COMMONWEALTH CATHOLIC CHARITIES
Organizational Chart

Board of Directors

CHSF Foundation

Freida Nevills
Executive Assistant

Joanne Nattrass
Executive Director

Anita Wallen
Chief Operating Officer

Richard Ciofani
Chief Financial Officer

Vandra Harris
Assistant Controller
Finance Accounting

Graham Sellors
Director Marketing
PR Special Events

Jay Brown
Division Director Housing & Support Services
Sid Alvarado, Supervisor
Financial Social Services
- Diet Management
- HELP
- St. Francis House

Abby Boyd, Manager
Housing Services
- HFF
- Rapid Rehousing
- Shelter

Jeanne Hollingshead
Director Foster Care
Lydia Strawbridge, Manager
TFC Roanoke
John McCarroll, Manager
TFC Norton
Anita Best, Manager
TFC Richmond
- DUCS
- URM
- Intensive In-home

Vacant
Director Resettlement
- Amar Bhattacharjee, Supervisor
- Resettlement Roanoke
- Abubaker Abdurrahman, Supervisor
- Resettlement Richmond
- Randi Akers, Supervisor
- Resettlement Hampton Roads
- Susan Smith, Supervisor
- Resettlement Education
- Bozidar Bader, Supervisor
- Immigration Services

Mac Broussard
Quality Assurance Specialist

Ximena Tagle Hodel, Supervisor Interpreter Services

Marge Thornton, Manager Adoption
- Pregnancy Counseling

Josie Williams, Manager Aging & Disabilities
- Developmental Disabilities
- Guardianship
- Independence for Seniors

Mehr Nazad, Manager Counseling Services
- Individual, Group & Family
- Supervised Visitation

Michael Falzone
Director of Development

Lori Medford
Director Human Resources
- Personnel
- Volunteers
- Information Technology
- Facilities Management
- Tele-Communications

Rev. 5/26/15
Commonwealth Catholic Charities

Agency Board of Directors Roster
2015

Executive Committee

Chair: Paula Allocca
Vice Chair: Kathleen (Kate) M. McCauley
Treasurer: Mary Margaret Kastelberg
Secretary: James (Jim) K. Dill
Regional Advisory Committee Richmond: Cliona Mary Robb
Regional Advisory Committee Roanoke: Paula Allocca
Past Chair: Charles (Chuck) G. Marlowe
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
Roanoke, 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
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June 29, 2015

Refugee Resettlement Services
Commonwealth Catholic Charities
1601 Rolling Hills Drive
Richmond, Virginia 23229

Dear Leadership of Refugee Resettlement Services Commonwealth Catholic Charities,

It is indeed a pleasure for our agency, Henrico Social Services, to offer a letter of support for the work that you have done on behalf of newcomers to our locality. With the numerous barriers that the refugee population face, our agency would not be available to provide quality and understandable services without the language skills that are provided through Refugee Resettlement Services of the Commonwealth Catholic Charities. Even for the refugees to be able to access our services requires a skilled navigator with proficiency in working with a population of newly arrived individuals and families.

Our agency looks forward to continuing our professional relationship for the benefit of our refugee population. Your work is appreciated and vital to the community.

Very truly yours,

Cynthia J. Steinhauser, Director
June 11, 2015

To Whom It May Concern,

The Henrico Health Department maintains a close working relationship with Commonwealth Catholic Charities (CCC) to support and serve our refugee population.

Together we strive to complete initial health screenings in a timely manner, as well as follow-up on additional vaccinations, and referrals to primary care providers and specialists.

CCC and the Henrico Health Department sustain constant communication regarding our new arrivals and work well together to serve the health and wellness needs of our refugee population. The Henrico Health Department is pleased to be working with such a dedicated organization and delighted to support Commonwealth Catholic Charities in the work of resettling many new arrivals to the Henrico County.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Susan Fischer Davis, MD
Medical Director
Henrico County Health District
(804) 501-4656

Amanda Maust, RN, MPH
Public Health Nurse Supervisor
West Henrico Health Department
(804) 501-7232
June 18 2015

To Whom It May Concern:

Over the past several years, Henrico Mental Health and Developmental Services has partnered with Commonwealth Catholic Charities' Refugee Resettlement Program. We have provided individual therapy, case management and psychiatric services to multiple refugees and their families who have been referred by CCC. We have enjoyed a positive working relationship with the CCC staff. In terms of case management concerns, our clinicians and case managers coordinate with the assigned staff member from CCC to help assist the refugee and their families.

