Donated assets are stated at fair value at the time of the donation. Depreciation is computed on the straight-line basis over the estimated useful lives of the assets as follows:

- Buildings
- Building and leasehold improvements
- Furniture, fixtures, equipment and vehicles

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>20-39 years</td>
</tr>
<tr>
<td>Building and leasehold improvements</td>
<td>10-20 years</td>
</tr>
<tr>
<td>Furniture, fixtures, equipment and vehicles</td>
<td>3-10 years</td>
</tr>
</tbody>
</table>

Contributed Materials and Services

The value of contributed goods and the value of contributed services that either (a) created or enhanced a non-financial asset or (b) required specialized skills, was provided by individuals possessing those skills, and would have been purchased if not contributed, are recognized in the combined financial statements, if material. During fiscal years 2013 and 2012, approximately $333,700 and $381,000 of contributed materials and service transactions were recognized in the combined financial statements, respectively.

Concentrations of Credit Risk

Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of cash and cash equivalents, investments, and receivables. The Organization places its cash and cash equivalents with high-credit, quality financial institutions. Concentration of credit risk for investments is limited by the Organization’s policy of diversification of investments. Program and other receivables are monitored closely by management, and an allowance for estimated uncollectible amounts is in place. Pledges receivable have been adjusted to present value less an allowance for estimated uncollectible amounts. These policies and adjustments mitigate the Organization’s exposure to concentration of credit risk.

Estimates

The preparation of combined financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates and assumptions.

Tax Status

Commonwealth Catholic Charities and Commonwealth Human Services Foundation are each exempt from income taxes under Sections 501(c)(3) and 509(a)(3) of the Internal Revenue Code and under the tax statutes of the Commonwealth of Virginia. In addition, each has been classified as an organization that is not a private foundation under Section 509(a) of the Internal Revenue Code. The Organization has determined that there are no material unrecognized tax benefits or obligations as of September 30, 2013. Fiscal years ending on or after June 30, 2010 remain subject to examination by federal and state tax authorities.
Subsequent Events

In preparing these combined financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through January 2, 2014, the date the combined financial statements were available to be issued.

3. Investments

Investments are shown on the combined statement of financial position at fair value. Transactions are accounted for using the trade date. Investments at September 30 are composed of the following:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th></th>
<th>2012</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>Market</td>
<td>Cost</td>
<td>Market</td>
</tr>
<tr>
<td>Other investments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$32,049</td>
<td>$32,049</td>
<td>$55,104</td>
<td>$55,104</td>
</tr>
<tr>
<td>Corporate bonds and government securities</td>
<td>915,542</td>
<td>903,306</td>
<td>859,1738</td>
<td>70,048</td>
</tr>
<tr>
<td>Marketable securities</td>
<td>470,036</td>
<td>640,559</td>
<td>516,2366</td>
<td>11,415</td>
</tr>
<tr>
<td>Endowment funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>15,586</td>
<td>15,586</td>
<td>60,823</td>
<td>60,823</td>
</tr>
<tr>
<td>Corporate bonds and government securities</td>
<td>1,169,459</td>
<td>1,171,342</td>
<td>925,2339</td>
<td>69,676</td>
</tr>
<tr>
<td>Marketable securities</td>
<td>1,417,112</td>
<td>1,931,222</td>
<td>1,333,593</td>
<td>1,579,467</td>
</tr>
<tr>
<td></td>
<td>$4,019,784</td>
<td>$4,694,064</td>
<td>$3,750,162</td>
<td>$4,146,533</td>
</tr>
</tbody>
</table>

Investment income is reflected in the table below at September 30:

<table>
<thead>
<tr>
<th>Investment returns:</th>
<th>2013</th>
<th></th>
<th>2012</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dividends and interest</td>
<td>$96,883</td>
<td>$94,976</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net realized and unrealized gains</td>
<td>442,535</td>
<td>439,153</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total return on investments</td>
<td>$539,418</td>
<td>$534,129</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Property and Equipment

Property and equipment consisted of the following at September 30:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th></th>
<th>2012</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$447,353</td>
<td>$106,353</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>846,903</td>
<td>604,695</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building and leasehold improvements</td>
<td>815,612</td>
<td>743,122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture, fixtures, equipment and vehicles</td>
<td>557,003</td>
<td>546,415</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,666,871</td>
<td>2,000,585</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less – accumulated depreciation</td>
<td>(1,449,342)</td>
<td>(1,356,594)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,217,529</td>
<td>$643,991</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Contributions Receivable

Contributions receivable are expected to be collected within one year and are recorded at their net realizable values.

6. Line of Credit

The Organization has a $750,000 uncollateralized line of credit with a bank bearing interest at the 30-day London Interbank Offered Rate (LIBOR) based option plus .95%, with a minimum borrowing rate of 2.0%. The agreement was endorsed by the Bishop of the Catholic Diocese of Richmond and expires on December 30, 2013. There have been no borrowings under this agreement since June 2008.

