



CDSS

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GOVERNOR

October 5, 2016

REFUGEE COORDINATOR LETTER (RCL) NO. 16-13

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS

SUBJECT: FINAL FEDERAL FISCAL YEAR (FFY) 2016 SERVICES TO OLDER
REFUGEES (SOR) FORMULA SET-ASIDE ALLOCATIONS

REFERENCE: CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. 93.566

This letter is to announce that the federal Office of Refugee Resettlement (ORR) has awarded the California Department of Social Services (CDSS) FFY 2016 funding for the Services to Older Refugees (SOR), formerly known as the Older Refugee Discretionary Grant (ORDG). The SOR funding is now formula set-aside funded under the Refugee Social Services (RSS) grant rather than awarded by a discretionary grant. The FFY 2016 SOR Formula Set-Aside Allocations were released to states by the ORR on August 4, 2015 via the ORR State Letter #15-10. A copy of the letter may be accessed on the Letters page of the Refugee Programs Bureau's (RPB) web site at <http://www.cdss.ca.gov/refugeeprogram/>.

The ORR awarded to the CDSS in FFY 2015, the full grant amount in four quarters. In order to be consistent in its allocation of RSS formula funding, the RPB deferred award of the first four quarters of the new SOR grant. Counties are authorized to provide services with this grant beginning October 1, 2016. The FFY 2016 SOR grant period is the same as the RSS', which is from October 1, 2016 to September 30, 2018.

Federal Allocation Methodology

The state's total FFY 2016 SOR funding is \$147,051. The ORR determined each state's total allocation based on its elderly refugee arrivals, ages 60 and above, for the previous two fiscal years. Elderly refugee arrivals include refugees, asylees, SIVs, and Cuban and Haitian Entrants.

County Allocations

Counties receiving the RSS funding are also eligible for the SOR grant. Enclosed is a spreadsheet showing the county allocations, which are based on the number of refugees who are age 60 years or older and receiving aid in each participating county during September 2016. This information was obtained from the Medi-Cal Eligibility Data System (MEDS). For counties choosing to claim administrative costs, county administrative costs have been calculated at 15 percent, the maximum amount allowable. However, counties are encouraged to maximize the amount of funding for services provided by this grant. If your county does not want to participate in this set aside funding, please notify the RPB immediately so the funding can be redistributed.

County Plan Appendix

Counties must include a description of the SOR program in their County Refugee Services Plans or Plan Updates. County staff will be advised of the due date and requirements for their FFY 2016 County Refugee Services Plans or Plan Updates via Refugee Coordinator Letter at a later date.

The SOR appendix must describe the services that the county will provide with the funds and include the number of elderly refugees to be served for the year. Allowable services under this grant are limited to the following:

- 1) Education about available services;
- 2) Outreach, transportation and translation services to obtain available services;
- 3) Linkages with local Area Agencies on Aging to make mainstream senior programs more linguistically and culturally appropriate; and
- 4) English and civics classes and assistance with citizenship applications (the payment of application fees for citizenship examinations is not allowable under this grant).

Reporting Requirements

Project progress reports are required every four months throughout the length of the project for the SOR on the ORR-6 Trimester Report, including a summary in the narrative section of the report. The summary should include information related to the number of clients served as well as the type and frequency of services provided. Reports must be submitted to your assigned county operations analyst according to the following schedule:

Trimester	Period	County Due Date to RPB
Trimester 1	October 1 – January 31	February 15
Trimester 2	February 1 – May 31	June 15
Trimester 3	June 1 – September 30	October 15

Debarment and Suspension Requirements

Federal regulations require that individuals be prohibited from receiving federal financial and non-financial assistance and benefits if they have been debarred or suspended pursuant to Title 45 Code of Federal Regulations (CFR) Part 76. Reasons for debarment/suspension may include a conviction for committing fraud or any other crime or action that shows a lack of business integrity (see 45 CFR Part 76.305 for specific debarment/suspension criteria). The debarment/suspension requirements extend to an organization if a debarred/suspended individual is an officer, director, owner, partner, or if the individual has management or supervisory responsibility within the organization.

Counties are required to comply with the debarment and suspension provisions in 45 CFR Part 76 as a condition of receiving SOR funding. When arranging SOR-funded services through a subgrant or subcontract, counties must verify that the subgrantee or subcontractor is not excluded or disqualified from participation in federal assistance programs by:

- 1) Checking the federal General Services Administration Excluded Parties List System, found at <http://www.sam.gov>, which has the most current information about persons who have been excluded or disqualified for participation in federal programs; and/or
- 2) Adding a clause to the contract/agreement in which the contractor agrees to certify that he/she and his/her principals are not debarred or suspended from federal financial assistance programs and services. Example: *“For federally funded agreements in the amount of \$25,000 or more, the Contractor certifies that he/she and his/her principals are not debarred or suspended from federal financial assistance programs and activities.”*

Federal Funding Terms and Conditions

All recipients and sub-recipients of federal funding, including SOR funding, are required to adhere to specific terms and conditions. For information regarding these terms and conditions and requirements, please visit ORR’s web site at:

- General Terms and Conditions:
https://www.acf.hhs.gov/sites/default/files/assets/general_terms_and_conditions_mandatory.pdf
- General Terms and Conditions Addendum (SOR Funding):
https://www.acf.hhs.gov/sites/default/files/assets/refugee_cma_socserv_tag_tc_addendum.pdf

Should you have any questions regarding this letter, please contact Ms. Camille Ancona, Manager, Funding and Data Unit, at (916) 653-7785 or Camille.Ancona@dss.ca.gov, or Ms. Bao Her, Analyst, Funding and Data Unit, at (916) 653-5208 or Bao.Her@dss.ca.gov.

Sincerely,

***Original Document Signed By
Sysvanh Kabkeo For:***

KIM JOHNSON, Chief
Child Care and Refugee Programs Branch

Enclosures

c: CWDA

**Final Allocations for Federal Fiscal Year 2016
Refugee Social Services Grant
Services to Older Refugees (SOR) Set-Aside Funding**

\$147,051

County	Current Refugees on Aid (age 60+)		County Allocation	County Administration (@ 15% Maximum)	Services Dollars
	Number on Aid¹	% of Totals			
Alameda	104	2.7140%	\$ 3,991	\$ 599	\$ 3,392
Contra Costa	53	1.3831%	\$ 2,034	\$ 305	\$ 1,729
Los Angeles	1,835	47.8862%	\$ 70,416	\$ 10,562	\$ 59,854
Orange	231	6.0282%	\$ 8,865	\$ 1,330	\$ 7,535
Sacramento	312	8.1420%	\$ 11,973	\$ 1,796	\$ 10,177
San Diego	983	25.6524%	\$ 37,722	\$ 5,658	\$ 32,064
San Francisco	55	1.4353%	\$ 2,111	\$ 317	\$ 1,794
Santa Clara	140	3.6534%	\$ 5,372	\$ 806	\$ 4,566
Stanislaus	119	3.1054%	\$ 4,567	\$ 685	\$ 3,882
Total	3,832	100.0000%	147,051	22,058	124,993

Current Grant Period: October 1, 2016 - September 30, 2018

Notes:

¹ *Number of refugees currently receiving aid age 60 years or older. Refugee aided data is derived from the Medi-Cal Eligibility Data System (MEDS) for September 2016.*

Catalog of Federal Domestic Assistance No. 93.566