We believe that the Refugee Resettlement Program has been beneficial to our joint clients and recognize the critical role the CCC staff play in the resettlement program.

If you have any questions, please feel free to contact me at (804) 282-4770.

Warmly,

Leslie Martin Stephen, LCSW
Program Manager for Adult SA, Outpatient, Court and Jail Services
Henrico Area Mental Health and Developmental Services
June 19, 2015

To whom it may concern,

I am writing this letter in support of the excellent Resettlement Program that is in place at Commonwealth Catholic Charities. For the past five years, I have served as the principal of Ridge Elementary School in Henrico County, a school that serves a large number of refugee students from various countries. Throughout these five years, we have required the assistance of Cao Kim and the Resettlement Program. The relationship that we have with Mr. Cao Kim has definitely helped us to better serve our refugee students.

On numerous occasions, Mr. Kim has accompanied our newly resettled families as they registered their children in our school. These families came to depend on the services provided by the Resettlement Program. The assistance allows them to maneuver the early stages of resettlement in this new country.

Research, including my own recent research with which several refugee parents assisted, shows that programs such as the Resettlement Program through Commonwealth Catholic Charities, are a vital factor in families acclimating to their new environments. Ridge Elementary School's refugee families, thanks to Mr. Kim and the Resettlement Program, have done well with finding housing, jobs, and healthcare. The children are successful in school, as Mr. Kim has expressed to the families the importance of education in the United States.

I absolutely support the Refugee Resettlement Program! I have seen firsthand the benefits of this program. As our U.S. cities and schools are welcoming more and more refugee families into the communities, it is important to provide this type of resource for the families. The services that are available to refugee families from this great program are vital to the successful resettlement of refugee families, as well as the performance of refugee students in schools!

Sincerely,

Katina W. Otey, Ed.D.
Principal
Ridge Elementary School
June 26, 2015

Kathy Cooper  
Virginia State Refugee Coordinator  
Office of Newcomer Services  
Virginia Dept. of Social Services  
801 East Main St.  
Richmond, VA 23219-3301

Dear Ms. Cooper,

I would like to write a letter in support of the proposal for Refugee Services in the Richmond Area submitted by Commonwealth Catholic Charities (CCC).

ReEstablish Richmond has been a part of the resettlement landscape of Richmond for over 5 years, and CCC has been a close partner during this time. Together, we identified gaps in resettlement and have worked with the CCC to find solutions to these gaps. One example of this collaboration is transportation. Catholic Charities worked with us to determine a referral process to ReEstablish Richmond so that all refugees could receive a bus orientation within the first month of their arrival. They provided a space for ReEstablish to hold learners permit classes.

As I enter the CCC office, I feel welcomed. I know that they are committed to making the lives of refugees better. I have been invited to staff meetings where I witness them working together as a team to find solutions to problems. I have been part of meetings where refugees are advocating for their needs. The resettlement staff at CCC listens to refugees and responds in a compassionate way.

I would also like to highlight the Intensive English as a Second Language Program that CCC offers. This is the only ESOL program in the Richmond area that offers year round and extensive language services that are specially designed to meet the needs of refugees. They are welcoming to all refugees whether they are new arrivals or have been here for longer and need to improve their language to prepare for a job or further their education.

If we can provide any additional information about the work of ReEstablish Richmond and our support of CCCs proposal, please do not hesitate to contact me.

Sincerely,

Kate Ayers  
Outreach Coordinator, ReEstablish Richmond
June 16, 2015

Kathy Cooper
Virginia State Refugee Coordinator
Office of Newcomer Services
Virginia Dept. of Social Services
801 East Main St.
Richmond, VA 23219-3301

Dear Ms. Cooper:

Abubaker Abdelrahman, the Supervisor of the Commonwealth Catholic Charities Resettlement Services (CCCRS), has shared with me CCRS’ interest in continuing to provide services to refugees in the Richmond area beginning in October 2015. If awarded the grant from the Office of Newcomer Services, CCRS would provide English Language Training to newly arrived refugees and employment services to ensure the economic self-sufficiency of refugee families. CCRS would also implement the Skills Training for Earning Potential (STEP) program to assist qualified participants to access skills training and recertification services so they can bridge into more professional and secure employment.