7. Operating Leases

The Organization leases certain office space and equipment under noncancelable operating lease agreements. Total rental expense under noncancelable operating leases was $206,550 and $182,264 for the years ended September 30, 2013 and 2012, respectively. Future minimum lease payments for fiscal years ending September 30 are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$199,673</td>
</tr>
<tr>
<td>2015</td>
<td>153,940</td>
</tr>
<tr>
<td>2016</td>
<td>132,261</td>
</tr>
<tr>
<td>2017</td>
<td>129,683</td>
</tr>
<tr>
<td>2018</td>
<td>58,063</td>
</tr>
<tr>
<td>Thereafter</td>
<td>24,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$697,620</strong></td>
</tr>
</tbody>
</table>

8. Pension Plan

The Organization has a defined contribution pension plan which covers substantially all employees. Employees can contribute up to the Section 402(g) limit of the Internal Revenue Code. The Organization makes basic contributions equal to 4% of each participant's compensation and matches up to 4% of the qualified participant's contributions to the plan. The participants become fully vested in the employer's contributions after three years of service. If an employee terminates employment prior to becoming vested, the employer's contribution becomes refundable to the Organization. Total expense under the plan was $310,735 and $343,286 for the years ended September 30, 2013 and 2012, respectively.
9. Temporarily Restricted Net Assets

Net assets were temporarily restricted for the following purposes at September 30, 2013:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Net services</td>
<td>$1,951,052</td>
<td>$1,420,502</td>
</tr>
<tr>
<td>Children services</td>
<td>20,428</td>
<td>20,472</td>
</tr>
<tr>
<td>Resettlement services</td>
<td>12,661</td>
<td>31,878</td>
</tr>
<tr>
<td>Other programs</td>
<td>-</td>
<td>26,071</td>
</tr>
<tr>
<td>Time restricted contributions</td>
<td>113,013</td>
<td>134,460</td>
</tr>
<tr>
<td>Capital improvement grant</td>
<td>-</td>
<td>24,044</td>
</tr>
</tbody>
</table>

$2,097,154 $1,657,427

Temporarily restricted net assets were released from restrictions during the year ended September 30 for the following purposes:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Net services</td>
<td>$459,061</td>
<td>$494,284</td>
</tr>
<tr>
<td>Children services</td>
<td>29,200</td>
<td>25,464</td>
</tr>
<tr>
<td>Counseling services</td>
<td>22,424</td>
<td>5,242</td>
</tr>
<tr>
<td>Resettlement services</td>
<td>33,856</td>
<td>56,321</td>
</tr>
<tr>
<td>Other programs</td>
<td>61,901</td>
<td>78,532</td>
</tr>
<tr>
<td>Time restricted contributions</td>
<td>292,834</td>
<td>287,049</td>
</tr>
<tr>
<td>Capital improvement grant</td>
<td>24,044</td>
<td>-</td>
</tr>
</tbody>
</table>

$923,320 $946,892

10. Permanently Restricted Net Assets

Net assets were permanently restricted for the following purposes at September 30:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted endowment</td>
<td>$2,223,005</td>
<td>$2,223,005</td>
</tr>
<tr>
<td>Pregnancy counseling</td>
<td>232,284</td>
<td>232,284</td>
</tr>
<tr>
<td>Scholarships</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Necessitous children (Roanoke Valley)</td>
<td>74,008</td>
<td>74,008</td>
</tr>
<tr>
<td>Necessitous children (Southwest Virginia)</td>
<td>28,033</td>
<td>28,033</td>
</tr>
</tbody>
</table>

$2,757,330 $2,757,330

11. Related Party Transactions

The Bishop of the Catholic Diocese of Richmond (Diocese) is the sole corporate member of the Organization. The Diocese has agreed to make a monthly subsidy payment to the Organization over a five year period ending June 30, 2013 in the amount of $78,000 per year. During the years ended September 30, 2013 and 2012, the Catholic Diocese of Richmond paid $58,500 and $78,000 to the Organization, respectively.
12. Fair Value Measurements

Accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

**Level 1** Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

**Level 2** Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

**Level 3** Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability’s fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at September 30, 2013 and 2012.

*Money market mutual funds:* Valued at the transacted value, which approximates fair value.

*Equities, corporate bonds, mortgage backed securities, and U.S. Treasury securities:* Valued at the closing price reported on the active market on which the individual securities are traded.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.
The following table sets forth by level, within the fair value hierarchy, the Organization’s assets at fair value:

