



Remote Placement Community Partner Welcome Plan Vetting Checklist

A. Community Partner (CP) Organization Information:

Community Partner Organization Name		
City	State	Zip Code
Team Lead Name		Email
CP's motivation to welcome is rational and well-reasoned.		

B. Community Partner Team Members

All CP Team members listed in the Welcome Plan have cleared background checks and attached evidence of cleared background checks.	
At least five CP Team Members have provided full contact information.	
Each member of the CP Team is 18 years of age or older.	
At least 5 of the CP Team members live in or nearby the welcoming community.	
The CP Team Lead listed in Part B has signed and dated the Welcome Plan	

C. CP Team Member Core Service Responsibilities

<p>The CP Team has distributed responsibilities reasonably among group members with each checklist item assigned to one or more CP Team members.</p> <p><i>*If one CP Team member is assigned a disproportionate number of tasks compared to others, this will be deemed unreasonable</i></p>	
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D. New Neighbor(s)

The CP Team has identified the family size they are able to support.	
The CP Team has indicated which Nationalities/Ethnicities and Languages they are able to support in their community.	
If applicable, the CP has noted the case composition (sex and age) of each family member.	
If applicable, the CP has had a conversation with the US Tie and determined available and level of support they will provide.	

E. Welcome Plan

a. Housing	
<p>The CP Team has identified decent, safe, sanitary, and affordable housing for the refugee(s), including the anticipated number of rooms, area of town, estimated rental rate, and access to local resources.</p> <p><i>*Adequate permanent housing defined per the CA, Section 15.2, vii. Core Services, c. Material Needs Support 1): Based on federal housing quality standards or local or state standards if local or state standards are higher than federal standards, and the following:</i></p> <p><i>I. All areas and components of the housing (interior and exterior) should be free of visible health and safety hazards and in good repair, including no visible bare wiring, no peeling or flaking interior paint for dwellings built before 1978, no visible mold, and no detectable dangerous or unsanitary odors.</i></p> <p><i>II. Housing should include identified and accessible emergency escape route(s); fire extinguishers in accessible locations where required; working locks on all windows and outside doors; appropriate number of working smoke detectors; windows in working order; adequate heat, ventilation, lighting, and hot and cold running water in working order; and electrical fixtures in good repair.</i></p> <p><i>III. Housing should provide minimum habitable area for each occupant, including number of bedrooms or sleeping areas.</i></p> <p><i>IV. Each residence shall be equipped with stove, oven, refrigerator, sink, flush toilet, and shower or bath in good repair.</i></p> <p><i>V. Each residence shall have easily accessible storage or disposal facility for garbage.</i></p> <p><i>VI. Each residence shall be free of rodent and insect infestation.</i></p> <p><i>VII. In cases of refugees with disabilities, housing should be free of, or permit the removal of, architectural barriers and otherwise accommodate known disabilities, to the extent required by law.</i></p> <p><i>VIII. To the extent possible, the family should be able to assume payment of rent at the end of the R&P period, based upon projected family income from all sources. The family should be left with sufficient resources for other essential expenses (food, transportation, utilities, etc.) after rent payments are made.</i></p> <p><i>Rental rates must be affordable for low-income families (minimum wage or</i></p>	