In my role as the Program Manager for Region 15 RPS Adult and Continuing Education, and as a partner with CCRS, I know how critically important it is for refugees to not only immediately receive instruction in English but to continue to have access to mainstream ESOL services as they acculturate and integrate into our community. I understand that CCRS proposes to offer onsite English Language Training to meet the needs of refugees as they first arrive in our community. Their instructor and employment services staff would also actively seek to partner with other ESOL providers in the community to transition clients to mainstream programs as appropriate.

I believe that the various ESOL and other adult education programs within Region 15 would be pleased to work together with CCRS if they are awarded the grant from the Office of Newcomer Services for Refugee Services in the Richmond Area.

Should I be able to further assist in the consideration of the CCRS’ proposal, please do not hesitate to contact me.

Sincerely,

Estelle Jones
June 24, 2015

To whom it may concern:

Over the past three years, I have had the great pleasure in partnering with Commonwealth Catholic Charities Refugee Resettlement Program. The refugee program has brought to our property many families from all over the world. We have been very happy working with the CCC program and the dedicated support staff. In terms of management issues, if there are any issues, there are staff members who are assigned to the various families, who we may contact if there is a concern.

I would encourage other H. R. managers throughout Virginia to consider renting to Commonwealth Catholic Charities clients.

Respectfully,

Monica Patsel
HR & Safety Director
Handcraft Services
To Whom It May Concern:

Over the past two years, I have had the great pleasure in partnering with Commonwealth Catholic Charities Refugee Resettlement Program. The refugee program has brought us many families from all over the world. We have had a great experience thus far working with the CCC program and their dedicated support staff. We receive support from the staff members whenever we need assistance, and they are always very responsive.

I would encourage other employers throughout Virginia to consider partnering with Commonwealth Catholic Charities clients.

Thank you,
May 29, 2015

Dear Emila,

Thank you for your continued support of our undergraduate students in the Bonner Scholars Program during the 2014-2015 academic school year. It’s been a privilege to have eight students serving under your supervision in the capacity of ESL instructors for six to eight hours a week. They have grown in their confidence as educators and broadened their understanding of complex, international issues. This out of classroom experience is invaluable and we are grateful for your partnership.

We look forward to working together in the years to come.

Sincerely,

Blake Stack
To whom it may concern:

It has been our pleasure, here at Wells Fargo, to have a long standing partnership with Commonwealth Catholic Charities. Our partnership has evolved over the years, and now includes regular financial education seminars, as well as giving assistance in establishing a financial relationship for CCC's new arrivals.

If any other information is needed please contact me directly.

Dallas Wilson

Dallas.j.wilson@wellsfargo.com
Branch Manager – Wells Fargo
9000 Patterson Ave
Henrico, VA 23229
804-750-2210
Commonwealth Catholic Charities
Job Description

JOB #507: Resettlement Case Worker

| EXEMPT: Yes | PROGRAM: Resettlement |
| SHIFT: Day and as needed | LEVEL: 4 |
| REPORTS TO: Resettlement Supervisor | SALARY: $25,102 - $37,653 (100%) |
| PREPARED: 9/2013 | |

SUMMARY: This position is responsible for service delivery and direct case management of assigned 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.

- Assists in providing reception services to newly arriving refugees, including placing household supplies and adequate food in home, meeting new arrivals at the airport, providing orientation on housing and personal safety upon arrival at refugee’s home.
- Interviews clients and assesses their needs.
- Develops a resettlement plan with services appropriate to the needs of the refugees and that contribute to the early employment and self-sufficiency of the participating refugees.
- Ensures that services are provided in a planned, effective, and timely manner to eligible clients.
- Maintains client case files, written and electronic, including pre-arrival information, refugee documentation, and delivery of services according to program guidelines.
- Documents contact and services provided to clients based upon the needs and goals identified in the resettlement plan and monitors progress and outcomes.
- Assists in getting client signatures and dates on appropriate forms and receipts.
- Ensures provision of interpretation and instructs clients accordingly.
- Ensures applications are submitted for all available resources including identification, social services, and health benefits.
- Provides information, identifies problems, and refers clients to available resources.
- Provides support counseling and crisis intervention when necessary.
- Provides or arranges transportation for refugees to attend scheduled appointments.
- Assists in providing comprehensive orientation to life in the resettlement area, including public transportation, emergency assistance, budgeting, banking, and public education.
- Prepares and submits required reports in a timely fashion.
- Coordinates with donors to pick up and deliver donated furniture and household goods to families in need.
- Ensures storage areas are well maintained.
- 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: High School Diploma or equivalent required with three years of related experience.