<table>
<thead>
<tr>
<th>Assets at Fair Value as of September 30, 2013</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money market mutual funds</td>
<td>$ 47,635</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 47,635</td>
</tr>
<tr>
<td>Equities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. equities</td>
<td>1,636,370</td>
<td>-</td>
<td>-</td>
<td>1,636,370</td>
</tr>
<tr>
<td>International securities</td>
<td>455,402</td>
<td>-</td>
<td>-</td>
<td>455,402</td>
</tr>
<tr>
<td>Small cap securities</td>
<td>480,009</td>
<td>-</td>
<td>-</td>
<td>480,009</td>
</tr>
<tr>
<td>Corporate bonds</td>
<td>1,258,571</td>
<td>-</td>
<td>-</td>
<td>1,258,571</td>
</tr>
<tr>
<td>Mortgage backed securities</td>
<td>656,442</td>
<td>-</td>
<td>-</td>
<td>656,442</td>
</tr>
<tr>
<td>U.S. Treasury securities</td>
<td>159,635</td>
<td>-</td>
<td>-</td>
<td>159,635</td>
</tr>
<tr>
<td>Total assets at fair value</td>
<td>$ 4,694,064</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 4,694,064</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assets at Fair Value as of September 30, 2012</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money market mutual funds</td>
<td>$ 115,927</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 115,927</td>
</tr>
<tr>
<td>Equities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. equities</td>
<td>1,442,505</td>
<td>-</td>
<td>-</td>
<td>1,442,505</td>
</tr>
<tr>
<td>International securities</td>
<td>360,618</td>
<td>-</td>
<td>-</td>
<td>360,618</td>
</tr>
<tr>
<td>Small cap securities</td>
<td>387,777</td>
<td>-</td>
<td>-</td>
<td>387,777</td>
</tr>
<tr>
<td>Corporate bonds</td>
<td>1,131,007</td>
<td>-</td>
<td>-</td>
<td>1,131,007</td>
</tr>
<tr>
<td>Mortgage backed securities</td>
<td>485,405</td>
<td>-</td>
<td>-</td>
<td>485,405</td>
</tr>
<tr>
<td>U.S. Treasury securities</td>
<td>223,294</td>
<td>-</td>
<td>-</td>
<td>223,294</td>
</tr>
<tr>
<td>Total assets at fair value</td>
<td>$ 4,146,533</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 4,146,533</td>
</tr>
</tbody>
</table>

13. Endowment Funds

The Organization’s endowment consists of 5 individual funds held in permanently restricted funds. The endowment includes only donor-restricted endowment funds. These funds were established for a variety of purposes. As required by generally accepted accounting principles (GAAP), net assets associated with these endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The management of donor-restricted endowment funds is governed by state law under the Uniform Prudent Management of Institutional Funds (UPMIFA) law as adopted by the state legislature. Virginia’s version of UPMIFA was enacted during 2008. The Organization has interpreted the relevant state law as requiring the preservation of the fair value 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, the Organization 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.
The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by the state UPMIFA law.

A summary of the activity in endowment funds for the year ended September 30, 2013 and 2012 is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Temporarily Restricted</th>
<th>Permanently Restricted</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment net assets – September 20, 2011</td>
<td>$ (446,866)</td>
<td>$ -</td>
<td>$ 2,757,330</td>
</tr>
<tr>
<td>Investment return:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>343,585</td>
<td>14,908</td>
<td>-</td>
</tr>
<tr>
<td>Gifts</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>343,585</td>
<td>14,908</td>
<td>-</td>
</tr>
<tr>
<td>Endowment net assets – September 30, 2012</td>
<td>$ (103,281)</td>
<td>$ 14,908</td>
<td>$ 2,757,330</td>
</tr>
<tr>
<td>Investment return:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>75,309</td>
<td>300,153</td>
<td>-</td>
</tr>
<tr>
<td>Gifts</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>75,309</td>
<td>300,153</td>
<td>-</td>
</tr>
<tr>
<td>Endowment net assets – September 30, 2013</td>
<td>$ (27,972)</td>
<td>$ 315,061</td>
<td>$ 2,757,330</td>
</tr>
</tbody>
</table>

In accordance with state UPMIFA law, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the fund, (2) the purposes of the Organization and the donor-restricted endowment fund, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the investment policies of the Organization.

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 state UPMIFA guidelines require the Organization to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature that are reported in unrestricted net assets as of September 30, 2013 and 2012 were $27,972 and $103,281, respectively. These deficiencies resulted from unfavorable market fluctuations that occurred shortly after the investment of new permanently restricted contributions and continued appropriation for certain programs that was deemed prudent by the Organization.

During the year ended June 30, 2009, the Organization formed the Investment Committee to review the existing investment policy and oversee the direct management of donor-restricted funds in accordance with its investment policy and the guidelines established under the Uniform Prudent Management of Institution Funds Act as enacted by the Commonwealth of Virginia. The primary objective of the investment policy is to preserve the purchasing power of the funds and maintain a competitive rate of return, relative to risk, by investing in fixed income and equity securities in accordance with specified asset allocation guidelines. The investment policy defines benchmarks and establishes a three-to-five year time horizon to quantitatively measure investment performance. The Investment Committee will meet at least annually to review the investment asset allocation and investment objectives. To assist the committee fulfill its responsibilities, an investment advisor was engaged to manage the portfolio under the guidelines set by the committee.
The investment policy was designed to support a spending rate distribution policy of 4% based on the endowment average return over the preceding 12 quarters prior to the fiscal period in which the distribution is planned. The asset allocation target of equity to fixed income securities is 50% plus/minus 20%. The establishment of the asset allocation mix is estimated to provide an annual return of approximately 6.75%, which is sufficient to preserve the funds balances and support the payment of a 4% distribution.
Commonwealth Catholic Charities

Compliance Section

Year Ended September 30, 2013
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Board of Directors and Senior Management