government benefits can serve as a proxy for calculation).	
The CP Team provided the address for permanent housing, if known.	
Notes/Follow up Needed	
b. Basic necessities	
<p>The CP Team has demonstrated a reasonable plan for the purchase or collection of furniture and home furnishings.</p> <p><i>*Indications of reasonableness can include demonstrated plans for soliciting donations; allocating portions of fundraising to furniture and home furnishings; and references to any community or corporate partners who may assist. The reasonableness of the plan should also be assessed in relation to the cost estimates provided in the Financial Assessment in Part F. Furniture and items defined per the CA, Section 15.2, vii. Core Services, c. Material Needs Support 2) include:</i></p> <p><i>I. Beds (described as bed frame and spring, or equivalent, and mattress) appropriate for age and gender composition of family; one set of sheets for each bed, blanket or blankets for each bed as seasonally appropriate; and one pillow and pillowcase for each person. While other family members are not precluded from sharing beds, only married couples or young children of the same gender may be expected to share beds.</i></p> <p><i>II. A set of drawers, shelves, or other unit appropriate for storage of clothing in addition to a closet in each bedroom, unless each bedroom closet has adequate shelving to accommodate clothing.</i></p> <p><i>III. One kitchen table per family and one kitchen chair per person.</i></p> <p><i>IV. One couch, or equivalent seating, per family, in addition to kitchen chairs.</i></p> <p><i>V. One lamp per room, unless installed lighting is present and adequate, and light bulbs.</i></p> <p><i>VI. One place setting of tableware (fork, knife, and spoon) and one place setting if dishes (plate, bowl, and cup or glass) per person.</i></p> <p><i>VII. Food preparation utensils to include at least one saucepan; one large pot, one frying pan; one baking dish; mixing/serving bowls; one set of kitchen utensils (such as spatula, wooden spoon, knife, serving utensils, etc.); and one can opener per family, and additional items as appropriate to family size and composition.</i></p> <p><i>VIII. One bath towel per person.</i></p> <p><i>IX. One alarm clock (cell phone alarm meets requirement).</i></p> <p><i>X. Paper, pens, and/or pencils.</i></p> <p><i>XI. Cleaning supplies to include: dish soap, bathroom/kitchen cleanser, sponges, cleaning rags and/or paper towels, laundry detergent, two waste baskets, mop or broom, and trash bags.</i></p> <p><i>XII. Toiletries to include: toilet paper, shampoo, soap, one toothbrush per person, toothpaste, and other personal hygiene items as appropriate. These items should be new.</i></p> <p><i>XIII. Baby items as needed.</i></p>	
<p>The CP Team has demonstrated a reasonable plan for the purchase or collection of clothing (including winter clothing)</p> <p><i>*Indications of reasonableness can include demonstrated plans for soliciting</i></p>	

<p><i>donations; allocating portions of fundraising to clothing; and references to any community or corporate partners who may assist. An awareness of and planning for seasonal clothing will be an indication of reasonable planning. The reasonableness of the plan should also be assessed in relation to the cost estimates provided in the Financial Assessment in Part F.</i></p>	
<p>The CP Team has demonstrated a reasonable plan for the provision of food staples</p> <p><i>*Indications of reasonableness can include listing key food staples in the plan; considering the refugee's native cuisine; a plan for initial grocery shopping with the newcomer family; an awareness of any available food banks or pantries; and demonstrating thinking regarding and planning for ongoing grocery costs in the first 90 days.</i></p>	
<p>The CP Team has demonstrated a reasonable plan for the provision of key utilities.</p> <p><i>*Reasonable plans will reference specific companies and plans, along with real costs of utilities hook-ups and monthly costs; CP Team should detail their plans for acquisition of a cell phone and identification of low-cost phone plans; Identification of a reasonably priced internet plan should be demonstrated.</i></p>	
<p>Notes/Follow up Needed:</p>	
c. Refugee Documentation	
<p>The CP Team provided the link for the nearest Social Security Administration Office.</p>	
<p>The CP Team has provided links to websites that offer guidance on the process of completing a change of address with the US Department of Homeland Security and with the US Postal Service, demonstrating they know where to go to obtain the necessary forms.</p>	
<p>The CP Team provided the link for selective service registration.</p>	
<p>The CP Team understands the process of how newcomers should be supported in obtaining a state ID and/or driver's license.</p>	
<p>Notes/Follow up Needed</p>	
d. Benefits and Services	
<p>The CP Team has identified the services and benefits that are available to the refugee(s) in their community</p>	
<p>The CP Team has consulted with relevant local/state/federal authorities and service providers to identify how to assist newcomers through the process of accessing any available services and benefits for which they might be eligible.</p>	
<p>Notes/Follow up Needed</p>	

e. Health and Mental Health Services	
The CP Team has indicated a plan for connecting the newcomer(s) to health and desired mental health services, including helping them receive a refugee health screening and immunizations and/or access to other desired general health and mental health providers covered through their medical assistance.	
Notes/Follow up Needed	
f. Education	
The CP Team has demonstrated a reasonable plan for enrolling any children into school within 30 days of arrival in the community and meeting school enrollment requirements, including immunizations if applicable. <i>*Indications of reasonableness include references to specific enrollment services provided in the community, an awareness of school zones, and naming of specific schools if they are known.</i>	
Notes/Follow up Needed	
g. Language	
The CP Team has demonstrated a reasonable plan for enrolling all adults, as appropriate, into formal English language programs in the community within 30 days of arrival. <i>*Indications of reasonableness include availability and assessment of costs. Where in-person options are not viable, the CP Team should identify free or affordable online learning options such as Duolingo.</i>	
The CP Team has demonstrated a reasonable plan to provide informal language training support through regular interaction and conversation or serving as language partners to support language acquisition. <i>*Indications of reasonableness include plans for regular visits with the newcomer family, and contemplation of tools or strategies that the CP Team could employ to enhance and accelerate English-language interaction.</i>	
Notes/Follow up Needed	
h. Interpretation and Translation	
The CP Team has described how they will communicate with refugee(s), as needed,	