WORK ENVIRONMENT: The work environment is favorable.

DIRECT REPORTS: None
Commonwealth Catholic Charities
Job Description

JOB #504: Employment Specialist

EXEMPT: Yes
SHIFT: Day and as needed
REPORTS TO: Resettlement Supervisor
PREPARED: 9/2013
PROGRAM: Resettlement
LEVEL: 4
SALARY: $25,102 - $37,653

SUMMARY: This position coordinates and structures the local employment program for assigned clients, to include job placement, job development and job readiness.

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.

- Coordinates employment and training services to assure efficient and effective service delivery and to meet program goals for client referral, placement, participation and transition.
- Performs employment intake as a part of the client orientation, including assessing experience, strengths, knowledge, skills, abilities and limitations of clients.
- Develops employment plan, self-sufficiency plan and required budgets for refugees including measurable goals, objectives, strategies and time frames for achievement.
- Works with clients to address barriers to employment, and identify and make use of appropriate community resources. Maintains detailed case notes of services provided.
- Provides employment services and orientation to workplace to newly arriving refugees.
- Conducts required reviews for refugees placed in jobs and follows up with employers regarding job placement status.
- Works with businesses and industry to develop potential employment and training opportunities for clients.
- Fosters strong working relationships with businesses, community based organizations, and partner agencies. Provides consistent communication with partner agencies to ensure coordination of services and development of job placement opportunities.
- Prepares and submits reports in a timely fashion and as necessary.
- Coordinates interpreters for Employment Program when needed.
- Completes data entry into agency software and all other required programs.
- 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: High School Diploma or equivalent required with three years of related experience.

WORK ENVIRONMENT: The work environment is favorable.

DIRECT REPORTS: None
SUMMARY: This position supports the local employment training program for assigned clients to include job readiness training, specific job skills training, and workplace literacy.

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.

- Works with employment program to construct pre-employment training for the jobs that are available in the service area.
- Plans and prepares curriculum, syllabus, instructional materials, testing instruments, and classroom space for the employment training program.
- Coordinates planning of training activities for each assigned client with appropriate staff members.
- Develops worksite training opportunities for enrolled clients.
- Conducts pre-employment training.
- Maintains accurate documentation of progress and activities.
- Works with other staff to deliver quality services to all clients.
- Ensures client and employment program needs are met.
- 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: High School Diploma or equivalent is required with one year of related experience. Experience working with Limited English Proficient populations is preferred.

WORK ENVIRONMENT: The work environment is favorable.

DIRECT REPORTS: None
Commonwealth Catholic Charities
Job Description

JOB #503: Education Specialist

EXEMPT: Yes
SHIFT: Day and as needed
REPORTS TO: Refugee Education Supervisor
PREPARED: 9/2013
LEVEL: 4
SALARY: $25,102 - $37,653
PROGRAM: Resettlement

SUMMARY: This position is responsible for administering the volunteer-based English language training program addressing refugee and immigrant client needs.

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.

- Plans education curriculum for both volunteer taught classes and individual tutoring.
- Establishes class sites in underserved neighborhoods.
- Coordinates educational services with local school administrators and other providers.
- Implements funding grant objectives.
- Maintains appropriate records and submits reports as required.
- Evaluates new materials for possible use in the program.
- Enters student, class and instruction information into all appropriate databases.
- Orders and maintains instructional and multicultural supplies.
- Provides vocational training materials and resource information for refugees.
- Recruits and screen volunteers for Education program.
- Conducts educational development workshops for volunteers.
- Interview students and volunteers to make appropriate matches for tutoring relationships.
- Provides frequent follow-up, observation and support to volunteers.
- Provides in-service training twice a year for instructors.
- Implements diverse strategies to enhance student retention.
- Recruits students in underserved communities.
- Tests new enrollees to determine ability level.
- Tracks refugee and immigrant English language progress over five years.
- Monitors student progress and assess level changes.
- 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: High School Diploma or equivalent required with three years of related experience.