Commonwealth Catholic Charities

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the combined financial statements of Commonwealth Catholic Charities, which comprise the combined statement of financial position as of September 30, 2013, and the related combined statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the combined financial statements and have issued our report thereon dated January 2, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the combined financial statements, we considered Commonwealth Catholic Charities' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of Commonwealth Catholic Charities' internal control. Accordingly, we do not express an opinion on the effectiveness of Commonwealth Catholic Charities' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Commonwealth Catholic Charities' combined financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of combined financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an
opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Commonwealth Catholic Charities' internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Dixon Hughes Goodman LLP

Richmond, Virginia
January 2, 2014
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133

Board of Directors and Senior Management
Commonwealth Catholic Charities

Report on Compliance for Each Major Federal Program

We have audited Commonwealth Catholic Charities' compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of Commonwealth Catholic Charities' major federal programs for the year ended September 30, 2013. Commonwealth Catholic Charities' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Commonwealth Catholic Charities' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Government, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Commonwealth Catholic Charities' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Commonwealth Catholic Charities' compliance.

Opinion on Each Major Federal Program

In our opinion, Commonwealth Catholic Charities complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2013.
Report on Internal Control Over Compliance

Management of Commonwealth Catholic Charities is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Commonwealth Catholic Charities’ internal control over compliance with the type of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Commonwealth Catholic Charities’ internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Dixon Hughes Goodman LLP

Richmond, Virginia
January 2, 2014
**Commonwealth Catholic Charities**

**Schedule of Expenditures of Federal Awards**

**Year Ended September 30, 2013**

<table>
<thead>
<tr>
<th>Federal Grantee/Program Title</th>
<th>CFDA Number</th>
<th>CFDA Title</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department of Health and Human Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee and Entrant Assistance - State Administered Programs</td>
<td>93.566</td>
<td>CVS-11-028</td>
<td>$1,825,501</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td>93.566</td>
<td>CVS-07-068-05</td>
<td>573,423</td>
</tr>
<tr>
<td>Virginia Department of Social Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Department of Newcomers Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATCP Adoption Grant</td>
<td>93.566</td>
<td>Unknown</td>
<td>106,274</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Department of Social Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee and Entrant Assistance - Discretionary Grants</td>
<td>93.576</td>
<td>Unknown</td>
<td>43,819</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Department of Newcomers Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee and Entrant Assistance - Voluntary Agency Programs</td>
<td>93.567</td>
<td>Unknown</td>
<td>290,635</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The United States Conference of Catholic Bishops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unaccompanied Alien Children Program</td>
<td>93.676</td>
<td>00ZU0065/01</td>
<td>541,877</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Department of Social Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Department of Health and Human Services</strong></td>
<td></td>
<td></td>
<td>3,381,529</td>
</tr>
<tr>
<td><strong>U.S. Department of State</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Refugee Admissions Program</td>
<td>19.510</td>
<td>CVS-11-028</td>
<td>12,137</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td>19.510</td>
<td>Unknown</td>
<td>796,201</td>
</tr>
<tr>
<td>Virginia Department of Social Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The United States Conference of Catholic Bishops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total U.S. Department of State</strong></td>
<td></td>
<td></td>
<td>808,338</td>
</tr>
<tr>
<td><strong>Department of Housing and Urban Development</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Counseling Assistance Program</td>
<td>14.169</td>
<td>N/A</td>
<td>31,453</td>
</tr>
<tr>
<td><strong>Total Department of Housing and Urban Development</strong></td>
<td></td>
<td></td>
<td>31,453</td>
</tr>
<tr>
<td><strong>Department of Homeland Security</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Food and Shelter National Board Program</td>
<td>97.024</td>
<td>Unknown</td>
<td>33,220</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td>97.024</td>
<td>Unknown</td>
<td>15,000</td>
</tr>
<tr>
<td>City of Richmond</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henrico County</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Roanoke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Petersburg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Colonial Heights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinwiddie County</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department of Homeland Security</strong></td>
<td></td>
<td></td>
<td>75,198</td>
</tr>
<tr>
<td><strong>Department of Justice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Mentoring Program</td>
<td>16.726</td>
<td>2012-JU-FX-0001</td>
<td>1,326</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catholic Charities USA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Department of Justice</strong></td>
<td></td>
<td></td>
<td>1,326</td>
</tr>
<tr>
<td><strong>Department of Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Education Basic Grant to States</td>
<td>84.002</td>
<td>V002A1100047</td>
<td>139,412</td>
</tr>
<tr>
<td>Pass through programs from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonwealth of Virginia, Department of Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Department of Education</strong></td>
<td></td>
<td></td>
<td>139,412</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$ 4,437,256</strong></td>
</tr>
</tbody>
</table>
Commonwealth Catholic Charities

Notes to the Schedule of Expenditures of Federal Awards

September 30, 2013

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal grant activity of Commonwealth Catholic Charities under programs of the federal government for the year ended September 30, 2013. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Because the schedule presents only a selected portion of the operations of Commonwealth Catholic Charities, it is not intended to and does not present the financial position, changes in net assets or cash flows of Commonwealth Catholic Charities.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, Cost Principles for Non-profit Organizations, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
Commonwealth Catholic Charities

Schedule of Findings and Questioned Costs

Year Ended September 30, 2013

1 Summary of Auditors’ Results

a. An unmodified opinion was issued on the combined financial statements.
b. There were no significant deficiencies noted in internal control to disclose.
c. The audit did not disclose any noncompliance that would be material to the financial statements.
d. There were no significant deficiencies in internal control over major programs to disclose.
e. An unmodified opinion was issued on compliance for major programs.
f. The audit did not disclose any audit findings required to be reported.
g. Major programs are:
   Refugee and Entrant Assistance - State Administered Programs 93.566
   Refugee and Entrant Assistance - Voluntary Agency Programs 93.567

h. The dollar threshold used to distinguish between Type A and Type B programs was $300,000.
i. The auditee qualifies as a low-risk auditee.