for essential topics and key appointments. They have provided the name(s) of those individuals or organizations who will provide in-person or telephonic interpretation	
Notes/Follow up Needed	
i. Community Orientation	
The CP Team has demonstrated how they will facilitate cultural connections, including a reasonable effort to locate culturally appropriate foods and relevant ethnic of faith communities such as mosques, temples, or diaspora. <i>*Indications of reasonableness include the names(s) and locations (even if virtual) of food options and houses of worship.</i>	
Notes/Follow up Needed	
j. Cultural Orientation	
The CP Team has detailed how they will provide the refugee(s) a basic introduction to their new home, community, and life in the United States, including an understanding of where to obtain CO resources and a review of the 15 required CO topics such as housing, public assistance, U.S. laws, safety, navigating public transportation, and community supports. <i>*This may be demonstrated by referencing the resources they have identified such as those offered by the Cultural Orientation Resource Exchange, public library, or elsewhere.</i>	
Notes/Follow up Needed	
k. Employment	
The CP Team has described a plan for connecting the refugee(s) to workforce services in the community, including local employment resources such as job centers, library programs, and local job boards. <i>*Indications of reasonableness include details about outreach; assessment of costs and (potentially) allocations of extra fundraising for potential employment services. Where in-person options are not viable, the CP Team should consider and identify any free online resources they may have encountered</i>	
The CP Team has demonstrated a reasonable plan to provide informal job search support including short and long-term employment goals, development of resumes, support with applications, interview practice, and using personal networks where available.	

<p><i>*Indications of reasonableness include details regarding CV support; demonstrating an awareness of key job search platforms, job fairs, etc. in their community; plans to offer interview practice; and contemplation of bridging options to gain American work experience.</i></p>	
<p>Notes/Follow up Needed</p>	
<p>I. Transportation</p>	
<p>The CP Team has described available transportation and demonstrated a reasonable plan to ensure transportation in the new community.</p> <p><i>*Indications of reasonableness include details about how the refugee(s) might travel (e.g., bus, metro, rideshare, walk) to and from possible employment, place of worship, medical care, grocery store, shopping, and schools.</i></p>	
<p>Notes/Follow up Needed</p>	
<p>m. Financial Management and Support</p>	
<p>The CP Team has described appropriate oversight and administration of federal funds, including general information on reporting/billing to EMM and use of funds to cover both administrative and direct expenses.</p> <p><i>* Indications of reasonableness include details about financial oversight, including how any financial checks and balances will occur, and funds will be used to cover direct expenses as allowable per the Cooperative Agreement and Appendix A.</i></p>	
<p>Notes/Follow up Needed</p>	
<p>n. Fundraising</p>	
<p>The CP Team has described how they will raise cash and in-kind support.</p> <p><i>* Indications of reasonableness include details about where the resources will come from and how it will supplement R&P funds.</i></p>	
<p>Notes/Follow up Needed</p>	
<p>o. Reporting to EMM</p>	

The CP Team has described how they will ensure timely completion of 90-day reports to EMM.	
Notes/Follow up Needed	
p. Legal assistance	
The CP Team has provided a description, name, and contact information of an organization or legal professional who may assist the refugee(s) in their status adjustment process.	
Notes/Follow up Needed	
q. Family Reunification (If Applicable)	
The CP Team has described how they will assist, or seek assistance, with family reunification education and petitions, if needed.	
Notes/Follow up Needed	

F. Financial Assessment

a. Estimated income Available	
The estimated funds available equals the proposed family size x \$2,375	
b. Estimated living costs for first 90 days	
i. Monthly Cost of Living in Welcoming Community	
The CP Team has allocated a reasonable amount of costs toward rent . <i>*Costs should range from \$2000-\$3000 depending on family size. The majority costs will be for rent and should be consistent with affordable housing rates in the community.</i>	
The CP Team has allocated a reasonable amount of costs for utilities (electric, water, gas, oil as applicable) .	
The CP Team has allocated a reasonable amount of costs toward food until SNAP benefits are available.	