WORK ENVIRONMENT: The work environment is favorable.

DIRECT REPORTS: None
Commonwealth Catholic Charities
Job Description

JOB #201: Resettlement Supervisor

| EXEMPT: Yes | PROGRAM: Resettlement |
| SHIFT: Day | LEVEL: 7 |
| REPORTS TO: Division Director | SALARY: $38,177 - $60,368 |
| PREPARED: 9/2/2013 |

SUMMARY: Responsible for providing supervision of case management services for all refugees, asylees, parolees, and victims of human trafficking. This position also provides management of the resettlement process for all local USCCB cases and coordination the Match Grant program.

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 of the Resettlement staff to include the development and implementation of service standards, goals, and objectives in assigned program locations.
- Responsible for the quality and completion of staff in-house training.
- Responsible for the quality of Resettlement Services 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.
- Coordinate and supervise the program’s overall Performance Quality Improvement (PQI) activities, including monthly chart audits/reports for PQI purposes.
- Lead weekly staff meetings and facilitate appropriate program communications.
- Act as liaison between local office and MRS/USCCB to assure cases, maintain transportation/arrival information, health notices, and completion of follow up reports.
- Creates and maintains client’s financial records by monitoring R&P and Match funds, paying bills, making purchases on behalf of the client, and preparing check requests and vouchers.
- Coordinate, monitor, and ensure documentation of services for new arrivals and Match Grant clients during their first 180 days.
- Research and build relationships with realtors/apartment managers in order to procure suitable housing for clients. Acts as a liaison between landlords and CCC clients.
- Prepares monthly and quarterly reports as required.
- Researches and networks to develop and maintain access to community resources.
- 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: Case Worker, Program Assistant, Medical Liaison, Administrative Assistant, School Liaison, Employment Specialist, and Family Stabilization Specialist.
Commonwealth Catholic Charities
Job Description

**JOB #: Director of Resettlement Services**

| EXEMPT: Yes | DIVISION: Resettlement Services |
| SHIFT: Day | LEVEL: 9 |
| REPORTS TO: Executive Director | SALARY: $50,489 - $75,733 |
| PREPARED: 09/2013 |

**SUMMARY:** This position is responsible for providing leadership, direction and oversight to all resettlement services and immigration programs.

**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.

- Assess resettlement services needs in Virginia; oversees the development of new resettlement services programs or expansion of resettlement services programs
- Ensure the effective provision and delivery of resettlement services through program planning, compliance with regulatory standards, and best practice standards
- Build and maintain relationships with key stakeholders and partners in the resettlement services arena.
- Provide supervision of all resettlement services supervisors and staff directly or through others, evaluate and ensure training and development needs are met
- Ensure cost effective service delivery, prepare and reconcile budgets for assigned programs; respond to budget variances as needed.
- Develop, review, assess, and strengthen policies and procedures related to the Resettlement Services program.
- Monitor and enhance program effectiveness; work with PQI staff to develop and implement evidence based practice model and solid outcome measurement reporting.
- Oversee the collection of program data and preparation of reports to meet agency, state, federal and local requirements.
- Participate in overall promotion of the programs within the community.
- Directs and provides support to Immigration Counseling program.
- 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:** Bachelors degree in a related field of study required with ten years of experience. Five years of supervisory experience is required.

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

**DIRECT REPORTS:** Resettlement Supervisors, Resettlement Education Supervisor, and Program Manager – Immigration Counseling
Commonwealth Catholic Charities
Resettlement Volunteer Position Description

Purpose:
To provide an opportunity for community members to serve in a non-profit environment by assisting refugee clients build new lives and become independent in the state of Virginia.

Expectations & Responsibilities of the Position:
- Participate in preparation for new arrivals.
- Participate in interviewing clients, conducting needs assessments, scheduling appointments, transporting clients, and assisting with orientations with or under the direction of an assigned staff member.
- Participate in researching community resources and advocacy possibilities

Time Commitment: A minimum of 4 hours a week for 6 months.

Qualifications:
- Strong problem solving skills and a team worker.
- Cultural sensitivity, adaptability, and patience.
- English proficiency required. Foreign language skills helpful, but not required.
- Familiarity with Microsoft Office programs.
- Good communication and organizational skills.
- Professional presentation when both in the field and the office.