2 Finds Related to the Financial Statements Which Are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards

a. None

3 Findings and Questioned Costs for Federal Awards

a. None

4 Resolution of Prior Year Findings

a. There were no prior year findings
VIRGINIA DEPARTMENT OF SOCIAL SERVICES
Virginia Office of Newcomer Services

OFFICE OF NEWCOMER SERVICES

Announces
An Unsealed Request for Proposals (RFP)

For Funding Under the

Virginia Refugee Resettlement Program

RFP NUMBER:
ISSUE DATE:
TITLE:

CVS-15-038
November 17, 2014
Virginia Services to Older Adult Refugees (SOAR)

COMMODITY CODE:
LOCATION:
CONTRACT PERIOD:
PROPOSAL DUE DATE AND TIME:

Statewide
January 5, 2015 to September 30, 2015
December 10, 2014 - 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

Unsealed Proposals will be received until December 10, 2014 at 4:00 p.m.
Proposals received after the deadline will be returned without consideration.
Proposals shall be either emailed to Roxanne Saunders (with copy to Robert Earley) at: Roxanne.saunders@dss.virginia.gov and robert.earley@dss.virginia.gov. Proposals may also be submitted to:

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

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.
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I. Purpose
The Virginia Department of Social Services (VDSS) Office of Newcomer Services (ONS) requests proposals from community-based organizations or non-profit agencies to enter into competitive negotiations to enter into one contract for the provision of Services to Older Adult Refugees (SOAR). This is the vehicle to offer strategies leading to a network of services for older adult refugees. The premise of this Request for Proposal (RFP) is that all older refugees in Virginia need, and should be encouraged to, access the social and support services available in their communities. For older refugees to remain vital and independent as they age, they must be able to access community health and social services. For them to access these services, linkages must be created between older refugees and their community service providers. SOAR will create these linkages and thus provide older refugees access to services.

The primary objectives of the SOAR program are:

1. To identify older refugees in need, and to provide and/or link them to culturally and linguistically appropriate services to enable them to access those services.

2. To maintain and support working relationships with the state Agency on Aging, local Area Agencies on Aging and refugee service providers.

3. To link older refugees with naturalization services, especially to those that have lost or at risk of losing SSI, and to secure waivers for those that qualify.

4. To create opportunities to enable older refugees to live independently for as long as possible, and to encourage projects that include productive roles for refugee seniors.

SOAR's project goal is to reach every newly arrived refugee in Virginia age 60 and older, regardless of employment status, living arrangement, or level of physical health. SOAR will be implemented with the presumption that all older adult refugees will be able to benefit in some way.

II. Background Information

The Office of Newcomer Services (ONS) is the federally funded, state administered refugee resettlement program for the state of Virginia. ONS has gained experience and expertise in addressing the needs of older refugees through the REAP project, which ONS administered from 1999 to 2008. This experience showed ONS that building a network of services for older adult refugees was possible, and that refugee resettlement offices are the natural hub for network development in their community.

A. Period of Contract
The contract period shall be federal fiscal year (FFY) 2015 beginning January 5, 2015 through September 30, 2015.

B. Contract Funding

The total amount of funds available under this RFP is $100,000. Funds for this project are provided by a grant from the federal Office of Refugee Resettlement (ORR) Grant Number 90RL0157-03-00.

III. Statement of Need

Community-Based Organizations, Non-Profit Organizations, and Public Agencies with experience in providing a range of support services to older 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 project within the past five years;
2. Have a facility with capacity to reasonably and effectively provide services to diverse older 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.
4. Demonstrate their capacity for serving older adult refugees.

C. Eligible Individuals to Be Served

To be eligible for services under this award (SOAR), all persons to be served must be:

1. At least 60 years old, and;
2. By immigration status they must fit the criterion for eligibility for services under the federal Refugee Resettlement Program, specifically 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 – SOAR Project – 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.

Office of Newcomer Services has always emphasized that resettlement is a comprehensive activity that must actively involve all family members and incorporate plans and goal setting to facilitate integration and acculturation soon after arrival. The mechanism for this engagement is the development of a comprehensive resettlement plan (CRP). The CRP must be at the heart of all activity carried out with refugees. The CRP and its implementation should involve every family member. Inclusivity of each family member begins with input from each individual in the household, continues with development of service plans for each family member, and carries through to follow-up and timely assessment of services rendered.
The casework provided to older adult refugees participating in SOAR will be included in the overall CRP that resettlement staff administers for all refugee households. With the availability implementation of SOAR, the applicant will be better able to focus more completely on service needs of older refugees and incorporate service plans into the family's overall comprehensive resettlement plan. Older adults enrolled in SOAR will be given individual attention to their needs by a SOAR liaison(s) that will advocate and provide follow-up and follow through and securing access to activities and services.