<p><i>*Costs should take into consideration the length of time it may take to obtain SNAP benefits. CP Team may reduce costs by exploring food bank options, if available.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs to monthly phone and internet costs.</p> <p><i>*Costs should be in the range of \$300 for the first 180 days. CP Team should seek out low-cost plans.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs for monthly public transportation passes.</p> <p><i>*Costs may decrease if bus passes are provided through public benefits.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs for pocket money and allowances for Afghan newcomers.</p> <p><i>*Costs should be approximately \$120 monthly per adult.</i></p>	
<p>The CP Team has contemplated and outlined other costs they foresee and are planning for.</p> <p><i>*This section is not mandatory</i></p>	
<p>Notes/Follow up Needed</p>	
<p>ii. One-time Start-up Costs</p>	
<p>The CP Team has allocated a reasonable amount of costs toward pocket money.</p> <p><i>*Costs should be approximately \$50 per adult.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs toward furniture, and household items, including kitchen supplies, cleaning products, etc., taking into consideration any in-kind donations.</p> <p><i>*Costs should depend on family size and consider any in-kind donations.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs toward clothing, including winter clothing, as needed.</p> <p><i>*Costs should range from \$150-\$200 per individual before taking into account any in-kind donations. Assume need for high-quality winter coats, depending on location. Costs can be reduced via donations or by factoring availability of second-hand shops.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs toward food staples and welcome meal</p> <p><i>*Costs should range from approximately \$100-\$200 depending on family size. CP Team may reduce costs by exploring food bank options, if available.</i></p>	

<p>The CP Team has allocated a reasonable amount of costs toward the housing security deposit.</p> <p><i>*Costs should depend on family size and type of housing. The majority of costs will be for first and last month's rent and should be consistent with affordable housing rates in the community.</i></p>	
<p>The CP Team has allocated a reasonable amount of costs toward utility deposits, phone and/or internet installation, etc.)</p>	
<p>The CP Team has allocated a reasonable amount of costs toward school supplies (if applicable)</p> <p><i>*Costs should not exceed \$50 per child</i></p>	
<p>The CP Team has contemplated and outlined other costs they foresee and are planning for.</p> <p><i>*This section is not mandatory</i></p>	
<p>Notes/Follow up Needed</p>	

G. Fundraising Plan

<p>The CP Team has provided an appropriate plan for raising additional resources needed to meet/supplement the refugee(s) living expenses for their first 90-days as calculated in section F. Financial Assessment. Committed funds may be from individual CP Team members, fundraising campaigns, supporting organizations, or other.</p>	
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H. Required Policy Documents

<p>The required policy documents were submitted with the completed Welcome Plan.</p>	
<p>The required proof of background checks were submitted with the completed Welcome Plan.</p>	

I. CP Team Declaration

<p>The Welcome Plan contains contact information (name, phone number, and email address) to an organizational representative.</p>	
<p>The CP Team Lead has signed the Welcome Plan indicating that all members listed in the Welcome Plan have declared the following:</p> <ul style="list-style-type: none"> - Information provided is to the best of their knowledge true, complete, and accurate. - They have made or will make adequate arrangements in their community for the welcome of the refugee(s) they are matched to, as outlined in this 	

<p>Welcome Plan.</p> <ul style="list-style-type: none"> - They will provide 90-day progress reports as required by the Reception & Placement Program. - They will participate in regular check-in calls with an EMM program officer. - They understand that the Remote Placement Community Partner program is authorized to share information contained in this Welcome Plan with operational partners. 	
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J. Overall Comments

<p><i>Note below any areas of concern based on the Remote Placement Community Partner Welcome Plan, background checks or other aspects of the above checklist. If no areas of concern, note N/A. If more than 3, add additional rows to the table.</i></p>	
Area of Concern 1:	
Area of Concern 2:	
Area of Concern 3:	
Final Recommendation (select from option below):	
*Approve/Ready to be proposed to PRM	
** Conditionally approved but requires additional follow up with a case manager to address areas noted above prior to matching.	
*** Do not approve/Not suitable	
Additional Comments (note any additional comments below):	

***Please place the signed Vetting Checklist in the CP Team’s SharePoint folder and tag the RPCP Team Lead/RPCP Senior Program Officer, if applicable.**

Vetting Individual

Signature

Date