Working Conditions:
Volunteer works with their supervisor until they are prepared to work independently in the refugee community when necessary. Time in the position may be split between office work and work in the field.

On-Site Supervisors:
Resettlement Supervisor

Preparation:
- Volunteer Orientation.
- Additional training as needed.

Additional Comments:
Volunteer must have reliable transportation as a driving record check will be conducted.
COMMONWEALTH CATHOLIC CHARITIES

CONFIDENTIALITY POLICY

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 prior authorization has been given (and documented) by the client or approved by executive staff.
In contracting with the Office of Newcomer Services, Virginia Department of Social Services, my organization assures that:

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

My organization assures that to it agrees to:

1. Utilize the ONS Comprehensive Resettlement Plan (CRP) or a comparable alternative for arriving refugees (includes all eligible populations) and/or all members of the refugee family, if it proposes to provide refugee resettlement services under the Refugee Social Services (RSS) and TAP sections of this RFP.

2. Accept that comprehensive resettlement includes Reception and Placement (R&P) and Matching Grant (MG) case activities for RSS and TAP clients. The Contractor agrees that ONS must have ready access to R&P and MG case files.

3. Keep, in the client’s case file, proof in the form of documentation issued by the appropriate federal agency that verifies one of the eligibility statuses listed in Section II A – Eligible Individuals to be Served. Such documentation would include: a copy of the client’s I-94, I-551/I-551B, asylum letter, and/or victim of trafficking certification.

B. Provide services that are culturally and linguistically compatible with each refugee client’s language and cultural background, and sensitive to gender issues.

C. Make available to refugee women the same opportunities given to refugee men to participate in all appropriate services, including job placement and to include the use of bilingual/bicultural women on staff to ensure adequate service access by refugee women and cultural sensitivity.

D. Provide accurate information on refugees that are enrolled in TANF and RCA, and to adhere to a mechanism to ensure that, as a condition of eligibility, employable refugee adults who apply for refugee cash assistance are informed that they must register for work with an appropriate employment services agency, and will ensure that the individual is informed that he/she must participate in an employment service within 30 days after receipt of aid.
E. Make available and offer English language instruction concurrent with employment or employment support services, and offered at times and places accessible by the refugee.

F. Cooperate with ONS when it conducts program reviews and evaluations which can occur at any time.

G. Provide written notice within 30 days of any changes in the program staff as outlined in the project narrative, and include a revised position description if applicable. This notice must be sent to the Senior Contract Specialist.

H. Provide services under the Virginia Refugee Resettlement Program without charging a fee for providing the services outlined in the contract documents or use income to determine eligibility.

I. To strengthen communication and cooperation with the Office of Newcomer Services, to provide comprehensive and integrative resettlement services, and to provide continuous program improvement by the doing the following:

1. Conduct quarterly consultations with representatives of local affiliates of voluntary resettlement agencies, local community service agencies, local governments, and other agencies that serve refugees to plan and coordinate the appropriate placement of refugees in advance of the refugees' arrival.

2. Inform the State Refugee Coordinator at the moment a Contractor has any evidence – regardless of its significance – that a resettlement case is not progressing or conforming to basic program expectations.

3. Participate in a mid-year and annual program review to evaluate the agency's service delivery and progress toward outcomes.

4. Conduct on-going planning to ensure program flexibility and agency responsiveness to changes that impact refugee resettlement programs and services.

5. Provide ONS with the method and information by which ONS can make contact with an authorized agency representative at any time.

6. Adhere to the Business Hours and Accessibility to Clients set forth in Section P of the Special Terms and Conditions

7. Adhere to the Communication Protocol set forth in Section Q of the Special Terms and Conditions"
8. Adhere to the *Difficult Case Protocol* set forth in Section R of the *Special Terms and Conditions*.

J. My organization agrees to be an active participant in the Virginia Newcomer Information System (VNIS) database, and, as such, to do the following:

a. Regularly enter client and service data into VNIS
b. Have or develop the staff and computer system capability and resources to participate in the VNIS statewide network.
c. Designate one staff person that will have VNIS responsibilities and be the VNIS point of contact for ONS.
d. Participate in VNIS User training and/or User Group.
e. Participate in trainings, system upgrades, and VNIS maintenance as directed by ONS.
f. Adhere to all ONS reporting requirements.
g. Adhere to all VDSS Security and User requirements.