The Contractor's implementation of SOAR services shall begin within the development of a comprehensive resettlement plan (CRP) for all newly arriving older refugees, and for those currently on resettlement caseloads in order to provide specialized support focusing on needs of older adults to maximize the outputs and the outcomes of the Project.

As such, older refugees will then become: one) a contributor to their family's integration into American culture, two) a positive influence in retaining cultural values that help to stabilize their refugee family and three) positive contributors to the community in which they live. A primary goal of Project SOAR is to promote independence for older refugees for as long as possible, but even when independence cannot be achieved or sustained, to help with the provision of services that underwrite the refugee family's stability and well-being of the older adult individual.

IV. Services to be Provided under SOAR

Under the SOAR project, all newly arriving older refugees, in addition to their participating in family orientation and enrollment in employment services, if applicable, will be registered for participation in the SOAR project. The sub-grantee shall obtain biographical and contact information on newly arrived adults age 60 and above. The information provided shall also indicate whether the refugee has been enrolled in employment services, and if that is the case, contact information on the employment coordinator.

Though enrollment is mandatory, it is anticipated that not every older adult refugee will wish to participate or be able to participate, due (reluctance by the older refugee or family, hospitalization, disability or other barrier. Applicants may consider this an inactive case, but should note whatever barrier exists or reason given, and follow up periodically to determine if barriers to participation have been eliminated.

Examples of services that must be provided:

- Linkage to Area Agency on Aging services, referrals, with follow-up;
- Registration in employment services, job counseling, skills testing and all services related to employment registration;
- Assessment of limitations;
- English language training of all types (enrollment in ESL classes, self-directed
ELT, tutoring) based on the need and capacity of the older adult refugee;
> Eligibility for SSI: assessment, referral, assistance and follow-through with application;
> Promotion of naturalization services, development of a plan, assistance with applications, meeting requirements and all phases of activities leading to citizenship;
> Physical / mental health assessments and referrals services;
> Socialization services, from sources such as senior programs at YMCA or YWCA's, including but not limited to, Area Agencies on Aging;
> Providing opportunities and information for educational opportunities;
> Training, such as computer skills at any appropriate level;
> Financial services and practical consumer services; and
> Any other services or activities available to the older adult refugees that meets the purposes of SOAR (Page 1), and can be matched to at least one of the expected outcomes listed herein.

**Comprehensive Resettlement**

Virginia has always emphasized that resettlement is a comprehensive activity that must actively involve all family members and incorporate plans and goal-setting to facilitate integration and acculturation soon after arrival. In recent years ONS has emphasized that comprehensive refugee resettlement must be undertaken in practical ways through use of a comprehensive resettlement plan (CRP). The CRP must be at the heart of all activity carried out with refugees. The CRP and its implementation should involve every family member. Inclusivity of each family member begins with input from each individual in the household, continues with development of service plans for each family member, and carries through to follow-up and timely assessment of services rendered.

The casework provided to older adult refugees participating in SOAR shall be included in the overall CRP that resettlements administer for all refugee households. With the implementation of SOAR, the applicant should be better able to focus more completely on service needs of older refugees and incorporate service plans into the family’s overall comprehensive resettlement plan. Older adults enrolled in SOAR shall be given individual attention to their needs by a SOAR manager(s) that shall advocate and provide follow-up and follow through and securing access to activities and services.

**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 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 with service agencies, organizations, and volunteers in the communities in which 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. The Comprehensive Resettlement Plan (CRP) is the root and center of the delivery of all services to refugees;
2. Long term public assistance utilization is not a way of life in America, and is therefore not a resettlement option;
3. A refugee's early employment promotes his/her earliest economic self-sufficiency;
4. The physical and mental health needs of refugees must be addressed in a timely, coordinated and integrated way to promote and ensure the well-being and health of refugee families;
5. Community receptivity to refugees is a key factor in successful resettlement; therefore, refugee resettlement offices must take the lead in creating a welcoming environment for refugees through community dialogs involving key stakeholders to provide local awareness of and input into the resettlement process and to ensure adequate levels of local support for the resettlement effort.
6. Refugee resettlement involves many services that may be provided concurrently, progressively, or successively, but must always constitute a continuum of services, beginning at the time of the refugee's arrival into the U.S. and continuing through self-sufficiency leading up to citizenship, and should reflect the following:
   - Services must be sensitive to cultural and ethnic issues and must be implemented by a staff that, as closely as possible, mirrors the populations served,
   - Language access is critical to the resettlement process and must be fostered by all who work with refugees,
   - Refugees are best served by linking them to service providers that are conveniently located in the communities where they live,
   - Coalitions of service providers ensure strong public/private partnerships and work to maximize community resources and to create a seamless service delivery system, and
   - Ethnic organizations, also known as Mutual Assistance Associations (refugee self-help groups) bring unique strengths and cultural knowledge to the resettlement process and should be included in the service network.
V. Expected Outcomes (Results)

