



Memorandum of Agreement
Addendum - Notification of Award
Reception and Placement – FY 2024

Grant No.: SPRMCO23CA0358
Grant Name: Reception and Placement Grant
CFDA No.: 19.510
Budget Period: 10/1/2023 to 9/30/2024
Award Community Partner: RPCP Team Name
RPCP Team Address
Award Amount: Direct Client Assistance: \$1,325 per person for 0 arrivals= \$0
Administrative Funds: \$0
Federal Funding Agency: Department of State - Bureau of Population, Refugees and Migration (PRM)

This Memorandum of Agreement (MOA) Addendum is valid for the period of October 1, 2023, through September 30, 2024, with a 90-day closeout period for client services until December 31, 2024.

The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America, through Episcopal Migration Ministries (EMM), is pleased to inform Remote Placement Community Partner (RPCP) RPCP Team Name that PRM has approved the EMM Reception and Placement (RP) FY 2024 Remote Placement Community Partner Request for Approval proposal. EMM included in the Remote Placement Community Partner Request for Approval proposal a narrative of the services available through RPCP Team Name.

Funding is subject to the availability of appropriated funds and final U.S. Department of State – Bureau for Population, Refugees, and Migration (PRM) grants office processing. EMM requires recipients of federal funds to be actively registered with the System for Awards Management (SAM). Recipients should remit proof of their active registration to EMM. Failure to do so will result in the withholding of funds.

Example: RPCP Team Name resettled 2 refugee/SIV arrivals in Q1 FY 2024, allowing for a total direct assistance budget of \$2,650. In Q1 FY 2024, EMM will reimburse RPCP Team Name up to \$2,200.00, in administrative funding. RPCP Team Name total RP budget for Q1 FY2024 is \$4,850.00. This budget is based on a per capita amount of \$2,425 per arrival. Of this amount, a minimum of \$1,325 must be given to or spent on behalf of each client, and a maximum of \$1,100 can be dedicated toward administrative costs. On rare occasion, EMM may give permission for RPCP Team Name to pool up to \$200 per capita to be given to, or used on behalf of, vulnerable clients; flex fund spending must be compliant with the EMM approved, the RPCP Team Name's internal RP financial disbursement spending policy and the FY 2023 RP Cooperative Agreement.

EMM requires RPCP Team Name to submit an administrative budget for 100% of approved refugee arrivals. After the final allocation of the administrative budget, EMM will request RPCP Team Name to reconcile the approved administrative budget for the program year to reflect actual arrivals and the revised administrative budget.

For general terms and conditions of compliance as an EMM sub-grantee, please refer to the most recent Memorandum of Agreement. For RP program terms and conditions please refer to the FY 2024 RP Cooperative Agreement and the Department of State Standard Terms and Conditions. The FY 2024 RP Cooperative Agreement and the Department of State Standard Terms and Conditions are made part of this addendum by reference and included as Attachment A and Attachment B, respectively. RPCP Team Name is bound to adhere to all requirements and provisions outlined in the FY 2024 RP Cooperative Agreement and all terms and conditions of the award therein referenced. By acknowledging this addendum RPCP Team Name acknowledges to undertake the objectives of the program and accept the placement of cases when allocated.



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EMM requires **RPCP Team Name** to ensure that all staff and volunteers with responsibility relating either directly or indirectly to the RP program, including RPCP Team management and any relevant staff/volunteers have read and can access a copy of the FY 2024 RP Cooperative Agreement and are fully conversant with all terms and provisions.

EMM requires **RPCP Team Name** to complete and abide by EMM-approved policy for Accountability to Affected Populations (AAP), including protocols for ensuring Protection Against Sexual Exploitation and Abuse (PSEA) and Client Grievances.

To remain in compliance with the terms of the RP grant, **RPCP Team Name** must submit to EMM both financial and programmatic reports, as per the FY 2024 RP Cooperative Agreement and additional policy guidelines issued by EMM, and updated affiliate policies as per the FY 2024 RP Cooperative Agreement and requested by EMM. As stated in the Memorandum of Agreement, financial reimbursements are contingent upon receipt of program reports and monthly accounting of expenses.

### Schedule for program reports

- As applicable, RP Assurance Form must be completed and submitted to EMM by a due date as indicated in a bio-data file in IRIS.
- RP period reports for each individual refugee placed with **RPCP Team Name** by EMM are due on the 15<sup>th</sup> day of the fourth month after arrival.
- As applicable, for each minor case (as defined in the FY 2024 Cooperative Agreement as M5, M6 and M3) assigned to ORIS by EMM a pre-arrival suitability determination report must be completed and submitted to EMM prior to or at the time of an RP Assurance submission.
- As applicable, for each minor case (as defined in the FY 2024 Cooperative Agreement as M2, M3) assigned to **RPCP Team Name** by EMM a post-arrival suitability determination report must be completed and submitted to EMM within one week of the minor's arrival to the country.
- As applicable, for each minor case (as defined in the FY2024 Cooperative Agreement as M2, M3, M5, M6 and M7) assigned to **RPCP Team Name** by EMM a minor follow-up home visit must be conducted within 14 days (about 2 weeks) after the 90<sup>th</sup> day after arrival, and an evaluation report completed and submitted to EMM and the State Refugee Coordinator within 30 days after the 90<sup>th</sup> day of the minor's arrival to the country.
- As applicable, Quarterly Consultations are required to be completed by **RPCP Team Name** as defined in the FY 2024 Cooperative Agreement. The Quarterly Consultation report is due to EMM no later than the 9<sup>th</sup> day of the month following the end of the quarter (January 9<sup>th</sup>, April 9<sup>th</sup>, July 9<sup>th</sup>, and October 9<sup>th</sup>).

### Schedule for financial expenditure reports

Financial expenditure reports are due by the 21<sup>st</sup> of each month in order to ensure prompt reimbursement.