[Signature]  [Executive Director]  [6/29/2015]
Signature  Title  Date
FEDERAL CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

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

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --
   (1) The dangers of drug abuse in the workplace;
   (2) The grantee’s policy of maintaining a drug-free workplace;
   (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
   (1) Abide by the terms of the statement; and
   (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
   (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
   (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

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

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

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

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

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

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

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

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).  

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), 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 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.

16. 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."

17. Will comply with all applicable requirements of any other Federal laws, executive orders, regulations, and policies governing this program.

---

**Signature of Authorized Certifying Official**

[Signature]

**Title**

EXECUTIVE DIRECTOR

**Applicant Organization**

COMMONWEALTH CATHOLIC CHARITIES

**Date Submitted**

6/29/15

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Standard Form 424B (Rev. 7-97) Back
**W-9**

**Request for Taxpayer Identification Number and Certification**

**Name** (as shown on your income tax return)

Commonwealth Catholic Charities

**Business name/disregarded entity name, if different from above**

Check appropriate box for federal tax classification:
- Individual/sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company
- Enter the tax classification (C=corporation, S=S corporation, P=partnership)

Exemptions (see instructions):
- Exempt payee code (if any)
- Exemption from FATCA reporting code (if any)

**Address (number, street, and apt. or suite no.)**

1601 Rolling Hills Drive

Henrico, VA 23229-5011

List account number(s) here (optional)

**Part I  Taxpayer Identification Number (TIN)**

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

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

**Part II  Certification**

Under penalties of perjury, I certify that:

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

**Sign Here**

Signature of U.S. person

Date 05/29/2015

**General Instructions**

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

Future developments. The IRS has created a page on IRS.gov for information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

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

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payer. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X

Form W-9 (Rev. 9-2013)
**Form G (2 pages)**

**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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Federal Award Identifier Number (FAIN)</td>
</tr>
<tr>
<td>2.</td>
<td>Award Title</td>
</tr>
<tr>
<td>3.</td>
<td>CFDA</td>
</tr>
<tr>
<td>4.</td>
<td>Subaward Number</td>
</tr>
</tbody>
</table>

**To be completed by Subawardee**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>Subawardee Legal Name</td>
</tr>
<tr>
<td>6.</td>
<td>Data Universal Numbering System (DUNS) number – 9 digits</td>
</tr>
<tr>
<td>7.</td>
<td>Are you registered in the System for Award Management (SAM)?</td>
</tr>
<tr>
<td></td>
<td>If Yes, continue to question 8. If No, please go to question 9.</td>
</tr>
<tr>
<td>8.</td>
<td>Is your registration in SAM current and active?</td>
</tr>
<tr>
<td></td>
<td>If Yes, enter expiration date.</td>
</tr>
<tr>
<td></td>
<td>If No, continue to question 9.</td>
</tr>
<tr>
<td>9.</td>
<td>In your business or organization’s previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; <strong>AND</strong> (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?</td>
</tr>
<tr>
<td></td>
<td>If Yes, continue to question 10. If No, please go to question 12.</td>
</tr>
</tbody>
</table>
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.) If Yes, please go to question 11. If No, please continue to question 11.

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

<table>
<thead>
<tr>
<th>Officer 1 Name:</th>
<th>Officer 1 Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer 2 Name:</td>
<td>Officer 2 Compensation:</td>
</tr>
<tr>
<td>Officer 3 Name:</td>
<td>Officer 3 Compensation:</td>
</tr>
<tr>
<td>Officer 4 Name:</td>
<td>Officer 4 Compensation:</td>
</tr>
<tr>
<td>Officer 5 Name:</td>
<td>Officer 5 Compensation:</td>
</tr>
</tbody>
</table>

**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


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

Director

Name

Title

Date
6/30/15
Form H

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

The Offeror, Commonwealth Catholic Charities:
(Agency Name)

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 offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-

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

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

Authorized Signature [Signature]

Date 6/9/15

Executive Director
Title
Dear Sir/Madam:

This responds to your May 19, 2015, 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 2015, 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 2015 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,

Tamera Ripperda
Director, Exempt Organizations