SOAR proposed outcomes are as follows:

1. Older adult refugees will demonstrate increased participation in programs and services offered by area agencies on aging.
2. Older adult refugees will demonstrate increased participation in English language training and services.
3. Older adult refugees will demonstrate increased competencies and activities that indicate a greater level of independence.
4. Older adult refugees will demonstrate increased activity levels within 6 months after enrollment in SOAR.
5. Older adult refugees will demonstrate a self-perception of greater worth within 6 months after enrollment in SOAR.
6. Older adult refugees will demonstrate increased participation in naturalization service’s leading to citizenship.
7. Older adults who are eligible will be enrolled in the federal Supplemental Security Income (SSI) program.
8. Older adults that are eligible will receive naturalization waivers.

Outcome measures consist of the following:

a) At least 65 percent of newly arriving refugees age 60 and older will be enrolled in SOAR services
b) 65% of all older adult refugees in SOAR will engage in services offered by agency offices on aging for the first time or will increase their engagement in AAA services.
c) 100% of all older adult refugees in SOAR that are identified as eligible for enrollment in SSI will be enrolled.
d) 100% of older adult refugees enrolled in SOAR that have unmet physical health needs will be referred to appropriate care providers.
e) 75% of older adult refugees in SOAR not already engaged in English language training will participate in ESL related services for at least six months.
f) 65% of older adult refugees in SOAR will engage in self-enrichment activities such as computer skills training, financial management training, or similar services.
g) 100% of all older adult refugees in SOAR will express more positive attitudes about the quality of their lives.
h) 75% of all older adult refugees in SOAR will express improved attitudes about their family relationships and place in the home.
i) 75% of the children of older adult refugees enrolled in SOAR will indicate improved engagement and interaction on the part of the older family member

ONS monitors annually each of their sub-grantees that provide employment services under Refugee Social Services and Targeted Assistance. Beginning
in 2012, ONS began monitoring services provided under discretionary grants. As a consequence, all SOAR activities will be subject to monitoring by ONS at the outset of the Project. That monitoring will include a review of a sampling of the case records of SOAR participants.

VI. Outreach

In addition to enrolling all newly arriving refugee adults age 60 and over in SOAR, applicants are expected to contact all refugee households in which there is a person at least 60 years of age and offer them the opportunity to enroll in SOAR.

VII. 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.

The applicant that receives funds shall enter into VNIS information on clients served and services rendered. The applicant awarded funds shall be responsible for timely data entry and management of refugee and service data and they must participate in trainings and user-acceptance testing activities.

VIII. Staff Qualifications

Applicants must dedicate one staff person to serve as Project SOAR manager. The individual has the responsibility for managing all aspects of SOAR services provided under this grant. 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 SOAR funded services must be sufficient for effective and uninterrupted service delivery.

IX. 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 the SOAR 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

Proposals must be received at the Virginia Department of Social Services, Office of Newcomer Services, by 4:00 p.m., December 10, 2014. Late proposals cannot be accepted for any reason.

Respondents are to submit their proposals signed by an authorized representative of their organizations. Scanned signatures are acceptable. The emailed proposals must clearly identify the RFP Number (CVS-15-038) in the Subject Line of the email. If Offerors choose to mail or deliver their proposals, the proposals shall be submitted to:

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

Attention: Roxanne Saunders

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 the evaluation process has been completed and, or if, an award has been made. Applicants will receive an e-mailed award/non-award notification(s), which will include the name of the applicant 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 be in effect from January 5, 2015 to September 30, 2015.

b) The term of the contract awarded under this RFP will be nine (9) months.

c) The contract will be subject to termination by either party upon thirty (30) days advance, written notice of intent to terminate.

d) Total funds requested in the proposal must be based on the proposed project from January 5, 2015 through September 30, 2015.

3. Funding Level

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

NOTE: ONS reserves the right to recommend an award that is 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

Each proposal received, will be evaluated by ONS Staff 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 it can be reviewed and properly evaluated and scored 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 10 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. The applicant awarded funds will be linked to the Virginia Newcomer Information System (VNIS), a statewide computer-based refugee data management system. Note: The 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.

ix. Need for Services Established

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

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.

3 Proposed Outcome Goals

Applicants must submit proposed activities/outcomes for SOAR Project Services by entering them on Attachment A.

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 SOAR budget. 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 I, "Proposal Checklist" should be used in organizing all documents and materials submitted with the application. A completed Attachment I must be submitted and placed at the end of all other documents.

X. Evaluation & Award Criteria

A. Evaluation Criteria
Adjectives such as exceptional, acceptable, marginal, and unacceptable will be used to indicate the degree to which the proposals have met each evaluation criteria. In addition to the evaluator’s assigning an adjectival rating for each evaluation criteria, they must also provide a narrative summary to support the adjectival rating.

1) Adjectival Rating Method

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Proposal exceeds requirements and/or demonstrates an exceptional understanding of goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses exist.</td>
</tr>
<tr>
<td>Acceptable</td>
<td>Offeror’s proposal demonstrates an acceptable understanding of goals and/or objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.</td>
</tr>
<tr>
<td>Marginal</td>
<td>Offeror’s proposal demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that outbalance any strength that exists. Weaknesses will be difficult to correct.</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>Offeror’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.</td>
</tr>
</tbody>
</table>

Plus and minus (i.e. Exceptional -, Acceptable +, Acceptable -, Marginal +, Marginal -) may be used by evaluators to differentiate proposals whose rating for an evaluation criteria fall, for example, within the “acceptable” rating category based on the above description but may be a little stronger or weaker than another proposal receiving an “acceptable” rating.

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

The criteria are listed in the order of importance.

2. Description of Proposed Project

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

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

• 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.
• Adequacy of agency programs, activities, staffing and organizational structure to support proposed project.
• Specifies geographic service area (multiple localities are preferred)
• Demonstrates effective use of community services.
• Letters of support exhibit confidence that agency can carry out the proposed project; necessary interagency agreements are present.
• 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.

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

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

5. Budget

• Proposed costs are reasonable and consistent with proposed activities and services.
• All costs to the proposed project are clearly explained and match the proposed budget.
• The budget is within a reasonable range for the proposed number of refugees to be served and the number of localities where service occurs.
• 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.
• Other resources, including volunteer and in-kind, are clearly identified.
6. Need for Services Established

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

7. Content Adequacy

- The proposed project is concise and complete.
- The proposed prospect is realistic in scope.
- 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.
- The proposed project reflects integration and balance between all proposal components including the work plan, activities/outcomes, budget, subcontracts, and other required attachments.
- The comprehensive resettlement plan is shown to be central to service delivery.

B. Award of Contract

**AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals 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, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
XI. Reporting & Delivery Requirements

The sub-grantee shall produce the following reports of activities and services:
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. The report shall include:
B. Monthly Summary of Activities
C. Quarterly Report
D. Ad hoc reports - the sub-grantee agrees to provide any additional reports that the Purchasing Agency may request by written notice to the contractor.

XII. GENERAL TERMS AND 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.eva.virginia.gov under “Vendors Manual” on the vendors tab.

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 sub-grantee 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 sub-grantee 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 programs 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 sub-grantee agrees as follows:

   a. The sub-grantee 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 sub-grantee. The sub-grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The sub-grantee, in all solicitations or advertisements for employees placed by or on behalf of the sub-grantee, will state that such sub-grantee 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 sub-grantee will include the provisions of 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 and that they have not offered or received any kickbacks or inducements from any other offeror, 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 entering into a written contract with the Commonwealth of Virginia, the Sub-grantee certifies that the Sub-grantee does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in 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 sub-grantee 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 buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. **PAYMENT:**

1. **To Prime Sub-grantee:**
   a. Invoices for items ordered, delivered and accepted shall be submitted by the sub-grantee 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 sub-grantee 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, sub-grantees should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which 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 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).

2. **To Subcontractors:**

   a. A sub-grantee awarded a contract under this solicitation is hereby obligated:

   (1) To pay the subcontractor(s) within seven (7) days of the sub-grantee'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 sub-grantee's intention to withhold payment and the reason.

   b. The sub-grantee 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 sub-grantee 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 sub-grantee's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime sub-grantee who wins an award in which provision of a SWAM procurement plan is a condition to 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.

4. The Commonwealth of Virginia encourages sub-grantee and subcontractors to accept electronic and credit card payments.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions 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 sub-grantee 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 terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any 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 sub-grantee. 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 sub-grantee shall comply with the notice upon receipt, unless the sub-grantee intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the sub-grantee shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency’s written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the sub-grantee 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 sub-grantee accounts for the number of units of work performed, subject to the Purchasing Agency’s right to audit the sub-grantee’s records and/or to determine the correct number of units independently; or

c. By ordering the sub-grantee 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 sub-grantee 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 sub-grantee 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 sub-grantee 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 sub-grantee 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 sub-grantee agrees to (i) provide a drug-free workplace for the sub-grantee'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 sub-grantee'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 subgrantee that the subgrantee maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of 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 sub-grantee, 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 or sub-grantee 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 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 alternative 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.

U. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, subgrantees shall state 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.

XIII. **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 three (3) 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.

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. 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.
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.

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.

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. 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 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.

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.
2. Any materials produced under this sub-contract must bear a statement that the project was supported by the purchasing agency and identify the title of the funding source. The sub-contractor 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# CVS 12-089, 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."

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.

   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. Sub-contractors 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 sub-contractors 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.

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).

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. **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.

N. **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:

   1. Inform the media contact that it (the Contractor) is under contract with ONS to provide employment services to refugees
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.

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.

O. 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:

1. A client is disruptive and non-compliant beyond reasonable expectations;

2. A client threatens the safety and well-being of any person charged with providing services or assisting the client; and/or

3. 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.

P. 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.

Note: All VNIS data must be entered within 30 days from the date initial services begin. If VNIS data is not entered in a timely and accurate manner; then future VRRP invoice(s) will not be processed until all required data has been entered into VNIS.

Q. SUB-GRANTEE MONITORING: Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grants 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. SUPPLEMENTATION 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)].

XIV. 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, and then be submitted to:
XV. 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), Match 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.